

# MINUTES

## Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 27 October 2025



The Agenda for the Meeting of Council, Monday 27 October 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.

The meeting commenced at 7:07pm.

**PRESENT:**

|                               |                                             |
|-------------------------------|---------------------------------------------|
| Cr Lisa Cooper (Mayor)        | Scott Ward                                  |
| Cr Glen Atwell (Deputy Mayor) | Tirhatuan Ward                              |
| Cr Chris Duncan               | Collier Ward                                |
| Cr Robert Williams            | Dinsdale Ward                               |
| Cr Meagan Baker               | Dobson Ward                                 |
| Cr Parisa Considine           | Friberg Ward                                |
| Cr Peter Lockwood             | Baird Ward                                  |
| Cr Susan Pearce               | Taylor Ward                                 |
| Cr Paige Kennett              | Chandler Ward                               |
| <br>                          |                                             |
| Bruce Dobson                  | Chief Executive Officer                     |
| Grant Thorne                  | Director – Infrastructure                   |
| Jonathan McNally              | Acting Director - City Livability           |
| Judy Chalkley                 | Director – Connected Communities            |
| Matt Kelleher                 | 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.**

The Mayor proposed a change to the Order of Business where Item 8.10 – Outdoor Dining – Parklets would be considered immediately after Item 7 – Public Question Time and before Item 8.1 – Planning Delegation Review. The Mayor invited Councillors to raise any objections to this proposition. There being no objection, the order of business was changed accordingly.

## Order of Business

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## 1 Apologies And Requests For Leaves Of Absence

Nil.

## 2 Declarations Of Conflict Of Interest

Councillor Pearce foreshadowed declaring a general conflict of interest in Item 8.7, Community Development Fund Program Assessment Panel Recommendations 2025-2026.

Councillor Williams foreshadowed declaring a general conflict of interest in Item 8.7, Community Development Fund Program Assessment Panel Recommendations 2025-2026.

Councillor Duncan foreshadowed declaring a material conflict of interest in Item 8.7, Community Development Fund Program Assessment Panel Recommendations 2025-2026.

Councillor Baker foreshadowed declaring a general conflict of interest in Item 8.7, Community Development Fund Program Assessment Panel Recommendations 2025-2026.

Councillor Cooper foreshadowed declaring a general conflict of interest in Item 8.7, Community Development Fund Program Assessment Panel Recommendations 2025-2026.

## 3 Confirmation Of Minutes

The Chairperson, Councillor Lisa Cooper invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 29 September 2025. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Presentations, Petitions And Memorials

### 4.1 Petition – Early Childhood Education

Councillor Lockwood sought leave of Council to consider the following Petition to which there was no objection.

Councillor Lockwood presented an e-petition via change.org with 185 signatures as at 27 October 2025 calling for Council to apply for funding offered by the Federal Government to enable services to give a temporary 15% above-award wage increase to eligible Council staff (over 2 years).

The petition was circulated to all Councillors and was presented for noting.

In submitting the petition, the lead petitioner argues that educators in Council-run centres deserve the same recognition and financial support as those in private and community centres and this Federal funding can also address the wage gaps in this female-dominated sector.

It is understood that the petitioners are still actively collecting signatures and updates to the petition may yet be received.

The Petition has been circulated to all Councillors and was presented for noting only.

As the Chief Executive Officer has statutory responsibility for all staffing matters, this is not an issue Council can determine; and so the petition has been referred to the CEO for consideration and response.

#### 4.2 Petition – Parklet at Paddy’s Tavern

Councillor Baker presented a petition with 103 signatures as at 27 October 2025 to support keeping the parklet located at the front of Paddy’s Tavern in Ferntree Gully.

The petition was circulated to all Councillors and was presented for noting.

In submitting the petition, the lead petitioner argued that removing the parklet would negatively impact the experience of customers and would take away a valued feature that brings people together and encourages them to enjoy the venue.

It is understood that the petitioners are still actively collecting signatures and updates to the petition may yet be received.

Councillor Baker noted the petition does not raise any matters which can be considered as items of urgent business on the agenda. The petition will be referred to the Acting Director City Liveability who will provide a response to the lead petitioner in due course.

#### 4.3 Petition – Parklet at Studfield Shopping Centre

Councillor Williams received a petition with 138 signatures as at 27 October 2025 calling for the parklet to be maintained in front of Schokolade and the Charcoal Chicken Shop at Studfield Shopping Centre.

The petition has been circulated to all Councillors and was presented for noting.

In submitting the petition, the lead petitioner argues that the parklet serves as a great space for local traders and for the community and its removal would adversely affect local businesses as less outdoor seating would be provided.

It is understood that the petitioners are still actively collecting signatures and updates to the petition may yet be received.

Councillor Williams noted the petition does not raise any matters which can be considered as items of urgent business on the agenda. The petition will be referred to the Acting Director City Liveability who will provide a response to the lead petitioner in due course.

#### 4.4 Memorial - Noel and Bev McNamara

Councillor Lockwood paid tribute to Noel and Bev McNamara who recently passed away. Noel and Bev were keen activists for victims of crime and were keen volunteers who dedicated their lives to supporting victims of crime.

Councillor Lockwood shared the following tribute from their daughter Kelly:

*Bev & Noel McNamara, moved to Knox from Port Melbourne in 1964, with their first child Tracey.*

*Followed by Kelly in 1965, and Anthony in 1968, they quickly became part of St Joseph’s Parish Boronia. In the 1990’s they became parishioners of St John the Baptist Catholic Church Ferntree-Gully.*

*Their daughter Tracey was a local hairdresser who was murdered in 1992. Because of that tragedy, Bev and Noel became involved in a victims' group and later starting their own victims of crime group campaigning for tougher sentencing.*

*Because of their work with victims, they were presented with Knox Local Community Awards, one being the Knox Local Hero's award. They were both awarded an OAM in the Queen's birthday honours of 2004.*

*They were very well known and respected in the local community--Bev was an active member of St John the Baptist Catholic Church and was a long serving member of St Vincent de Paul.*

*Bev and Noel were married for 65 years with their final years were at Murrenda Residential Aged Care in Wantirna. Noel passed away on the 26th of August, followed by Bev on 22nd September.*

*They are survived by their daughter Kelly, son Anthony, 4 grandchildren and their partners, as well as a great granddaughter.*

*May they both rest in peace.*

Councillor Lockwood then provided his own memories of Bev and Noel:

*I first met Noel and Bev when I was on council in my second stint in 2000. I found them to be very keen activists in advocating for victims of crime. They were compulsive volunteers, are on our honour board in Knox, and Noel was a part of the Commonwealth Games Baton Relay in Knox.*

*In 1993, Noel McNamara established the Crime Victims Support Association with his wife where he was an outspoken critic of the Australian Justice System and lobbied the government on criminal law reform and greater support for victims of crime; frequently airing his views in the Australian news media. His 'hardline approach to crime often conflicted with the views and actions of civil liberties advocates, the parole board, members of the legal profession and judges; advocating for harsher jail sentences for people convicted of murder, rape, paedophilia, culpable driving and other violent crimes - views which resonate today.*

*He also advocated for the abolition of minimum sentences within the penal system, the abolition of double jeopardy laws which came to pass and the abolition of crimes compensation payments to the families of murdered criminals.*

*Noel was outraged after his eldest daughter Tracey McNamara was murdered in 1992 and the killer only received a 10-year minimum jail term, which is low for ending a life.*

*Since that time, Noel actively supported victims of violent crime and often personally attended court cases on behalf of victims.*

*They were great achievers.*

The Mayor, Councillor Cooper also extended her condolences to the McNamara family on behalf of Council.

## 5 Reports By Councillors

### 5.1 Councillor Baker

Councillor Baker reported attending the following:

- Budget Public Submissions Hearing.
- Occupational Health and Safety Training.
- Knox Disability Advisory Committee Meeting.
- Bayswater Library Official Opening

### 5.2 Councillor Kennett

Councillor Kennett reported attending the following:

- BBCN and Bayswater Seniors Annual General Meeting – both are valued community organisations
- Outer East Foodshare Celebrations to mark their 5 year anniversary with Cr Cooper, Cr Duncan and Cr Lockwood. The organisation provides food to 45 organisations throughout Knox.
- Bayswater Library Opening with Cr Cooper, Cr Lockwood, Cr Baker and the Minister for Local Government, The Hon. Nick Staikos MP, who noted there are more local libraries in Melbourne than McDonald's franchises.
- Launch of the Boronia-Bayswater Community Directory - a booklet to support residents to find the services they need, supported by the State Government and Your Library.

Councillor Kennett also:

- Met with residents to discuss the Domestic Animal Management Plan, dogs off lead, mental health impacts, parklets, Knox Youth Services and the upcoming Poppy appeal.
- Visited Miller's Homestead which hosted a new free Art Exhibition with 37 unique pieces of art produced by 24 artists.
- Congratulated Boronia Rotarian, Ray Siegersma, who was recognised for his outstanding volunteer service through a Westfield Knox Local Hero competition. Ray runs a skills development program for young people to introduce them to trades and is starting a new Men's Mental Health Hub in Boronia.

### 5.3 Councillor Atwell

Councillor Atwell reported attending the following:

- Scoresby CFA Open Day with over 600 people attending to raise awareness about fire preparedness with a behind the scenes look of the Station. Cr Atwell congratulated the Scoresby CFA leaders and 'Heavenly Sweets and Treats' who supported the event.
- Rowville Lysterfield Makers and Bakers Rotary Market that showcased the strength of our local creative economy and social enterprises. It provided an excellent platform for supporting artisans and local food producers such as The Greatest Domes, The Source Candle Co., and The Basin Backyard. Council looks forward to continuing its support for Rotary President Bob and the organisers each month as the market grows and strengthens community connections.

Councillor Atwell also:

- Appreciated the support and assistance from officers for a resident after a street tree incident in Selwood Court, Rowville.

- Congratulated Boronia Rotarian, Ray Siegersma, who was recognised for his outstanding volunteer service through a Westfield Knox Local Hero competition.
- Recognised the local Knox Scouts for attending a 'Kangaree' camp for Joey Scouts in Mt Martha, with many experiencing their first time away from home, including his 5 year old son Max who shared adventures, developed independence, learned life skills and made friends; thanking the volunteers and scout leaders who made the event possible.

#### **5.4 Councillor Considine**

Councillor Considine reported attending the following:

- Knox United Cycling Club Junior Presentation Day with Cr Pearce.
- Knox Multicultural Advisory Committee Meeting.

Councillor Considine also:

- Noted that Knox Off-Road Radio Control Car Racing Club will be hosting a major event at Carrington Park from October 31 to November 2.

#### **5.5 Councillor Duncan**

Councillor Duncan reported attending the following:

- Budget Public Submissions Hearing.
- Services Workshop with all Councillors.
- Attended the Ferntree Gully Falcons 60<sup>th</sup> Anniversary Past Players event.
- Attended Ferntree Gully Falcons 60<sup>th</sup> Celebration Day with Cr Baker at the Rowville Community Centre.
- Outer East Food Share: 5 year Lease celebration event with Cr Cooper, Cr Lockwood, Cr Kennett and Council officers.
- Meeting between Mary Doyle MP, Jackson Taylor MP, Templeton Cricket Club, Wantirna South Jr Football Club regarding the Federal Government's financial commitment to the pavilion upgrade at Templeton Reserve.
- Met with Wantirna Senior Football Club President and Cr Williams to discuss ongoing pavilion strategy and future needs alignment.
- Attended the Westfield Community Safety Day at Knox Shopping Centre with Cr Williams and Cr Kennett.

Councillor Duncan also:

- Responded to enquiries from residents regarding parking, fencing and footpaths.

#### **5.6 Councillor Williams**

Councillor Williams reported attending the following:

- Bayswater Sharks Cricket Club Comedy Night.
- Westfield Community Day with Cr Duncan and Cr Kennett.
- Meeting with Kevin from Wantirna South Football Club.
- Knox Community Gardens Open Day.
- Meeting with business owners regarding parklet issues.

- Meeting with Opposition Leader Brad Battin MP in Bayswater.
- Bayswater Strikers Soccer Club Annual General Meeting and Presentation Night.

Councillor Williams also:

- Noted upcoming Haunted House and Halloween events in Bayswater and invited people to attend the Knox Historical Society Cemetery Tour at the Ferntree Gully Cemetery, along with an upcoming Youth Advisory Committee Meeting.
- Noted he was disappointed with the raising of pet registration fees by State Government.
- Celebrated his daughter's graduation.

## **5.7 Councillor Lockwood**

Councillor Lockwood reported attending the following:

- Your Library Board Committee Meeting.
- Council Budget Submissions.
- Boronia- The Basin Handbook Event at Boronia Library with Cr Kennett.
- Eastern Raptors Meeting to address break-in problems with Cr Kennett and Council staff.
- Knox Multicultural Advisory Committee Meeting.
- Outer East Foodshare Event with Cr Cooper, Cr Duncan and Cr Kennett.
- Bayswater Library Official Opening with Cr Cooper, Cr Baker, Cr Kennett, Jackson Taylor MP and Local Government Minister, The Hon, Nick Staikos MP.
- Westfield Community Safety Day which was attended by Bayswater and Boronia CFA members and the local Ambulance services.
- Haering Road Kindergarten 50 Year Anniversary – outlining it was amazing to note the generations of families and original Committee members attending along with the warm atmosphere.
- Homelessness Forum in Manningham set up by the Eastern Affordable Housing Alliance, noting there are 400,000 homeless people in Australia at the moment and 123,000 of those (with an average of over 53,000 per year) have been turned away from services due to a lack of capacity and indicated Governments are not doing enough to address homelessness.

## **5.8 Councillor Pearce**

Councillor Pearce reported attending the following:

- Budget Public Submissions where she heard from Knox Infolink, Rowville Hawks Football Club and Waverley Soccer Club.
- Knox United Soccer Club Presentation Day with Cr Considine, and awarded the runners-up trophy to the Under 14C team – congratulated Felice and the team for the event.
- Knox Business Awards, acknowledging the following winners:
  - Excellence in Sustainability and Environment - Yellowstone Landscaping
  - Outstanding Young Business Leader – Josiah Coluccio – Lexity Plumbing and Electrical
  - Health Care and Wellness Industries - True Hearing
  - Retail and Professional Services - The Basin Backyard
  - Tourism, Recreation and Hospitality - 1961 Coffee Roasters
  - Business and Professional Services – Training Services – Barry Plant Wantirna
  - New Business – The Hair Networkand encouraged people to place their submissions for the Knox Business Awards next year.

- Municipal Association of Victoria State Council Meeting with Knox City Council CEO, Bruce Dobson, where Council motions relating to school connections and community Police services resourcing were put forward by Council and adopted by State Council.

Councillor Pearce also:

- Met with residents to discuss issues regarding trees, footpaths, planning, football and soccer club allocations and repairs.
- Encouraged people to attend the Quarry Safari Open Day on Sunday 16 November 2025 from 10am, where there is face painting and a Quarry Tour which requires booking beforehand.

## **5.9 Councillor Cooper**

Councillor Cooper reported attending the following:

- Interviews with Cr Pearce for a new Independent Member of Council's Audit and Risk Committee which ensures Council's strong governance and compliance framework and was impressed with the calibre of applicants and their diverse working backgrounds.
- Eastern Regional Group Committee Meeting where a Memorandum of Understanding was signed relating to increasing efficiencies, reduced duplication and improved services delivery via a shared service agreement with other Councils.
- Outer East Foodshare Event– noting the dedication and positivity of volunteers in Knox, Maroondah and Yarra Ranges supplying to over 50 food relief agencies and supporting 50 to 100 families per week, with food security serving as a major issue - a collaboration between Council and the community.
- Bayswater Library Opening with the Minister for Local Government, The Hon. Nick Staikos MP, noting it is a modern and welcoming space with up to date technology.
- Rowville Community House Annual General Meeting noting that this organisation fosters community connection through lifelong learning and community engagement.

Councillor Cooper also:

- Acknowledged in the 'Real Impact' report which highlights the work of neighbourhood houses. There are 5 neighbourhood houses in Knox (Coonara Community House, Orana Community House, The Basin Community House, Rowville Neighbourhood Learning Centre and Mountain District Learning Centre). Neighbourhood Houses Victoria recently released a report that highlights that neighbourhood houses have generated \$3.5 million in income and delivered \$22.6 million of value including \$3.3 million toward social connection, \$1.2 million for volunteer contributions, \$43,000 for emergency relief, 1284 kg of food distributed, and 690 meals per month through community frozen lunches.
- Endorsed the 'Happy Smiley People' business on Boronia Road in Wantirna where there is a play-based early intervention program for children with a former guide dog who is loved by the children and interacts with them. Cr Cooper encouraged people to reach out to Council if they wish to be involved.
- Noted the upcoming The Basin Community House Annual General Meeting.

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 September 2025 to 30 September 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 September 2025 to 30 September 2025 as set out in the officers' report.

#### **RESOLUTION**

**MOVED:** Councillor Williams

**SECONDED:** Councillor Atwell

**That Council note the planning applications decided under delegation 1 September 2025 to 30 September 2025 as set out in the officers' report.**

#### **CARRIED**



## 7 Public Question Time

Question Time commenced at 7:45pm.

The following questions were raised with Council:

### 7.1.1 Question One – Sarah Jago

**Can Knox Council please explain why they have chosen to risk losing valuable, exceptional Educators by refusing to apply for the Australian government funded Early Childhood Education and Care Temporary Retention Program, despite being eligible and despite the pleas from their staff and the union to apply? I ask this question directly at the council meeting as my, and many other correspondence to Knox City Council has gone unanswered.**

The Director Connected Communities, Judy Chalkley responded:

- We recognise and support the need for an increase to the children’s services industry award. This commitment is reflected in our long-standing practice of paying our early years educators above the award rate under the Knox City Council Enterprise Agreement.
- Following careful consideration of staff feedback and further analysis, we determined not to submit an application for the retention payment funding. This decision based on several factors including:
  - ongoing uncertainties with the funding model,
  - the unequal application of the grant across the Early Childhood Education and Care workforce,
  - restrictions on fee growth, and
  - the temporary nature of the funding
- We understand these concerns are shared by many other Victorian local governments, with the majority of local governments also not applying.
- We highly value our early years educators and remain committed to supporting them through continued above-award remuneration, generous leave entitlements, professional learning and development opportunities, and other employee benefits that are part of the Knox Enterprise Agreement.
- I can also confirm that all correspondence officers have received from staff and families have been responded to.

### 7.1.2 Question Two - Alexandra Klazinga

**Given the Early Childhood Education and Care (ECEC) Worker Retention Payment's objective of addressing historic gender-based wage inequity, how does Knox City Council justify using the existence of internal inequalities as a reason to forgo applying for the Worker Retention Payment?**

The Director Connected Communities, Judy Chalkley responded:

- We agree that the Early Childhood Education and Care (ECEC) Worker Retention Payment is an initiative designed to help address historic gender-based pay inequities within the early childhood sector.
- Following careful consideration of staff feedback and further analysis, we determined not to submit an application for the retention payment funding. This decision was based on several factors including:
  - ongoing uncertainties with the funding model
  - the unequal application of the grant across the Early Childhood Education and Care workforce
  - restrictions on fee growth
  - the temporary nature of the funding
- We understand these concerns are shared by many other Victorian local governments, with the majority of local governments also not applying.
- We highly value our early years educators and remain committed to supporting them through continued above-award remuneration, generous leave entitlements, professional learning and development opportunities, and other employee benefits that are part of the Knox Enterprise Agreement.

### 7.1.3 Question Three - Alexandra Klazinga

**Has the Council considered how refusing to apply for the Early Childhood Education and Care (ECEC) Worker Retention Payment reflects poorly on its priority of 'leading, listening and governing responsibly', eroding trust and satisfaction among parents who support these services and ratepayers?**

The Director Connected Communities, Judy Chalkley responded:

- As indicated in the previous answer, we carefully considered the Worker Retention Payment and staff feedback before deciding not to apply.
- While I appreciate that you do not support the outcome, we have sought to be transparent in communicating the decision with both early years staff and with any enquiries received from families and outlining key factors contributing to the decision.

#### 7.1.4 Question Four - Justine Salanitri

**In regard to the parklet outside Schokolade Cafe, do you think there is any benefit to the community in removing the structure immediately as opposed to leaving it while all parties work out how to come to a solution to make it compliant?**

The Acting Director City Liveability, Jonathan McNally responded:

- This item is being considered as part of this evening's agenda.
- The building inspection advice that is included as an attachment to the officer's report for outdoor dining identifies a number of structural issues with the Parklet located outside of Schokolade café.
- The officer's recommendation is to remove the structure based on this building advice due to the safety risks identified. The benefit of its immediate removal, is to minimise safety risks to the community as a result of the non-compliance and safety issues associated with the structure. The structure is also located within an active car parking area and service road without adequate traffic barriers to provide separation that would normally be required at a location such as this.

#### 7.1.5 Question Five - Justine Salanitri

**On behalf of Boronia Rotary, where do you suggest moving the community book library that is currently inside the Schokolade Parklet if that was to be removed?**

The Acting Director City Liveability, Jonathan McNally responded:

- Council acknowledges the value of the community book library currently located within the Schokolade Parklet.
- Council officers will work with Boronia Rotary to identify a suitable temporary location within the Studfield shopping precinct. This location would aim to reflect the accessibility and visibility of other Rotary book libraries in Boronia and Wantirna, to support continued community benefit and ease of access of this facility.

Question Time Concluded at 8:00pm.

## 8 Officer Reports

### 8.10 Outdoor Dining - Parklets

#### SUMMARY

This report responds to Council's resolution at its Mid-Month Meeting on 10 June 2025 in relation to the existing Outdoor Dining Parklets in Knox. Relevant to this report, the resolution, raised as an Alternate Motion is as follows:

*That Council:*

- 1) Approve the removal of the outdoor dining parklets located within Knox, with the exception of parklets currently in use by Paddy's Tavern (34 Forest Road, Ferntree Gully), Italianissimo (36 Forest Road, Ferntree Gully), Schokolade (213 Stud Road, Wantirna South) and Studfield Charcoal Chicken (215 Stud Road, Wantirna South).*
- 2) Approve the retention of the parklets benefitting Italianissimo, Paddy's Tavern, Charcoal Chicken and Schokolade on a temporary basis until 31 October 2025 to allow Council officers to prepare advice to Council on the following:*
  - a. a process to facilitate the ongoing or permanent provision of an outdoor dining parklet(s) benefiting the proprietors identified in Point 1, noting land ownership arrangements, statutory approvals, and other requirements;*
  - b. whether the existing outdoor dining parklet structures should be removed (noting the temporary nature of the structures) and rebuilt based on updated Building advice and other matters outlined in Point 2a);*
  - c. estimated cost for the removal and/or constructions of any new outdoor dining structure based on the Building advice noted in Point 2b);*
  - d. advice on any proposed governance arrangements that should be in place for the ongoing or permanent provision of an outdoor dining parklet(s) with respect to ongoing management, maintenance and operation of the parklets; and*
  - e. any other matters deemed relevant to Council's consideration of this matter.*
- 3) Authorise Council officers to write to the proprietors identified in Point 1 to advise that Council requires confirmation in writing of their intention to continue to operate a parklet at the current location over the longer term, and any associated costs that may be passed on to shop owners. This confirmation must be provided within 1 month from the date of Council's notice.*
- 4) Notes that officers will present a report at a future Council meeting no later than 31 October 2025 with advice on matters outlined in Points 2 and 3.*

Additionally, this report highlights an issue with respect to the parklet at "24 Spices" restaurant at 7/13 High Street, Bayswater. Council had resolved to remove a number of outdoor dining parklets including 24 Spices, as part of its 10 June 2025 resolution. All parklets have now been removed except 24 Spices following strong feedback from the proprietor that they now wish for the parklet to remain.

Officers have not acted to remove the 24 Spices parklet to date, noting their feedback. Should Council resolve to provide 'in-principle' support for the ongoing operation of Paddy's Tavern/Italianissimo and Schokolade/Studfield Charcoal Chicken parklet, it should consider offering the same to 24 Spices, noting that a final decision to allow a parklet to operate in any location is subject to separate statutory processes, and the officer recommendation is for the

existing structure to be removed regardless of whether a future parklet is approved and operational.

This report advises of the potential pathways available to Council and/or the affected business owners to continue to operate a parklet at 34 Forest Road and 36 Forest Road, Ferntree Gully and 213 Stud Road and 215 Stud Road, Wantirna South.

#### RECOMMENDATION

That Council:

1. Resolve to remove the existing outdoor dining parklets currently in use by Paddy's Tavern (34 Forest Road, Ferntree Gully), Italianissimo (36 Forest Road, Ferntree Gully), Schokolade (213 Stud Road, Wantirna South) and Studfield Charcoal Chicken (215 Stud Road, Wantirna South).
2. Note the processes outlined in this report to facilitate outdoor dining at the locations listed in Point 1.
3. Note the intermediary role Council is required to undertake to facilitate an on-road dining permit from the Department of Transport and Planning (DTP) in support of an outdoor dining parklet on Stud Road, Wantirna South.
4. Resolve to uphold its resolution from 10 June 2025 meeting to remove the existing outdoor dining parklet currently utilised by 24 Spices (7/13 High Street, Bayswater) and notes that any future outdoor dining at this location would require a Licence Agreement.

#### MOTION

MOVED: Councillor Baker

SECONDED: Councillor Atwell

That Council:

1. Note the officers' recommendation to remove the existing outdoor dining parklets in use by Paddy's Tavern (34 Forest Road, Ferntree Gully), Italianissimo (36 Forest Road, Ferntree Gully), Schokolade (213 Stud Road, Wantirna South), Studfield Charcoal Chicken (215 Stud Road, Wantirna South) and 24 Spices (7/13 High Street, Bayswater) based on the Building Inspection Report.
2. Resolve to extend the existing outdoor dining parklets currently in use as listed at Point 1 until 1 March 2026 to allow the proprietor(s) time to apply and progress an application for outdoor dining at the current locations through the relevant statutory processes.
3. Provide a further extension to allow the operation of the outdoor dining parklets noted in Point 1 after 1 March 2026 and until 1 June 2026, should that be required, subject to the proprietor(s) having lodged the relevant statutory application for an ongoing outdoor dining parklet by 5.00pm 27 February 2026.
4. Instruct officers to commence the removal of the existing outdoor dining parklets from 2 March 2026 if the proprietor(s) have not lodged the relevant statutory application for an ongoing outdoor dining parklet by 5.00pm 27 February 2026.
5. If an extension has been granted in accordance with point 3 until 1 June 2026, instruct officers to remove the existing outdoor dining parklets noted in Point 2 from 1 June 2026 irrespective of the status of the relevant statutory application unless all works to the parklet structures have been completed to satisfy the requirements of the Department of Transport and Planning (DTP) and/or Council's Building Surveyor.

6. Request officers provide an update to Councillors by 13 February 2026 on progress on the statutory application and any compliance issues identified to date.

**PROCEDURAL MOTION**

**MOVED:** Councillor Duncan

**SECONDED:** Councillor Pearce

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

**CARRIED**

The substantive motion was put and LOST.

A Division was called by Councillor Baker

For the motion: Councillor Baker, Councillor Atwell, Councillor Considine and Councillor Cooper.

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

Abstention: Nil.

LOST 4:5

*Councillor Lockwood left the meeting at 8:41pm and returned to the meeting at 8:45pm before the following vote on item 8.10.*

**RESOLUTION**

**MOVED:** Councillor Williams

**SECONDED:** Councillor Pearce

**That Council:**

1. **Note the officers' recommendation to remove the existing outdoor dining parklets in use by Paddy's Tavern (34 Forest Road, Ferntree Gully), Italianissimo (36 Forest Road, Ferntree Gully), Schokolade (213 Stud Road, Wantirna South), Studfield Charcoal Chicken (215 Stud Road, Wantirna South) and 24 Spices (7/13 High Street, Bayswater) based on the Building Inspection Report.**
2. **Resolve to extend the existing outdoor dining parklet currently in use by Schokolade (213 Stud Road, Wantirna South), Studfield Charcoal Chicken (215 Stud Road, Wantirna South) and 24 Spices (7/13 High Street, Bayswater), Paddy's Tavern (34 Forest Road, Ferntree Gully) and Italianissimo (36 Forest Road, Ferntree Gully) until 1 March 2026 to allow the**

respective proprietor(s) time to apply and progress an application for outdoor dining at the current locations through the relevant statutory processes.

3. Provide a further extension to allow the operation of the outdoor dining parklets noted in Point 2 after 1 March 2026 and until 1 June 2026, should that be required, subject to the respective proprietor(s) having lodged the relevant statutory application for an ongoing outdoor dining parklet by 5.00pm 27 February 2026.
4. Instruct officers to commence the removal of the existing outdoor dining parklets noted in Point 2 from 2 March 2026 if the respective proprietor(s) have not lodged the relevant statutory application for an ongoing outdoor dining parklet by 5.00pm 27 February 2026.
5. If an extension has been granted in accordance with point 4 until 1 June 2026, instruct officers to remove the existing outdoor dining parklets noted in Point 2 from 1 June 2026 irrespective of the status of the relevant statutory application unless all works to the parklet structures have been completed to satisfy the requirements of the Department of Transport and Planning (DTP) and/or Council's Building Surveyor.
6. Provide in-principle support for an outdoor dining parklet to benefit Schokolade and Studfield Charcoal Chicken at Stud Road, Wantirna South, noting that any outdoor dining provision in this location is subject to the Department of Transport and Planning's (DTP) approval.
7. Note that the proprietor(s) of Schokolade and Studfield Charcoal Chicken may apply to DTP via Council for approval to provide outdoor dining at the current parklet location and are responsible for costs associated with any statutory requirements to apply and establish outdoor dining benefiting their businesses.
8. Note that all proprietors are responsible for costs associated with any statutory requirements to apply and establish outdoor dining benefiting their businesses.
9. Request officers present a report to Council by end of April 2026 outlining a possible approach for a municipal-wide outdoor dining policy and potential timing to initiate the development of the policy.

**CARRIED**

#### **PROCEDURAL MOTION**

#### **ADJOURNMENT**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Duncan

That Council adjourn the Meeting for 10 Minutes.

**CARRIED**

The Meeting was adjourned at 9:05pm and resumed at 9:20pm with all Councillors present except Councillor Pearce.

## 8.1 Planning Delegations Review

### SUMMARY

This report relates to the Planning Instrument of Delegation which was adopted by Council on 24 February 2025 and previously substantially reviewed in November 2021. This report recommends several changes to the Instrument of Delegation due to changes in officer titles and minor updates. The proposed Instrument of Delegation seeks to provide a balance with respect to what applications are determined by Council and the need to provide a timely and cost effective service.

### RECOMMENDATION

That Council, in the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 2 to the officers’ report), resolve that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the Instrument of Delegation – Planning (Attachment 1) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;
2. The Instrument of Delegation – Planning set out in Attachment 2 come into force immediately upon this resolution being made and, following the acceptance of tracked changes, the instrument being signed by the Mayor and Council’s Chief Executive Officer;
3. On the coming into force of the above Instrument of Delegation – Planning, the respective previous Instrument of Delegation – Planning executed in February 2025 be revoked; and
4. The duties and functions set out in the Instrument of Delegation – Planning must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may adopt from time to time.

*Councillor Pearce returned to the meeting at 9.21pm before the vote on item 8.1.*

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Duncan

That Council, in the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 2 to the officers’ report), resolve that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the Instrument of Delegation – Planning (Attachment 1) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;
2. The Instrument of Delegation – Planning set out in Attachment 2 come into force immediately upon this resolution being made and, following the acceptance of tracked changes, the instrument being signed by the Mayor and Council’s Chief Executive Officer;
3. On the coming into force of the above Instrument of Delegation – Planning, the respective previous Instrument of Delegation – Planning executed in February 2025 be revoked; and



- 4. The duties and functions set out in the Instrument of Delegation – Planning must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may adopt from time to time.**

**CARRIED**

## 8.2 Review of Planning Consultative Committee Terms of Reference

### SUMMARY

This report relates to the Terms of Reference for the Planning Consultative Committee. The Terms of reference are due for review, and given the increasing pressure to determine applications promptly as well as the ineffectiveness of the meetings to resolve issues, it is recommended that Council no longer hold Planning Consultative Committee Meetings as part of the Planning process and that the Terms of Reference not be renewed.

### RECOMMENDATION

That Council resolve to:

1. No longer hold Planning Consultative Committee Meetings as part of the Planning Application assessment process; and
2. That the Planning Consultative Committee Terms of Reference not be renewed.

### **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Baker

That Council resolve to:

1. Continue holding Planning Consultative Committee Meetings as part of the Planning Application assessment process; and
2. Receive a report to a future Council meeting (to be determined in consultation with the Mayor) to review the Planning Consultative Committee Terms of Reference.

### **CARRIED**

### 8.3 Appeals Against VCAT Decisions Procedure Review

#### SUMMARY

This report relates to the internal procedure for the practice of consideration of appeals to the Supreme Court for a review of Victorian Civil and Administrative Tribunal (VCAT) decisions. The procedure is due for review, and it is recommended that Council adopt the procedure unchanged with a four-year review period.

#### RECOMMENDATION

That Council adopt the Knox Procedure – Appeals of Victorian Civil and Administrative Tribunal Decisions, as outlined in Attachment 1 of this report.

#### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Lockwood

That Council adopt the Knox Procedure – Appeals of Victorian Civil and Administrative Tribunal Decisions, as outlined in Attachment 1 of this report.

#### **CARRIED**

## 8.4 Councillor Notification Process for Planning Applications

### SUMMARY

This report relates to the requirements for Councillor Notification of certain planning applications which are currently carried out in accordance with a Council decision of 12 June 2018. It is recommended that the current notification requirement for councillors be discontinued. The practice has not significantly influenced council decision making, it is becoming less relevant under recent planning reforms, and it creates unnecessary administrative workload for both officers and councillors.

### RECOMMENDATION

That Council resolve to discontinue the practice of notifying councillors of specific planning applications, replacing the position adopted at the Strategic Planning Committee Meeting on 12 June 2018.

### RESOLUTION

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Pearce

**That Council resolve to continue the practice of notifying councillors of specific planning applications in accordance with, the position adopted at the Strategic Planning Committee Meeting on 12 June 2018.**

### CARRIED

## 8.5 Asset Plan 2026-2035

### SUMMARY

Section 92 of the Local Government Act 2020 requires Council to develop, adopt and keep in force an Asset Plan as a component of its Strategic Planning and Reporting Framework. The Asset Plan 2026 - 2035 sets out how we will acquire, build, look after, and use assets over the next 10 years and beyond. This version of the Asset Plan is a revision and update of the Asset Plan 2022-2032 adopted by Council in 2021. The revision has been completed in accordance with Council's deliberate engagement practices. At its meeting of Council on June 23, 2025, Council endorsed the draft Asset Plan for Stage 2 consultation with the broader community. This report provides feedback received via Council's Have Your Say website and pop-up sessions. The Stage 2 consultation has resulted in only minor administrative amendments to the Draft Asset Plan presented in this report.

### RECOMMENDATION

That Council:

1. Endorse the Draft Asset Plan 2026 - 2035, presented as Attachment 1, in accordance with the Local Government Act 2020 Section 92(4).
2. Note that the Draft Asset Plan 2026 – 2035 development has been informed by a two-phase deliberative engagement process in line with legislated requirements, comprising:
  - Phase 1: Two 25-member Community Panel workshops, utilising deliberative engagement principles.
  - Phase 2: Councils Have Your Say web portal consultation process.

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Baker

That Council:

1. Endorse the Draft Asset Plan 2026 - 2035, presented as Attachment 1, in accordance with the Local Government Act 2020 Section 92(4).
2. Note that the Draft Asset Plan 2026 – 2035 development has been informed by a two-phase deliberative engagement process in line with legislated requirements, comprising:
  - Phase 1: Two 25-member Community Panel workshops, utilising deliberative engagement principles.
  - Phase 2: Councils Have Your Say web portal consultation process.

### **CARRIED**

## 8.6 Road Management Plan Review - Post Engagement

### SUMMARY

The Knox Road Management Plan (RMP) sets out Council's approach to the inspection, maintenance and repair of its public roads and road related assets. If complied with, the RMP provides Council with a policy defence against civil liability claims associated with its management of the road network.

Under the Road Management (General) Regulations 2016, Council is obligated, following the election of a new Council, to formally review its Road Management Plan by 31 October 2025. The regulations state that the purpose of the review is to assess the appropriateness of levels of service for inspection, maintenance and repair of Council's Road related assets. To achieve this purpose Council has:

- Benchmarked its levels of service against other Councils,
- Investigated its level of service performance for inspection, maintenance and repair of its public roads and road related assets during the past four years, and
- Considered recommendations from its insurers
- Considered community feedback.

### RECOMMENDATION

That Council:

1. Note the community feedback received via Council's Have Your Say on the Road Management Plan review and the officer responses to this feedback.
2. Endorse the Road Management Plan Review Report – 2025-2036 (attachment 1)
3. Note that any amendment of the Road Management Plan will be managed in accordance with Road Management Act General Regulations 2016.

### **RESOLUTION**

**MOVED:** Councillor Williams

**SECONDED:** Councillor Atwell

That Council:

1. **Note the community feedback received via Council's Have Your Say on the Road Management Plan review and the officer responses to this feedback.**
2. **Endorse the Road Management Plan Review Report – 2025-2036 (attachment 1)**
3. **Note that any amendment of the Road Management Plan will be managed in accordance with Road Management Act General Regulations 2016.**

### **CARRIED**

## 8.7 Community Development Fund Program Assessment Panel Recommendations 2025-2026

### SUMMARY

This report presents the recommendations of the Community Development Fund (CDF) Assessment Panel for Council's 2025-26 CDF Grants Program allocation to not-for-profit community groups operating within Knox.

Of the 100 applications that were received:

- 32 applications are recommended for funding in full (refer Attachment 1);
- 19 applications are recommended for partial funding (refer Attachment 2);
- 31 applications are not recommended for funding (refer to Attachment 3); and
- 18 did not meet eligibility requirements to proceed to Panel Assessment.

### RECOMMENDATION

That Council resolve to approve the Community Development Fund Assessment Panel's recommendations for full, partial and not recommended applications for the 2025-2026 round.

### RESOLUTION

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Williams

**That Council resolve to split Item 8.7 Community Development Fund Program Assessment Panel Recommendations 2025-2026 into two or more parts so that a quorum can be maintained for each separate part.**

### CARRIED

*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 a Network Manager for some of the Community Houses that are listed in this Report.*

*Councillor Cooper left the meeting at 10:04pm before the following discussion and vote.*

The Deputy Mayor Councillor Atwell assumed the role as Chairperson of the Meeting.

## **RESOLUTION**

**MOVED:** Councillor Williams

**SECONDED:** Councillor Baker

That Council resolve to:

1. Adopt the Community Development Fund Assessment Panel's recommendation to fully fund the following applicants in the 2025-2026 funding round:
  - Coonara Community House for 'She Connects – Equipment Component' for \$15,000.00.
  - Orana Neighbourhood House for 'Thriving in Knox: A local approach to wellbeing, connection and resilience for social housing residents' for \$14,780.00.
  - The Basin Community House for 'Men and Technology at The Basin' for \$10,991.00.
2. Adopt the Community Development Fund Assessment Panel's recommendation to partially fund the following applicants in the 2025-2026 funding round:
  - Coonara Community House for 'Knox Community Chess Enthusiasts (KCCE)' for \$2,237.94.
  - Glen Park Community Centre Inc for 'Project STORE (Supporting Timely Outreach & Resource Essentials)' for \$5,000.00.

## **CARRIED**

*Councillor Cooper returned to the meeting at 10:08pm and resumed as the Chairperson of the Meeting.*

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Baker declared a general conflict of interest in this item on the grounds that she has a family member on the Committee of the Ferntree Gully Falcons who are the subject of this resolution.*

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Duncan declared a material conflict of interest in this item on the grounds that he is a member of the Executive Committee of the Ferntree Gully Falcons in his capacity as Vice-President of the Club who the subject of this Resolution.*

*Councillor Baker left the meeting at 10:10pm before the following discussion and vote.*

*Councillor Duncan left the meeting at 10:10pm before the following discussion and vote.*



**MOTION**

**MOVED:** Councillor Lockwood

**SECONDED:** Councillor Atwell

That Council resolve to adopt the Community Development Fund Assessment Panel's recommendation to not fund the Ferntree Gully Falcons in the 2025-2026 funding round.

**LOST**

**RESOLUTION**

**MOVED:** Councillor Lockwood

**SECONDED:** Councillor Kennett

**That Council resolve to defer the application of the Ferntree Gully Falcons or the 2025-2026 funding round of the Community Development Fund to a future Meeting.**

**CARRIED**

*Councillor Baker returned to the meeting at 10:15pm.*

*Councillor Duncan returned to the meeting at 10:15pm.*

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Pearce declared a general conflict of interest in this item on the grounds that she is the Auditor of the Wantirna Jetbacks Basketball Club who are the subject of this Resolution.*

*Councillor Pearce left the meeting at 10:17pm before the following discussion and vote.*

**RESOLUTION**

**MOVED:** Councillor Duncan

**SECONDED:** Councillor Baker

**Adopt the Community Development Fund Assessment Panel's recommendation to partially fund Wantirna Jetbacks Basketball Club Inc for 'Community Coaching Equipment and Support Initiative' for \$399.80 in the 2025-2026 funding round.**

**CARRIED**

*Councillor Pearce returned to the meeting at 10:18pm.*

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Williams declared a general conflict of interest in this item on the grounds that he is a member of the Ferntree Gully Fire Brigade and the Knox Wind Symphony are clients of his business; both organisations are subjects of this resolution.*

*Councillor Williams left the meeting at 10:19pm before the following discussion and vote.*

**RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Lockwood

**That Council resolve to adopt the Community Development Fund Assessment Panel's recommendation to fully fund the following applicants in the 2025-2026 funding round:**

- 1. Knox Wind Symphony Inc. for 'Purchase musical instrument' for \$ 5,000.00 in the 2025-2026 funding round.**
- 2. Ferntree Gully Fire Brigade for 'Portable Speaker set' for \$ 3,346.00 in the 2025-2026 funding round.**

**CARRIED**

*Councillor Williams returned to the meeting at 10:21pm.*

**RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Pearce

**That Council resolve to approve the remaining Community Development Fund Assessment Panel's recommendations for full, partial and not recommended applications for the 2025-2026 round.**

**CARRIED**

**PROCEDURAL MOTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Pearce

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

**CARRIED**

## 8.8 Contract 3444 - Recycling Processing

### SUMMARY

This report details the procurement process and recommends a contractor for the delivery of Contract 3444 - Provision of Recyclables Processing Services. This contract will commence 1 December 2025 and replace the current contract for these services (2601), which expires 30 November 2025.

The scope of works includes the receipt, sorting, processing and marketing of recyclables (with and without the inclusion of glass), that are collected as part of council's kerbside collection services.

### RECOMMENDATION

That Council:

1. Awards Contract 3444 - Provision of Kerbside Recyclables Processing services to Re.Cycle Operations Pty Ltd (Regroup) (ABN 49984541896) for a schedule of rates-based contract, for an initial period of three years commencing 1 December 2025.
2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and
4. Advise all tenderers accordingly.

### RESOLUTION

**MOVED: Councillor Pearce**

**SECONDED: Councillor Baker**

That Council:

1. **Awards Contract 3444 - Provision of Kerbside Recyclables Processing services to Re.Cycle Operations Pty Ltd (Regroup) (ABN 49984541896) for a schedule of rates-based contract, for an initial period of three years commencing 1 December 2025.**
2. **Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.**
3. **Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and**
4. **Advise all tenderers accordingly.**

### CARRIED

## 8.9 Knox City Council 2024-2025 Annual Report

### SUMMARY

Knox City Council's 2024-2025 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 2020.

The 2024-2025 Annual Report showcases to the Knox community, Council's delivery on its services, initiatives and performance. It supports public transparency with Council's operations and shares the achievements and challenges faced during the financial year.

The Annual Report 2024-2025 includes the financial and performance information achieved for that year. Upon completion of the external audit of the financial and performance statements, the Victorian Auditor-General's Office report was received on 12 September 2025 and have received an unqualified report with the financial statements or the performance statement.

### RECOMMENDATION

That Council resolve to:

1. Endorse the 2024-2025 Annual Report (Attachment 1) in accordance with Sections 98 and 99 of the Local Government Act 2020.
2. Note the 2024-2025 Annual Report will be made available via Council's website.

The Mayor spoke to the Annual Report, providing the following points:

- Our Knox community has much to be proud of as we review what has been achieved in the 2024–2025 financial year, where we worked together to deliver the Annual Budget and the final year of our Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan). Our Annual Report provides an overview of the achievements from the 2024-2025 year and I would like to share some highlights.
- In 2024–2025, we continued to put our customers at the centre of everything we do. We engaged with over 1,100 community members to reaffirm our 10-year Community Vision and worked closely with a representative community panel to develop the new Council and Health and Wellbeing Plan 2025–2029.
- October 2024 marked the election of our new Council. Councillors have begun working together using community insights to guide strategic direction and decisions including the 2025-2026 Annual Budget.
- We continued implementing actions under Our Customer Strategy to enhance service delivery. We improved online forms, updated complaints procedures, and built staff capability. Satisfaction with Council's overall performance remained at a good level.
- Knox residents maintained a strong 71% waste diversion rate, placing us among leading councils in reducing landfill. We installed an electric vehicle charging station at Studfield, completed the Major Road Streetlight light-emitting diode (LED) program, and added solar and battery systems to four community facilities. We also promoted the Business Energy Saver Program to the small and medium-sized businesses in Knox.

- In response to cost-of-living pressures, we provided funding to Knox Infolink, Ferntree Gully Village Pantry, and Ben's Place Food Pantry. In collaboration with partners, 67 residents were supported in submitting housing applications and affordable housing targets at Boral and Norvel Quarries were amended or are in the process of being amended to 10%, double the previous target.
- We delivered age awareness presentations and intergenerational programs connecting aged care residents with kindergarten students.
- To support residents living with dementia, the Haven Rewire Choir launched in Boronia and a sensory garden was developed in partnership with Knox Community Gardens.
- Council continues to be committed to the recognition of and respect for our First Nations community on whose land we live and work. We facilitated cultural competency training, supported First Nations businesses, and collaborated on cultural burns and site management. Over 200 people including stolen generation families and embers of the First Peoples' Assembly attended the Sorry Day Ceremony at Knox Civic Centre.
- The new Knox Library – Ngarrgoo has been a great success. Across the municipality we saw an 8% rise in membership, a jump of nearly 14,000 new members.
- Upgrades at Knox Regional Netball Centre, Rowville Community Centre and Knoxville Tennis Club support multisport venues and participation in sport.
- Despite cost pressures and rate capping, Council achieved operational savings and continues to prioritise spend based on community values.
- The 2024–2025 year reflects our shared commitment to a thriving, inclusive, and sustainable Knox. Thank you to our community, staff, and partners for your continued support and collaboration.

## **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Atwell

**That Council resolve to:**

- 1. Endorse the 2024-2025 Annual Report (Attachment 1) in accordance with Sections 98 and 99 of the Local Government Act 2020.**
- 2. Note the 2024-2025 Annual Report will be made available via Council's website.**

**PROCEDURAL MOTION**

**MOVED:** Councillor Lockwood

**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**

## 8.11 Transfer of Lease - 100 Station Street Ferntree Gully

### SUMMARY

The current tenant of 100 Station Street, Ferntree Gully, Matta Associates Pty Ltd, has applied to transfer their lease to Hong (Winnie) Nguyen Thi Phan. This report recommends transferring the lease from Matta Associates Pty Ltd ('current tenant') to Hong (Winnie) Nguyen Thi Phan ('proposed tenant').

### RECOMMENDATION

That Council resolve to:

1. Agree to the transfer of the lease for 100 Station Street, Ferntree Gully from Matta Associates Pty Ltd (current tenant) to Hong (Winnie) Nguyen Thi Phan (proposed tenant) in accordance with the current terms and conditions of the lease (Confidential Attachment 1).
2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to execute all lease documentation required to execute the transfer of lease (Confidential Attachment 2); and
3. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to negotiate and execute the extension option available on the lease of one further option of 4 years.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Duncan

That Council:

1. **Agree to the transfer of the lease for 100 Station Street, Ferntree Gully from Matta Associates Pty Ltd (current tenant) to Hong (Winnie) Nguyen Thi Phan (proposed tenant) in accordance with the current terms and conditions of the lease (Confidential Attachment 1).**
2. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to execute all lease documentation required to execute the transfer of lease (Confidential Attachment 2); and**
3. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to negotiate and execute the extension option available on the lease of one further option of 4 years.**

### **CARRIED**

## 9.1 Kingston Links/Bankside Land Sale and Section 173 Agreement

### **RESOLUTION**

**MOVED:** Councillor Atwell

**SECONDED:** Councillor Duncan

That Council resolve to:

1. Note its decision of 12 November 2018 confirming the subject land being surplus to Council requirements.
2. Commence the statutory processes required under Section 114 of the Local Government Act 2020 for the sale of the subject land of 2.495 hectares known as 14A Corporate Avenue, Rowville, being Lot A on Plan of Subdivision 830610S and contained in Certificate of Title Volume 12546 Folio 383, via private treaty to Pask Group at no less than market value including:
  - a. giving public notice of the proposed sale and
  - b. undertaking community engagement
3. Note that prior to finalising the contract of sale for 14A Corporate Avenue, Rowville as outlined in this report, a further report will be presented at a future Council meeting to enable consideration of community feedback before making a final determination on the matter.
4. Note the current status of the Section 173 Agreement for the Kingston Links/Bankside development and the need for its review, with an updated Section 173 Agreement to be presented at a future Council meeting for endorsement.
5. Authorise officers to negotiate the redirection of funds identified for a future footbridge in the Section 173 Agreement towards the delivery of active open space works.

### **CARRIED**

## 10 Notices Of Motion

Nil.

## 11 Urgent Business

Nil.



## 12 Questions Through the Chair

**Councillor Atwell asked the following question:**

**In relation to an issue with a street tree in Rowville at Selwood Court, on behalf of a resident I have interacted with, can officers inform us when the Green Streets Policy is scheduled for a review and will it consider how the policy reflects community needs and concerns in balance with environmental responsibilities?**

The Director Infrastructure, Grant Thorne, responded:

- As per the resolution from the 26 May 2025 Council meeting, the Green Streets Policy and broader tree management framework will be reviewed over the next eighteen months (from May 2025) meaning an overall deadline by November 2026.
- In considering the Green Streets Policy during this review, a broader consideration of an overall tree management framework will also be considered, balancing Council Policy position and how this aims to implement Council's strategic position on tree protection and tree canopy targets relating to general climate change mitigation.
- This work in its entirety aims to reflect environmental responsibilities, Council's strategic position, community needs and providing a balanced, financially sustainable service to the community.

**Councillor Pearce asked the following question:**

**When is the Tree Scape Report going to Council?**

The Director Infrastructure, Grant Thorne, responded:

- As per the resolution from the 26 May 2025 Council meeting, the Green Streets Policy and broader tree management framework will be reviewed over the next eighteen months (from May 2025) meaning an overall deadline by November 2026.

**Councillor Lockwood asked the following question:**

**What has been the communication strategy to parents and staff in relation to recent early childhood education changes?**

The Chief Executive Officer, Bruce Dobson responded:

- We have communicated with all Council staff in September 2025 when a decision was reached regarding the Federal Grant application, providing the factors that were in our minds after going through a detailed process of consideration and looking at feedback.
- We have responded to all questions that have been asked and that have come in by email. I may not have directly responded to every email, but every question has received a response, sometimes through the relevant Director or Manager.
- Our leaders are at the work sites on a regular basis and have interacted with staff, answering questions and providing clarification for staff around the matter.

**Councillor Lockwood asked if this communication included the parents.**

The Director Connected Communities, Judy Chalkley responded:

- Council also communicated with parents.
- The Union attended the site which some parents had commented was quite disturbing so an update for parents was provided about what the retention grant was about and why the Union was involved.
- A meeting was also organised at the Hubs for the staff, and had two staff attend.

**Does the Staff Code of Conduct prevent staff from bringing up these issues?**

The Director Connected Communities, Judy Chalkley responded:

- The Code of Conduct allows staff to raise any of their concerns as part of an open-door policy.
- Under the Code of Conduct staff cannot make a statement on behalf of Council without consultation.
- Staff can sign petitions which a few staff did, they can come to staff and the Chief Executive Officer with concerns as some did and this is not a Code of Conduct issue at all.

**Looking at the Annual Report realignments, there has been some staff turnover over the last 2 to 3 years which costs money, do you fund that from discretionary reserves?**

The Chief Executive Officer, Bruce Dobson responded:

- The staff turnover in 2024/25 was a bit higher than other years, associated with the change in the kindergarten provision from 1 January 2025 when Council stopped being the provider for all except two kindergarten services.
- The overall staff turnover was slightly over 20% but when you take away the Kindergarten turnover, it was around 11-12%, actually a bit lower than it has been in previous years.
- Staff turnover in recent years has been a number of percentage points lower than the average in the Local Government sector which is monitored.
- When staff leave there are then costs associated with recruitment. People leave for a variety of different reasons, and it is good to see people leaving to enhance their careers. It is also good to have a mix of experienced people and some new thinking in the organisation. There is a level of turnover that is a healthy level and we're within the range that we would consider healthy.

**PROCEDURAL MOTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Lockwood

**That Council resolve to extend the Meeting to 11:30pm.**

**CARRIED**

- Any costs associated with turnover are funded through the normal operating budget. There is often a gap between a staff member leaving and a new staff member coming in, and some recruitment costs, but they are picked up in the overall operating budget.
- In relation to the cash reserves, at the end of the 2024/2025 financial year all those reserves under the definition we use, they are all backed, as at the end of June 2025. We also have a plan to ensure that is the case going forward.
- Councillors will receive more information as we get closer to the Budget process.

## 13 Confidential Items

Nil.

### **MEETING CLOSED AT 11:01pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 24 November 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 27 October 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting

## Order of Business

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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 29 September 2025.

4 Presentations, Petitions And Memorials

5 Reports By Councillors

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 September 2025 to 30 September 2025

**Final Report Destination:** Council  
**Paper Type:** For Noting  
**Author:** Acting Manager City Planning & Building, Katherine Walker  
**Manager:** Acting Manager City Planning & Building, Katherine Walker  
**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 September 2025 to 30 September 2025 as set out in the officers' report.

#### 1. REPORT

Details of planning applications decided under delegation from 1 September 2025 to 30 September 2025 are attached. The applications are summarised as follows:

| Application Type              | No.       |
|-------------------------------|-----------|
| Building & Works: Residential | 5         |
| Other                         | 3         |
| Subdivision                   | 5         |
| Units                         | 4         |
| Tree Removal / Pruning        | 9         |
| Single Dwelling               | 1         |
| Signage                       | 2         |
| Removal of easement           | 1         |
| Change of Use                 | 1         |
| <b>TOTAL</b>                  | <b>31</b> |

#### 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 September 2025 and 30 September 2025

| Ward     | No/ Type  | Address                                                 | Description                                                                                                      | Decision                            |
|----------|-----------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Baird    | 2025/6367 | 11 Streeton Road<br>BAYSWATER VIC<br>3153               | Two lot subdivision<br>(Approved development site)                                                               | 17/09/2025<br>Approved              |
| Baird    | 2025/6121 | 6/26 Longstaff Road<br>BAYSWATER VIC<br>3153            | Buildings and works for the<br>construction of warehouses<br>and the provision of car<br>parking on another site | 4/09/2025<br>Approved               |
| Baird    | 2025/6341 | 811 Burwood Highway<br>FERNTREE GULLY<br>VIC 3156       | Removal of easement                                                                                              | 30/09/2025<br>Approved              |
| Baird    | 2024/6547 | 16 Tulip Crescent<br>BORONIA VIC 3155                   | The construction of three (3)<br>double storey dwellings and<br>one (1) single storey dwelling                   | 19/09/2025<br>Notice of<br>Decision |
| Baird    | 2025/6372 | 2/483 Dorset Road<br>BAYSWATER VIC<br>3153              | The construction of a<br>mezzanine to existing<br>warehouse and reduction in<br>car parking                      | 24/09/2025<br>Approved              |
| Baird    | 2025/6314 | 1/202 Boronia Road<br>BORONIA VIC 3155                  | 18 Lot Subdivision (Approved<br>Unit Development)                                                                | 4/09/2025<br>Approved               |
| Chandler | 2025/6096 | 201 and Lot 2 Ferndale<br>Road<br>SASSAFRAS VIC<br>3787 | Use and development of rural<br>industry (commercial kitchen)                                                    | 19/09/2025<br>Notice of<br>Decision |
| Chandler | 2025/6305 | 8 Bushview Glade<br>BORONIA VIC 3155                    | Removal of one (1) Fraxinus<br>oxycarpa 'Raywoodii' (Claret<br>Ash)                                              | 10/09/2025<br>Approved              |
| Chandler | 2025/9096 | 22 Olive Grove<br>BORONIA VIC 3155                      | Removal of one (1)<br>Eucalyptus bicostata<br>(Southern Blue Gum)                                                | 18/09/2025<br>Approved              |
| Chandler | 2025/6288 | 6 Summit Court<br>BORONIA VIC 3155                      | Removal of three (3) dead<br>Eucalyptus sp                                                                       | 9/09/2025<br>Approved               |
| Chandler | 2025/6310 | 8 Thornton Court<br>THE BASIN VIC 3154                  | Removal of one (1)<br>Hesperocyparis lusitanica<br>(Mexican Cypress)                                             | 12/09/2025<br>Approved              |
| Chandler | 2025/9095 | 22 Olive Grove<br>BORONIA VIC 3155                      | Buildings and Works -<br>Construction of a front fence                                                           | 24/09/2025<br>Approved              |
| Chandler | 2025/6375 | 18 Harewood Close<br>BORONIA VIC 3155                   | Removal of one (1)<br>Cupressus × leylandii<br>(Leyland cypress)                                                 | 12/09/2025<br>Approved              |

| Ward     | No/ Type  | Address                                                 | Description                                                                                                                                      | Decision               |
|----------|-----------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Chandler | 2025/6331 | 29 Waratah Avenue<br>THE BASIN VIC 3154                 | Buildings and works<br>(construction of a dwelling)<br>and removal of vegetation                                                                 | 12/09/2025<br>Approved |
| Chandler | 2025/6262 | 1 Thelma Avenue<br>BORONIA VIC 3155                     | Buildings and works for a<br>second storey dwelling<br>addition and variation of<br>restrictive Covenant                                         | 25/09/2025<br>Approved |
| Chandler | 2025/6377 | 19 Garden Avenue<br>BORONIA VIC 3155                    | Removal of one (1)<br>Hesperocyparis lusitanica<br>(Mexican Cypress)                                                                             | 12/09/2025<br>Approved |
| Chandler | 2025/6362 | 45 Harcourt Road<br>BORONIA VIC 3155                    | Buildings and works<br>(construction of a garage)                                                                                                | 17/09/2025<br>Approved |
| Collier  | 2025/6337 | 1 & 2/22 Cumberland<br>Avenue<br>BAYSWATER VIC<br>3153  | 2 Lot Subdivision (Approved<br>Unit Development)                                                                                                 | 2/09/2025<br>Approved  |
| Collier  | 2025/6388 | 8 Ashley Street<br>WANTIRNA VIC 3152                    | Buildings and Works for a<br>shade sail                                                                                                          | 2/09/2025<br>Approved  |
| Dinsdale | 2025/6306 | 12 Scoresby Road<br>BAYSWATER VIC<br>3153               | Business Identification and<br>Internally Illuminated Signage                                                                                    | 5/09/2025<br>Approved  |
| Dinsdale | 2025/6338 | 12 Bona Vista Road<br>BAYSWATER VIC<br>3153             | Three (3) lot subdivision<br>(approved unit development)                                                                                         | 11/09/2025<br>Approved |
| Dinsdale | 2025/6304 | 8 Neal Street<br>BAYSWATER VIC<br>3153                  | Extension to a dwelling within<br>Land Subject to Inundation<br>Overlay (LSIO)                                                                   | 12/09/2025<br>Approved |
| Dinsdale | 2025/6127 | G01/538 Mountain<br>Highway<br>BAYSWATER VIC<br>3153    | Display of an electronic major<br>promotional sky sign                                                                                           | 1/09/2025<br>Refused   |
| Dobson   | 2025/6329 | 97 Underwood Road<br>FERNTREE GULLY<br>VIC 3156         | Pruning of T9: Eucalyptus<br>melliodora (Yellow Box),<br>T170: Eucalyptus obliqua<br>(Messmate) & T47:<br>Eucalyptus melliodora (Yellow<br>Box). | 25/09/2025<br>Approved |
| Dobson   | 2025/6311 | 96 Blackwood Park<br>Road<br>FERNTREE GULLY<br>VIC 3156 | Removal of one (1)<br>Chamaecyparis lawsoniana<br>(Lawson's Cypress) and one<br>(1) Cupressus x leylandii<br>(Leyland Cypress)                   | 10/09/2025<br>Approved |
| Friberg  | 2025/6136 | 32 Lloyd Street<br>KNOXFIELD VIC<br>3180                | Construction of two (2) double<br>storey dwellings                                                                                               | 16/09/2025<br>Approved |

| Ward      | No/ Type  | Address                                                                  | Description                                                                                                                                    | Decision               |
|-----------|-----------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Friberg   | 2024/6351 | 11 Laura Road<br>KNOXFIELD VIC<br>3180                                   | The construction of two (2)<br>double storey dwellings on the<br>land                                                                          | 25/09/2025<br>Approved |
| Scott     | 2025/6365 | 1/28 Witken Avenue &<br>32-34 Riddell Road<br>WANTIRNA SOUTH<br>VIC 3152 | Section 32A Subdivision - Re-<br>subdivision of Lots 1 & 2A and<br>common property                                                             | 30/09/2025<br>Approved |
| Taylor    | 2025/6353 | 27 Golf Drive<br>ROWVILLE VIC 3178                                       | The construction of a<br>verandah to rear of the<br>dwelling                                                                                   | 5/09/2025<br>Approved  |
| Tirhatuan | 2025/6143 | 47-49 Deschamp<br>Crescent<br>ROWVILLE VIC 3178                          | Construction of eight (8)<br>double storey dwellings on<br>behalf of Homes Victoria<br>pursuant to Clause 53.20 of<br>the Knox Planning Scheme | 9/09/2025<br>Approved  |
| Tirhatuan | 2025/6318 | 26 George Knox Drive<br>ROWVILLE VIC 3178                                | Removal of one (1) Syzygium<br>smithii (Lily Pilly)                                                                                            | 23/09/2025<br>Approved |

## 7 Public Question Time

## 8 Officer Reports

### 8.1 Planning Delegations Review

|                                  |                                                              |
|----------------------------------|--------------------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                                      |
| <b>Paper Type:</b>               | For Decision                                                 |
| <b>Author:</b>                   | Coordinator Business Support & Improvement, Katherine Walker |
| <b>Manager:</b>                  | Manager City Planning & Building, Paul Dickie                |
| <b>Executive:</b>                | Director, City Liveability, Matt Kelleher                    |

#### SUMMARY

This report relates to the Planning Instrument of Delegation which was adopted by Council on 24 February 2025 and previously substantially reviewed in November 2021. This report recommends several changes to the Instrument of Delegation due to changes in officer titles and minor updates. The proposed Instrument of Delegation seeks to provide a balance with respect to what applications are determined by Council and the need to provide a timely and cost effective service.

#### RECOMMENDATION

That Council, in the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 2 to the officers’ report), resolve that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the Instrument of Delegation – Planning (Attachment 1) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;
2. The Instrument of Delegation – Planning set out in Attachment 2 come into force immediately upon this resolution being made and, following the acceptance of tracked changes, the instrument being signed by the Mayor and Council’s Chief Executive Officer;
3. On the coming into force of the above Instrument of Delegation – Planning, the respective previous Instrument of Delegation – Planning executed in February 2025 be revoked; and
4. The duties and functions set out in the Instrument of Delegation – Planning must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may adopt from time to time.

#### 1. DISCUSSION

##### Background

The current Instrument of Delegation - Planning was adopted by Council on 24 February 2025, however the last significant review of the Instrument of Delegation was adopted by Council on 22 November 2021. The Instrument of Delegation – Planning details the duties and functions associated with planning and health processes that are delegated from the following Acts and Regulations:

- Heritage Act 2017;
- Section 185L(4) of the Local Government Act 1989;
- Planning and Environment Act 1987;
- Planning and Environment Regulations 2015;

- Planning and Environment (Fees) Regulations 2016;
- Residential Tenancies Act 1997;
- Residential Tenancies (Caravan Parks and Movable Dwellings Registrations and Standards) Regulations 2020; and
- Residential Tenancies Regulations 2021.

Knox Council usually receives between 700 and 800 Planning Applications per year, as well as about 600 requests to amend permit/plans or extend the time of permits. The processing of applications, as well as the enforcement of permits or the Knox Planning Scheme, requires decisions and actions in accordance with the abovementioned legislation. The Planning Instrument of Delegation is therefore an important aspect of the effective and timely operation of Council's planning function.

A review of the Instrument of Delegation – Planning has been undertaken in accordance with the Local Government Act 1989. Under the Local Government Act, Council must undertake a review of all delegations within 12 months of an election.

The review of the Instrument of Delegation – Planning was discussed with Councillors at the Issues Briefing on 4 August 2025, with the feedback provided also being considered.

Council's lawyers have assisted in the preparation of this delegation document.

### **Delegation under the Planning and Environment Act**

The Planning and Environment Act 1987 (the Act) prescribes certain duties to Planning Authorities relating to power to prepare Planning Scheme Amendments, and to Responsible Authorities relating to the administration and enforcement of Planning Schemes. Knox City Council acts as both Planning Authority and Responsible Authority to the Knox Planning Scheme.

The Act enables the delegation of most tasks and duties to a Committee of Council or to officers – except in relation to the following:

- Adopt or abandon a planning scheme amendment;
- Appoint a committee if one is proposed for hearings prior to a decision;
- Applying to a Court for an injunction relating to an enforcement order or interim enforcement order;
- Purchase, hold, lease, sell or otherwise dispose of land or exchange land on behalf of Council;
- Subdivide or develop land on behalf of Council;
- Compulsory acquisition;
- The power to delegate (hence, planning delegation is not within the scope of the CEO's powers to delegate, and must be determined by Council).

Delegation is necessary for the effective and efficient operation of Council's planning functions, as well as to enable routine and administrative tasks to be carried out with consistency and certainty (e.g. Keeping of registers and making applications available to the public).

### **Recent Planning Reform**

When considering the Planning Instrument of Delegation, it is recommended that Councillors consider the following context:

- The State Government is continuing to publish performance statistics of councils across a number of areas – including statutory planning via the ‘Know Your Council’ website and the Planning Permit Activity Reporting System (PPARS). The publishing of performance data such as the percentage of applications determined within 60 statutory days, and the time taken to determine applications, also puts pressure on councils to determine applications within a timely manner.
- In September 2014 the State Government amended the *Victorian Civil and Administrative Tribunal Act 1988* by inserting a provision that allows the Tribunal to order Responsible Authorities to reimburse an applicant the whole of any statutory VCAT fees for an appeal lodged against a failure to determine an application within the statutory time frame. This was seen as a deliberate move to encourage councils to improve processing times for planning applications to avoid financial costs for failure appeals (Note – at the time of writing, no orders for fee reimbursement have been made against Knox Council).
- In September 2014 the State Government introduced a new class of application, known as VicSmart. VicSmart applications cover mostly very minor applications which are required to be assessed and determined within 10 business days. It is noted that the Chief Executive Officer (not Council) is the Responsible Authority for VicSmart Applications, and they are subject to a separate Instrument of Delegation (S14) – directly from the CEO to staff. Between 100 and 150 VicSmart applications are received and determined each year.
- On 18 September 2025, the State Government expanded VicSmart categories to include two lot subdivisions and two dwellings on a lot applications. If a proposal meets the criteria for a VicSmart application, council must assess the application within 10 days using the VicSmart process. Council cannot choose to assess the proposal using the regular permit process. VicSmart applications are exempt from public notice (advertising) requirements and third-party appeal rights. Unlike other classes of planning application, the Chief Executive Officer (CEO) is responsible for deciding a VicSmart application. This responsibility is delegated to Council officers in a specific Instrument of Delegation which means Councillors cannot ‘call up’ VicSmart applications.
- On 17 March 2016, Amendment C131 to the Knox Planning Scheme was approved. The Amendment implemented the Knox Housing Strategy 2015, the Rowville Plan 2015, and new residential zones.

The approval of Amendment C131 was a significant review of the Housing Strategy and introduced a more refined approach to residential development in Knox. Until recently, it was considered that the approval of Amendment C131 meant that the planning scheme reflected the aspirations of Council with respect to residential development.

Council receives an annual Housing Monitoring Program Report (most recently 23 June 2025) which analyses and reports on annual housing development approvals against the objectives of the Knox Housing Strategy.

- Victoria's Housing Statement: The Decade ahead 2024-2034 was released in September 2023 and outlines the Victorian Government's plan to address housing supply and affordability over the next decade. The Plan set a target to construct 800,000 new homes by 2034 to accommodate the state's growing population and ease housing pressures.
- Plan for Victoria was released in February 2025 and is a long term strategy (2050) for how Victoria will grow and develop. Plan for Victoria and the Housing Statement provide the basis for planning reforms such as new zones for activity centres and new assessment codes and pathways.
- The State Government has introduced new housing targets for each local government area to achieve by 2051. The Housing target for Knox is 43,000 new dwellings by 2051. The State Government has stated that it will step in if it considers that councils are not providing enough housing capacity or making decisions quickly enough.
- The State Government approved the Local Planning Policy Framework Translation for Knox in February 2025. The changes made a number of policy changes impacting the assessment of multi-dwelling applications.
- The new Townhouse and Low-rise Code was introduced in March 2025 and makes significant changes to the way multi dwelling applications are processed as well as the rules for assessment. In particular the changes reduce the ability of objectors to appeal matters at VCAT; the introduction of '*Deemed to Comply*' provisions; and removal of neighbourhood character and local policy considerations.
- In September 2023 two clauses were introduced into planning schemes allowing applicants to apply directly to the Minister for Planning (rather than a Council) for approval of developments with significant economic impacts or where affordable housing is proposed. In December 2024 a new *Future Homes* clause was introduced into planning schemes, and in April 2025 a new Great Design Fast Track clause was introduced into planning schemes.
- There is now significant attention (and media commentary) from Federal and State Governments, as well as Local Governments regarding the ability of planning systems and local councils to make timely and responsive decisions regarding new housing. There is a push for further reforms to remove regulations to make new housing easier and faster to build.

### **Proposed instrument of Delegation - Planning**

There are a number of changes proposed to the Instrument of Delegation. It is noted that a 'tracked changes' version of the proposed instrument of delegation is included as Attachment 1 to this report to highlight the suggested changes. The main areas of change are as follows:

#### Staff Titles Updated

Part 2 of the Instrument of delegation details various officer positions to which the delegation applies to. For ease of operation the positions are included in groupings.

Since 2021 there have been a number of changes in position titles within the City Planning and Building Department. The following positions have changed title:



- Assistant Planning Arborist (formerly Assistant Landscape Officer)
- Sustainable Development Engineer (formerly Development Engineer)
- Head of City Strategy (formerly Coordinator City Strategy and Planning)

All positions remain in their current groups which reflects current duties.

#### Changes to Delegation to Approve an Application

The following Sections of the Planning and Environment Act 1987 relate to decisions to approve a planning application:

- Section 61(1)(a) - Power to decide to grant a permit;
- Section 61(1)(b) - Power to decide to grant a permit with conditions;
- Section 84(1) - Power to decide on an application at any time after an appeal is lodged against failure to grant a permit; and
- Section 96G(1) - Power to determine to recommend to the Minister for Planning that a Permit be granted or refused for a combined Planning Scheme Amendment / Permit Application.

The above sections all currently have the same triggers to determine to approve an application under delegated authority. Currently delegated authority exists to approve applications considered to be compliant with the Knox Planning Scheme, including the Municipal Strategic Statement and the Local Planning Policy Framework and any incorporated documents in the planning Scheme unless one or more of the following triggers apply:

- A. Any application once it is "Called Up" by a Knox Councillor (in consultation with the Director City Liveability), or the CEO, Director City Liveability or Manager City Planning & Building.*
- B. Approval of an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.*
- C. Approval of an application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.*

The triggers for determination of applications by Council, or by officers under delegated authority, were extensively discussed at the Issues Briefing Meetings on 4 August 2025.

While understanding that there can be differing views regarding the processes for determining planning applications, the current delegation triggers, revised in 2021, were seen to be operating satisfactorily prior to the recent planning reforms. The provisions were generally striking a good balance between the need to operate a timely and efficient planning system, and the desire for significant or controversial applications to be determined by elected representatives.

There is significant pressure on all councils to improve the timeliness of decision making – this has become particularly true as access to housing at reasonable cost has reduced and the issue has become a significant community concern.

Changes made to the Knox Planning scheme in 2016, particularly around housing, meant that the planning scheme was generally aligned with Council expectations. It is noted that Structure Plans are now in place for most major activity centres, and a scaled approach to change is articulated through the planning scheme provisions. It is true however that the recent planning reforms have altered this position – making more intense development possible, particularly in the Knox Neighbourhood and Bush Suburban policy areas (excluding the Dandenong Foothills area where overlays apply).

It is important that the triggers facilitate the efficient operation of Council's planning function (particularly given the increasing pressure to avoid failure appeals and improve the timeliness of decision making), whilst still meeting community expectations that significant applications, or controversial applications (where approval is recommended) are determined by Council.

The trigger that an application be considered by Council because it has been "called up" by a Councillor or Senior Officer is considered to be operating satisfactorily and no change is recommended. It is considered appropriate that there be an option for a Councillor to call up an application that is of particular interest or concern.

The trigger of 15 objector properties outside the Dandenong Foothills area; and 10 objector properties within the Dandenong Foothills area is considered to be operating satisfactorily. The trigger is reasonably well understood and it is recommended to retain the trigger in its current state.

The Municipal Strategic Statement and Local Planning Policy Framework have recently been restructured and renamed by State Government as the 'Planning Policy Framework'. Some clauses within the Planning Scheme, including the new Clause 55 (Townhouse and Low-rise Code) state that council is exempt from considering the Planning Policy Framework in its decision making. It is proposed to re-word the first part of the delegation and remove the reference to the Municipal Strategic Statement and Local Planning Policy Framework, to simply ensure that decisions are made that are consistent with the Knox Planning Scheme.

It is important to note that preparing Council Reports on Planning Permit Applications does take additional officer time and resources compared to a delegate report. Any significant change to the Instrument of Delegation that provides for a significant increase in the number of applications determined by Council will require additional resources to be allocated, along with time to forecast the specific resourcing impact.

#### Planning Instrument of Delegation – Mediation of VCAT Appeals

Mediation has become a standard practice at the Victorian Civil and Administrative Tribunal (VCAT) for planning matters. Most appeals lodged will involve a Compulsory Conference as part of the VCAT process, and VCAT Members now actively seek mediated outcomes and are critical of impediments to having genuine mediation from any party participating in a VCAT matter.

In the Miscellaneous Section of the Planning and Environment Act Delegations the "*power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference*" is delegated to officers ranging from the CEO to Planners – subject to the following condition or limitation:

*“The mediated outcome shall be generally in accordance with the Council decision on the application, unless an agreed outcome involves major changes being made to a proposal that addresses issues or concerns identified with the Council decision.”*

In practice the delegation to mediate matters is used regularly for matters that were originally determined under delegation, where officers have a high level of confidence on what would be considered as a “major” change being made to a proposal, as well as what the issues or concerns were with the application. The outcomes of mediated appeals are reported in the City Planning Bulletin.

However, where an appeal involves a matter that was determined by Council, there is far less confidence for officers to mediate an outcome – given the subjective nature of a “major change” being made, as well as low confidence to be able to resolve all areas of concern. This means that officers rarely mediate applications that were determined at a Council Meeting. Occasionally a revised application may be subject to a further Council report to seek further direction, but usually the opportunity for a mediated outcome is lost because of time delays and uncertain outcomes. This in turn leads to an ‘*all or nothing*’ merits appeal, and the potential loss of an outcome that may be acceptable to Council – which can be challenging in situations where all (or most) objector parties to an appeal agree with an outcome.

To address this issue, it is recommended that the current delegation for mediating planning matters be split into two separate delegations as follows:

1. Allowing planning officers to mediate outcomes where an application is determined under delegated authority, provided that changes have been made to the proposal to positively address the areas of concern; and
2. Having a separate delegation for mediation of matters that were determined at a Council Meeting. This delegation could restrict decision makers to the CEO or Director City Liveability, requiring that changes be made to the application that positively address the areas of concern, and require that the majority (at least 51%) of objector parties to the appeal also agree to the mediated outcome.

### Other Changes

Delegation for three miscellaneous matters relating to the Planning and Environment Act and relating to determinations that something has been done to the satisfaction of Council, consenting to a matter, approval of documents and plans have been included in the Instrument of Delegation – Planning, as recommended by Council’s lawyers. The proposed changes will ensure compliance with the Act and improve the effectiveness and efficiency for the determination of day to day matters.

## **2. ENGAGEMENT**

There has been no community consultation on the issues raised in this report. Consultation has occurred with Councillors (at the Issues Briefing on 4 August 2025) and Officers affected by the proposed Instrument of Delegation.

### **3. SOCIAL IMPLICATIONS**

The determination of planning applications seeks to consider social issues.

### **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**

The determination of planning applications seeks to consider environmental and amenity issues.

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

The processing and determination of planning applications seeks to consider resource and economic issues. The determination of applications under delegated authority saves Council resources and expedites decision making.

Any changes to the Instrument of Delegation may have significant resourcing implications for the City Planning and Building Department, which should be considered by Council during the decision making process. If Councillors were of a mind to put forward alternate options for consideration, it would be appropriate for resourcing implications to be first investigated and reported as part of informing and considering those options.

### **7. RISKS**

Having a sound operational framework including an up to date and effective Instrument of Delegation, will minimise risks from the operation of the statutory planning service.

### **8. 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.

### **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 S6 Planning Council to Staff Instrument of Delegation October 2025 Track Change [**8.1.1** - 70 pages]
2. Attachment 2 - DRAFT S6 Planning Council to Staff Instrument of Delegation October 2025 Clean Version [**8.1.2** - 70 pages]



### Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule 1, the Council:

1. delegates each duty and/or function and/or power described in column 1 of Schedule 1 (and summarised in column 2 of Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of Schedule 1;

2. records that reference in the Schedules to:

|                 |                                                                                                                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Group A" means | Chief Executive Officer<br>Director City Liveability<br>Manager City Planning & Building<br>Manager City Futures                                                                              |
| "Group B" means | Coordinator Planning<br><del>Coordinator City Strategy and Planning</del> <u>Head of City Strategy</u><br>Major Projects Subdivision Planner<br>Principal Planner<br>Senior Strategic Planner |
| "Group C" means | Senior Planner<br>Strategic Planner<br>Planning Officer<br>Student Planner                                                                                                                    |
| "Group D" means | Subdivision Planner                                                                                                                                                                           |
| "Group E" means | Planning Investigation Officer<br>Landscape Inspection Officer                                                                                                                                |
| "Group F" means | Planning Support Officer<br>Student Strategic Planner<br>Project Support Officer                                                                                                              |
| "Group G" means | Coordinator Business Support<br>City Planning and Building Business Support Officer<br>City Planning and Building Counter Support Officer                                                     |
| "Group H" means | Senior Sustainable Development Engineer<br><u>Sustainable</u> Development Engineer                                                                                                            |
| "Group I" means | Arborist<br>Landscape Assessment Officer<br>Assistant <del>Planning Arborist</del> <u>Landscape Officer</u>                                                                                   |

Instrument of Delegation – Council to Staff Planning

February-October 2025



## Schedule 1



3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 24 February 2025 and
  - 3.2 the delegation:
    - 3.2.1 comes into force on ~~24 February~~27 October 2025;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
    - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

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Cr Lisa Cooper - Mayor

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Bruce Dobson – Chief Executive Officer

Date: ~~274/102~~/2025

Instrument of Delegation – Council to Staff Planning

~~February-October~~ 2025



## Schedule 1



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| HERITAGE ACT 2017 |                                                                        |               |                                                                                                                                                                                          |
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| Column 1          | Column 2                                                               | Column 3      | Column 4                                                                                                                                                                                 |
| PROVISION         | THING DELEGATED                                                        | DELEGATE      | CONDITIONS AND LIMITATIONS                                                                                                                                                               |
| s 116             | Power to sub-delegate Executive Director's functions, duties or powers | Not Delegated | <p>Must first obtain Executive Director's written consent</p> <p>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation</p> |

| LOCAL GOVERNMENT ACT 1989 |                                                           |                         |                                                                                            |
|---------------------------|-----------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------|
| Column 1                  | Column 2                                                  | Column 3                | Column 4                                                                                   |
| PROVISION                 | THING DELEGATED                                           | DELEGATE                | CONDITIONS & LIMITATIONS                                                                   |
| s 185L(4)                 | Power to declare and levy a cladding rectification charge | Chief Executive Officer | Council must first have entered into a cladding rectification agreement under Section 185I |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                    |                 |                                     |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                    | <b>Column 3</b> | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                             | <b>DELEGATE</b> | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 4B                                     | Power to prepare an amendment to the Victorian Planning Provisions                                                                                                 | Group A         | If authorised by the Minister       |
| s 4G                                     | Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister                                                        | Group A         |                                     |
| s 4H                                     | Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements                                               | All Groups      |                                     |
| s 4I(2)                                  | Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements                          | All Groups      |                                     |
| s 8A(2)                                  | Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A                                                                  | Group A         |                                     |
| s 8A(3)                                  | Power to apply to Minister to prepare an amendment to the planning scheme                                                                                          | Group A         |                                     |
| s 8A(5)                                  | Function of receiving notice of the Minister's decision                                                                                                            | Group A         |                                     |
| s 8A(7)                                  | Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days                    | Group A         |                                     |
| s 8B(2)                                  | Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district                                 | Not Delegated   |                                     |
| s 12(3)                                  | Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons | Groups A, B & C |                                     |
| s 12B(1)                                 | Duty to review planning scheme                                                                                                                                     | Groups A, B & C |                                     |
| s 12B(2)                                 | Duty to review planning scheme at direction of Minister                                                                                                            | Groups A, B & C |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                               |                             |                                                                                                                                                                                                                              |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                               | <b>Column 3</b>             | <b>Column 4</b>                                                                                                                                                                                                              |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                        | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                          |
| s 12B(5)                                 | Duty to report findings of review of planning scheme to Minister without delay                                                                                                | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 14                                     | Duties of a Responsible Authority as set out in subsections (a) to (d)                                                                                                        | Groups A, B, C, D, E, F & I |                                                                                                                                                                                                                              |
| s 17(1)                                  | Duty of giving copy amendment to the planning scheme                                                                                                                          | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 17(2)                                  | Duty of giving copy s.173 agreement                                                                                                                                           | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 17(3)                                  | Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days                                                              | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 18                                     | Duty to make amendment etc. available in accordance with public availability requirements                                                                                     | All Groups                  | Until the proposed amendment is approved or lapsed.                                                                                                                                                                          |
| s 19                                     | Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme | Groups A                    | Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.                                                                                                                                       |
| s 19                                     | Function of receiving notice of preparation of an amendment to a planning scheme                                                                                              | Groups A, B & C             | Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority |
| s 20(1)                                  | Power to apply to Minister for exemption from the requirements of section 19                                                                                                  | Groups A, B & C             | Where Council is a Planning Authority                                                                                                                                                                                        |
| s 21(2)                                  | Duty to make submissions available in accordance with public availability requirements                                                                                        | All Groups                  | Until the end of 2 months after the amendment comes into operation or lapses                                                                                                                                                 |
| s 21A(4)                                 | Duty to publish notice in accordance with section                                                                                                                             | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 22(1)                                  | Duty to consider all submissions received before the date specified in the notice                                                                                             | Groups A, B & C             | Except submissions which request a change to the items in s.22(5)(a) and (b)                                                                                                                                                 |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                            |                             |                                                                                                                                                                                                                                                             |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                            | <b>Column 3</b>             | <b>Column 4</b>                                                                                                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                     | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                                                         |
| s 22(2)                                  | Power to consider a late submission<br>Duty to consider a late submission if directed by the Minister                      | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 23(1)(b)                               | Duty to refer submissions which request a change to the amendment to a panel                                               | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 23(2)                                  | Power to refer to a panel submissions which do not require a change to the amendment                                       | Groups A, B & C             | Only where Council has already resolved to refer the Amendment to a Panel                                                                                                                                                                                   |
| s 24                                     | Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D) | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 26(1)                                  | Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act             | Group A<br>All other Groups | Group A: No conditions or limitations<br>All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.                              |
| s 26(2)                                  | Duty to keep report of panel available in accordance with public availability requirements                                 | Group A<br>All other Groups | Group A: No conditions or limitations<br>All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report during the inspection period. |
| s 27(2)                                  | Power to apply for exemption if panel's report not received                                                                | Group A                     |                                                                                                                                                                                                                                                             |
| s 28(1)                                  | Duty to notify the Minister if abandoning an amendment                                                                     | Groups A, B & C             | Note: the power to make a decision to abandon an amendment cannot be delegated                                                                                                                                                                              |
| S 28(2)                                  | Duty to publish notice of the decision on Internet Site                                                                    | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 28(4)                                  | Duty to make notice of the decision available on Council's internet site for a period of at least 2 months                 | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 30(4)(a)                               | Duty to say if amendment has lapsed                                                                                        | Group A                     |                                                                                                                                                                                                                                                             |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                      |                   |                                              |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                      | <b>Column 3</b>   | <b>Column 4</b>                              |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                               | <b>DELEGATE</b>   | <b>CONDITIONS &amp; LIMITATIONS</b>          |
| s 30(4)(b)                               | Duty to provide information in writing upon request                                                                                                                                                                  | Group A           |                                              |
| s 32(2)                                  | Duty to give more notice if required                                                                                                                                                                                 | Groups A, B & C   |                                              |
| s 33(1)                                  | Duty to give more notice of changes to an amendment                                                                                                                                                                  | Groups A, B & C   |                                              |
| s 36(2)                                  | Duty to give notice of approval of amendment                                                                                                                                                                         | Groups A, B & C   |                                              |
| s 38(5)                                  | Duty to give notice of revocation of an amendment                                                                                                                                                                    | Groups A, B & C   |                                              |
| s 39                                     | Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT                                                                                                   | Groups A, B & C   |                                              |
| s 40(1)                                  | Function of lodging copy of approved amendment                                                                                                                                                                       | Groups A, B & C   |                                              |
| s 41(1)                                  | Duty to make approved amendment available in accordance with the public availability requirements during inspection period                                                                                           | All Groups        |                                              |
| s 41(2)                                  | Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends                   | All Groups        |                                              |
| s 42(2)                                  | Duty to make copy of planning scheme available in accordance with the public availability requirements                                                                                                               | All Groups        |                                              |
| s 46AW                                   | Function of being consulted by the Minister                                                                                                                                                                          | Groups A, B and C | Where Council is a responsible public entity |
| s 46AX                                   | Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy<br>Power to endorse the draft Statement of Planning Policy | Groups A, B and C | Where Council is a responsible public entity |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                      |                    |                                                                                                                                                     |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                      | <b>Column 3</b>    | <b>Column 4</b>                                                                                                                                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                               | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                 |
| s 46AZC(2)                               | Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity                  | Groups A, B,C & D  | Where Council is a responsible public entity                                                                                                        |
| s 46AZK                                  | Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | Groups A, B, C & D | Where Council is a responsible public entity                                                                                                        |
| s 46GI(2)(b)(i)                          | Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction                                                                            | Groups A, B, C & D | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency |
| s 46GJ(1)                                | Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans                                                                                          | Groups A, B, C & D |                                                                                                                                                     |
| s 46GK                                   | Duty to comply with a Minister's direction that applies to Council as the planning authority                                                                                                                                         | Groups A, B, C & D |                                                                                                                                                     |
| s 46GN(1)                                | Duty to arrange for estimates of values of inner public purpose land                                                                                                                                                                 | Groups A, B, C & D |                                                                                                                                                     |
| s 46GO(1)                                | Duty to give notice to owners of certain inner public purpose land                                                                                                                                                                   | Groups A, B, C & D |                                                                                                                                                     |
| s 46GP                                   | Function of receiving a notice under s.46GO                                                                                                                                                                                          | Groups A, B, C & D | Where Council is the collecting agency                                                                                                              |
| s 46GQ                                   | Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land                                                 | Groups A, B, C & D |                                                                                                                                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                           |                    |                                     |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                           | <b>Column 3</b>    | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                    | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 46GR(1)                                | Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO                                                                                                                                                    | Groups A, B, C & D |                                     |
| s 46GR(2)                                | Power to consider a late submission<br>Duty to consider a late submission if directed to do so by the Minister                                                                                                                                                            | Groups A, B, C & D |                                     |
| s 46GS(1)                                | Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ                                                                                                                                                    | Groups A, B, C & D |                                     |
| s 46GS(2)                                | Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general              | Groups A, B, C & D |                                     |
| s 46GT(2)                                | Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference                                                                                                                                                                        | Groups A, B, C & D |                                     |
| s 46GT(4)                                | Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land                                                  | Groups A, B, C & D |                                     |
| s 46GT(6)                                | Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)                                                                                                                                                                         | Groups A, B, C & D |                                     |
| s 46GU                                   | Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met | Groups A, B, C & D |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                  |                    |                                         |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                  | <b>Column 3</b>    | <b>Column 4</b>                         |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                           | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>     |
| s 46GV(3)                                | Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution<br>Power to specify the manner in which the payment is to be made                                               | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(3)(b)                             | Power to enter into an agreement with the applicant                                                                                                                                                                              | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(4)(a)                             | Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)                                                                                                                                         | Groups A, B, C & D | Where Council is the development agency |
| s 46GV(4)(b)                             | Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)                                                                                                                                         | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(7)                                | Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area                                                                   | Groups A, B, C & D |                                         |
| s 46GV(9)                                | Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction                                                            | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GX(1)                                | Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable                                                                                   | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GX(2)                                | Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GY(1)                                | duty to keep proper and separate accounts and records                                                                                                                                                                            | Groups A, B, C & D | where Council is the collecting agency  |
| s 46GY(2)                                | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>                                                                                                                                    | Groups A, B, C & D | Where Council is the collecting agency  |



| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                    |                    |                                                                                                                                                                                             |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                    | <b>Column 3</b>    | <b>Column 4</b>                                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                             | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                         |
| s 46GZ(2)(a)                             | Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs                                                                                  | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan<br>this duty does not apply where Council is that planning authority                             |
| s 46GZ(2)(a)                             | Function of receiving the monetary component                                                                                                                                                                                       | Groups A, B, C & D | Where the Council is the planning authority<br>this duty does not apply where Council is also the collecting agency                                                                         |
| s 46GZ(2)(b)                             | Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan<br>this provision does not apply where Council is also the relevant development agency           |
| s 46GZ(2)(b)                             | Function of receiving the monetary component                                                                                                                                                                                       | Groups A, B, C & D | Where Council is the development agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency                    |
| s 46GZ(4)                                | Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)                                            | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                                  |
| s 46GZ(5)                                | Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency    | Groups A, B, C & D | Where Council is the collecting agency specified under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the relevant development agency |
| s 46GZ(5)                                | Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land                                                                                                             | Groups A, B, C & D | Where Council is the development agency specified in the approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency            |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                     |                    |                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                            | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                           |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                     | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                           |
| s 46GZ(7)                         | Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW                                 | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                         |
| s 46GZ(9)                         | Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land                                 | Groups A & B       | If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4)<br>Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZ(9)                         | Function of receiving the fee simple in the land                                                                                                                                                                                    | Groups A & B       | Where Council is the development agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the collecting agency                                                                                                                                                                                                |
| s 46GZA(1)                        | Duty to keep proper and separate accounts and records                                                                                                                                                                               | Groups A & B       | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                          |
| s 46GZA(2)                        | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>                                                                                                                                       | Groups A, B, C & D | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                          |
| s46GZB(3)                         | Duty to follow the steps set out in s 46GZB(3)(a) – (c)                                                                                                                                                                             |                    | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                          |
| s46GZB(4)                         | Duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | Groups A & B       | If the VPA is the collecting agency under an approved infrastructure contributions plan<br>Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                               |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |                                                                                                                                                                     |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                                                                                                                                               | <b>Column 3</b>                                      | <b>Column 4</b>                                                                                                                                                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                                                                                                                                        | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                 |
| s 46GZD(2)                               | Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)                                                                                                                                                                                                                                    | Groups A & B                                         | Where Council is the development agency under an approved infrastructure contributions plan                                                                         |
| s 46GZD(3)                               | Duty to follow the steps set out in s.46GZD(3)(a) and (b)                                                                                                                                                                                                                                                                                                                                     | Groups A & B                                         | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                          |
| s 46GZD(5)                               | Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).                                                                                                                                                                                                                                                                                                     | Groups A & B                                         | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                          |
| s 46GZE(2)                               | Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | Chief Executive Officer<br>Director City Liveability | Where Council is the development agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the collecting agency |
| s 46GZE(2)                               | Function of receiving the unexpended land equalisation amount                                                                                                                                                                                                                                                                                                                                 | Chief Executive Officer<br>Director City Liveability | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZE(3)                               | Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)                                                                                                                                                                                                                                     | Groups A & B                                         | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZF(2)                               | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land                                                                                                                                                                           | Groups A & B                                         | Where Council is the development agency under an approved infrastructure contributions plan                                                                         |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                |                    |                                                                                                                                                                          |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                | <b>Column 3</b>    | <b>Column 4</b>                                                                                                                                                          |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                         | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                      |
| s46GZF(3)                                | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)                                                                                                                        | Groups A & B       | Where Council is the development agency under an approved infrastructure contributions plan                                                                              |
| s 46GZF(3)                               | Function of receiving proceeds of sale                                                                                                                                                                         | Groups A & B       | Where Council is the collection agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the development agency |
| s 46GZF(4)                               | Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5) | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                               |
| s 46GZF(6)                               | Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)                                                                                                                            | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                               |
| s 46GZH                                  | Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction                                        | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                               |
| s 46GZI                                  | Duty to prepare and give a report to the Minister at the times required by the Minister                                                                                                                        | Groups A & B       | Where Council is a collecting agency or development agency                                                                                                               |
| s 46GZK                                  | Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council                                                                                                       | Groups A & B       | Where Council is a collecting agency or development agency                                                                                                               |
| s 46LB(3)                                | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)                     | Groups A & B       |                                                                                                                                                                          |
| s 46N(1)                                 | Duty to include condition in permit regarding payment of development infrastructure levy                                                                                                                       | Groups A, B, C & D |                                                                                                                                                                          |
| s 46N(2)(c)                              | Function of determining time and manner for receipt of development contributions levy                                                                                                                          | Groups A, B, C & D |                                                                                                                                                                          |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                                                 |                                                      |                                                                                                                                                                             |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                                                 | <b>Column 3</b>                                      | <b>Column 4</b>                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                                          | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                         |
| s 46N(2)(d)                              | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy                                                                                                                                                                                        | Groups A & B                                         |                                                                                                                                                                             |
| s 46O(1)(a) & (2)(a)                     | Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit                                                                                                                                                                          | Groups A & B                                         |                                                                                                                                                                             |
| s 46O(1)(d) & (2)(d)                     | Power to enter into agreement with the applicant regarding payment of community infrastructure levy                                                                                                                                                                                             | Groups A & B                                         |                                                                                                                                                                             |
| s 46P(1)                                 | Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured                                                                                                                                                                                        | Groups A & B                                         |                                                                                                                                                                             |
| s 46P(2)                                 | Power to accept provision of land, works, services or facilities in part or full payment of levy payable                                                                                                                                                                                        | Groups A & B                                         |                                                                                                                                                                             |
| s 46Q(1)                                 | Duty to keep proper accounts of levies paid                                                                                                                                                                                                                                                     | Chief Executive Officer<br>Director City Liveability |                                                                                                                                                                             |
| s 46Q(1A)                                | Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency                                                                                           | Chief Executive Officer<br>Director City Liveability |                                                                                                                                                                             |
| s 46Q(2)                                 | Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc                                                                                                                       | Chief Executive Officer<br>Director City Liveability |                                                                                                                                                                             |
| s 46Q(3)                                 | Power to refund any amount of levy paid if it is satisfied the development is not to proceed                                                                                                                                                                                                    | Chief Executive Officer<br>Director City Liveability | Only applies when levy is paid to Council as a 'development agency'                                                                                                         |
| s 46Q(4)(c)                              | Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a) | Chief Executive Officer<br>Director City Liveability | Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                        |                                                      |                                                                  |
|------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                        | <b>Column 3</b>                                      | <b>Column 4</b>                                                  |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                 | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                              |
| s 46Q(4)(d)                              | Duty to submit to the Minister an amendment to the approved development contributions plan             | Chief Executive Officer<br>Director City Liveability | Must be done in accordance with Part 3                           |
| s46Q(4)(e)                               | Duty to expend that amount on other works etc.                                                         | Chief Executive Officer<br>Director City Liveability | With the consent of, and in the manner approved by, the Minister |
| s 46QC                                   | Power to recover any amount of levy payable under Part 3B                                              | Chief Executive Officer<br>Director City Liveability |                                                                  |
| s 46QD                                   | Duty to prepare report and give a report to the Minister                                               | Groups A & B                                         | Where Council is a collecting agency or development agency       |
|                                          |                                                                                                        |                                                      |                                                                  |
| s 46Y                                    | Duty to carry out works in conformity with the approved strategy plan                                  | Groups A & B                                         |                                                                  |
| s 47                                     | Power to decide that an application for a planning permit does not comply with that Act                | All Groups                                           |                                                                  |
| s 49(1)                                  | Duty to keep a register of all applications for permits and determinations relating to permits         | All Groups                                           |                                                                  |
| s 49(2)                                  | Duty to make register available for inspection in accordance with the public availability requirements | All Groups                                           |                                                                  |
| s 50(4)                                  | Duty to amend application                                                                              | Groups A, B, C, D, F & I                             |                                                                  |
| s 50(5)                                  | Power to refuse to amend application                                                                   | Groups A, B, C, D & I                                |                                                                  |
| s 50(6)                                  | Duty to make note of amendment to application in register                                              | Groups A, B, C, D, F & I                             |                                                                  |
| s 50A(1)                                 | Power to make amendment to application                                                                 | Groups A, B, C, D, F & I                             |                                                                  |
| s 50A(3)                                 | Power to require applicant to notify owner and make a declaration that notice has been given           | Groups A, B, C, D, F & I                             |                                                                  |
| s 50A(4)                                 | Duty to note amendment to application in register                                                      | Groups A, B, C, D, F & I                             |                                                                  |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                               |                             |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                               | <b>Column 3</b>             | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                        | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 51                                     | Duty to make copy of application available for inspection in accordance with the public availability requirements                                                             | All Groups                  |                                     |
| s 52(1)(a)                               | Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(b)                               | Duty to give notice of the application to other municipal Councils where appropriate                                                                                          | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(c)                               | Duty to give notice of the application to all persons required by the planning scheme                                                                                         | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(ca)                              | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant                     | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(cb)                              | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant        | Groups A, B, C & D          |                                     |
| s 52(1)(d)                               | Duty to give notice of the application to other persons who may be detrimentally effected                                                                                     | Groups A, B, C, D, F & I    |                                     |
| s 52(1AA)                                | Duty to give notice of an application to remove or vary a registered restrictive covenant                                                                                     | Groups A, B, C & D          |                                     |
| s 52(3)                                  | Power to give any further notice of an application where appropriate                                                                                                          | Groups A, B & C             |                                     |
| s 53(1)                                  | Power to require the applicant to give notice under section 52(1) to persons specified by it                                                                                  | Groups A, B, C, D, F, G & I |                                     |
| s 53(1A)                                 | Power to require the applicant to give the notice under section 52(1AA)                                                                                                       | Groups A, B, C, D, F, G & I |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                       |                             |                                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                       | <b>Column 3</b>             | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 54(1)                                  | Power to require the applicant to provide more information                                                                            | Groups A, B, C, D, F, G & I |                                     |
| s 54(1A)                                 | Duty to give notice in writing of information required under section 54(1)                                                            | Groups A, B, C, D, F, G & I |                                     |
| s 54(1B)                                 | Duty to specify the lapse date for an application                                                                                     | Groups A, B, C, D, F & I    |                                     |
| s 54A(3)                                 | Power to decide to extend time or refuse to extend time to give required information                                                  | Groups A, B, C, D, F & I    |                                     |
| s 54A(4)                                 | Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)                                       | Groups A, B, C, D, F, G & I |                                     |
| s 55(1)                                  | Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme | Groups A, B, C, D, F, G & I |                                     |
| s 57(2A)                                 | Power to reject objections considered made primarily for commercial advantage for the objector                                        | Group A                     |                                     |
| s 57(3)                                  | Function of receiving name and address of persons to whom notice of decision is to go                                                 | Groups A, B, C, D, F & I    |                                     |
| s 57(5)                                  | Duty to make a copy of all objections available in accordance with the public availability requirements                               | All Groups                  |                                     |
| s 57A(4)                                 | Duty to amend application in accordance with applicant's request, subject to section 57A(5)                                           | Groups A, B, C, D, F & I    |                                     |
| s 57A(5)                                 | Power to refuse to amend application                                                                                                  | Groups A, B, C & D, F & I   |                                     |
| s 57A(6)                                 | Duty to note amendments to application in register                                                                                    | All Groups                  |                                     |
| s 57B(1)                                 | Duty to determine whether and to whom notice should be given                                                                          | Groups A, B, C & D, F & I   |                                     |



| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                   |                                                      |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                   | <b>Column 3</b>                                      | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                            | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 57B(2)                                 | Duty to consider certain matters in determining whether notice should be given                                    | Groups A, B, C & D, F & I                            |                                     |
| s 57C(1)                                 | Duty to give copy of amended application to referral authority                                                    | Groups A, B, C, D, F & I                             |                                     |
| s 58                                     | Duty to consider every application for a permit                                                                   | Groups A, B, C, D, F & I                             |                                     |
| s 58A                                    | Power to request advice from the Planning Application Committee                                                   | Chief Executive Officer<br>Director City Liveability |                                     |
| s 60                                     | Duty to consider certain matters                                                                                  | Groups A, B, C, D, F & I                             |                                     |
| s 60(1A)                                 | Duty to consider certain matters                                                                                  | Groups A, B, C, D, F & I                             |                                     |
| s 60(1B)                                 | Duty to consider number of objectors in considering whether use or development may have significant social effect | Groups A, B, C, D, F & I                             |                                     |

| PLANNING AND ENVIRONMENT ACT 1987 |                                   |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Column 1                          | Column 2                          | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PROVISION                         | THING DELEGATED                   | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 61(1)(a)                        | Power to decide to grant a permit | Groups A, B, C, D, F & I | <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme; <del>including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</del></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                   |                 |          | <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                            |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Column 1                          | Column 2                                                   | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PROVISION                         | THING DELEGATED                                            | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 61(1)(b)                        | Power to decide to grant a planning permit with conditions | Groups A, B, C, D, F & I | <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme; <del>including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</del></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                   |                 |          | <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                            |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Column 1                          | Column 2                   | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PROVISION                         | THING DELEGATED            | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s 61(1)(c)                        | Power to refuse the permit | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                 |          | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                    |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Column 1                          | Column 2                                                                                                           | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PROVISION                         | THING DELEGATED                                                                                                    | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| s 61(2)                           | Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |



| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                 |          | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Column 1                          | Column 2                                                                                                                 | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| PROVISION                         | THING DELEGATED                                                                                                          | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| s 61(2A)                          | Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability ) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                           |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                  | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                           | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                                                                                           |                          | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 61(3)(a)                        | Duty not to decide to grant a permit to use coastal Crown land without Minister's consent | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 61(3)(b)                        | Duty to refuse to grant the permit without the Minister's consent                         | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                           |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                                  | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                           | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| s 61(4)                           | Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                               |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                                                                                      | Column 3                  | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                                                                               | DELEGATE                  | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                                                                                                                                                               |                           | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 62(1)                           | Duty to include certain conditions in deciding to grant a permit                                                                                              | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(2)                           | Power to include other conditions                                                                                                                             | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(4)                           | Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)                                                                                      | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(5)(a)                        | Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan                  | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(5)(b)                        | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement                   | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(5)(c)                        | Power to include a permit condition that specified works be provided or paid for by the applicant                                                             | Groups A, B, C & D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(6)(a)                        | Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5) | Groups A, B, C & D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                             |                          |                                                                                                                                                                                                             |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                             | <b>Column 3</b>          | <b>Column 4</b>                                                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                      | <b>DELEGATE</b>          | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                         |
| s 62(6)(b)                               | Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)                                        | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 63                                     | Duty to issue the permit where made a decision in favour of the application (if no one has objected)                                                                                                                                        | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 64(1)                                  | Duty to give notice of decision to grant a permit to applicant and objectors                                                                                                                                                                | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75                                                                                                                |
| s 64(3)                                  | Duty not to issue a permit until after the specified period                                                                                                                                                                                 | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75                                                                                                                |
| s 64(5)                                  | Duty to give each objector a copy of an exempt decision                                                                                                                                                                                     | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75                                                                                                                |
| s 64A                                    | Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75A                                                                                                               |
| s 65(1)                                  | Duty to give notice of refusal to grant permit to applicant and person who objected under section 57                                                                                                                                        | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 66(1)                                  | Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities                                                                                                                             | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 66(2)                                  | Duty to give a recommending referral authority notice of its decision to grant a permit                                                                                                                                                     | Groups A, B, C, D, F & I | If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                          |                          |                                                                                                                                                                                 |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                          | <b>Column 3</b>          | <b>Column 4</b>                                                                                                                                                                 |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                   | <b>DELEGATE</b>          | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                             |
| s 66(4)                                  | Duty to give a recommending referral authority notice of its decision to refuse a permit                                                                 | Groups A, B, C, D, F & I | If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit |
| s 66(6)                                  | Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65 | Groups A, B, C, D, F & I | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit |
| s 69(1)                                  | Function of receiving application for extension of time of permit                                                                                        | All Groups               |                                                                                                                                                                                 |
| s 69(1A)                                 | Function of receiving application for extension of time to complete development                                                                          | All Groups               |                                                                                                                                                                                 |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                            |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Column 1                          | Column 2                                                                                   | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PROVISION                         | THING DELEGATED                                                                            | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 69(2)                           | Power to extend time                                                                       | Groups A, B, C, D, F & I | <p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> <li>Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy);</li> <li>Whether there has been a change in the material circumstances of the site and surrounds;</li> <li>The steps the owner may or may not have undertaken in an endeavour to act on the permit;</li> <li>Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions.</li> </ul> <p>Group B, C, D, &amp; F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p> |
| s 70                              | Duty to make copy permit available in accordance with the public availability requirements | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| s 71(1)                           | Power to correct certain mistakes                                                          | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| s 71(2)                           | Duty to note corrections in register                                                       | Groups A, B, C & D       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| s 73                              | Power to decide to grant amendment subject to conditions                                   | Groups A, B, C & D       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| s 74                              | Duty to issue amended permit to applicant if no objectors                                  | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                  |                             |                                                                                                                                                                                                                         |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                  | <b>Column 3</b>             | <b>Column 4</b>                                                                                                                                                                                                         |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                           | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                     |
| s 76                                     | Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit                                                                   | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                         |
| s 76A(1)                                 | Duty to give relevant determining referral authorities copy of amended permit and copy of notice                                                                 | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                         |
| s 76A(2)                                 | Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit                                                          | Groups A, B, C, D, F & I    | If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority |
| s 76A(4)                                 | Duty to give a recommending referral authority notice of its decision to refuse a permit                                                                         | Groups A, B, C, D, F & I    | If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit                             |
| s 76A(6)                                 | Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76 | Groups A, B, C, D, F & I    | If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit                             |
| s 76D                                    | Duty to comply with direction of Minister to issue amended permit                                                                                                | Groups A, B, C & D          |                                                                                                                                                                                                                         |
| s 83                                     | Function of being respondent to an appeal                                                                                                                        | Groups A, B, C, D, E, F & I |                                                                                                                                                                                                                         |
| s 83B                                    | Duty to give or publish notice of application for review                                                                                                         | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                         |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                           |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| PROVISION                         | THING DELEGATED                                                                                           | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| s 84(1)                           | Power to decide on an application at any time after an appeal is lodged against failure to grant a permit | Groups A, B, C, D, F & I | <p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme; <del>including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</del></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                   |                 |          | <p>consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                       |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Column 1                          | Column 2                                                                                                                              | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| PROVISION                         | THING DELEGATED                                                                                                                       | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   |                                                                                                                                       |                          | <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 84(2)                           | Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit    | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| s 84(3)                           | Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                         |                              |                                     |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                         | <b>Column 3</b>              | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                  | <b>DELEGATE</b>              | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 84(6)                                  | Duty to issue permit on receipt of advice within 3 business days                                                        | Groups A, B, C, D, F & I     |                                     |
| s 84AB                                   | Power to agree to confining a review by the Tribunal                                                                    | Groups A, B, C, D, F & I     |                                     |
| s 86                                     | Duty to issue a permit at order of Tribunal within 3 business days                                                      | Groups A, B, C, D, F & I     |                                     |
| s 87(3)                                  | Power to apply to VCAT for the cancellation or amendment of a permit                                                    | Group A                      |                                     |
| s 90(1)                                  | Function of being heard at hearing of request for cancellation or amendment of a permit                                 | Groups A, B, C, D & E        |                                     |
| s 91(2)                                  | Duty to comply with the directions of VCAT                                                                              | Groups A, B, C, D & E, F & I |                                     |
| s 91(2A)                                 | Duty to issue amended permit to owner if Tribunal so directs                                                            | Groups A, B, C, D & E, F & I |                                     |
| s 92                                     | Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90      | Groups A, B, C, D & E, F & I |                                     |
| s 93(2)                                  | Duty to give notice of VCAT order to stop development                                                                   | Groups A, B, C, D & E        |                                     |
| s 95(3)                                  | Function of referring certain applications to the Minister                                                              | Groups A, B & C              |                                     |
| s 95(4)                                  | Duty to comply with an order or direction                                                                               | Groups A, B & C, F & I       |                                     |
| s 96(1)                                  | Duty to obtain a permit from the Minister to use and develop its land                                                   | Groups A & B                 |                                     |
| s 96(2)                                  | Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land       | Group A                      |                                     |
| s 96A(2)                                 | Power to agree to consider an application for permit concurrently with preparation of proposed amendment                | Groups A, B, C & D           |                                     |
| s 96C                                    | Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C | Groups A, B, C & D           |                                     |
| s 96F                                    | Duty to consider the panel's report under section 96E                                                                   | Group A                      |                                     |

Instrument of Delegation – Council to Staff Planning

February-October 2025

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                      |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Column 1                          | Column 2                                                                                                                                                                                                                                                                             | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                      | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| s 96G(1)                          | Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> ) | Groups A, B, C, D, F & I | <p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, <del>including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</del></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                   |                 |          | <ul style="list-style-type: none"> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                   |                 |          | <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B</li> </ul> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                             |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                                                    | Column 3        | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                                             | DELEGATE        | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                                                                                                                             |                 | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 96H(3)                          | Power to give notice in compliance with Minister's direction                                                                | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 96J                             | Duty to issue permit as directed by the Minister                                                                            | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 96K                             | Duty to comply with direction of the Minister to give notice of refusal                                                     | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 96Z                             | Duty to keep levy certificates given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate     | All Groups      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97C                             | Power to request Minister to decide the application                                                                         | Group A         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97D(1)                          | Duty to comply with directions of Minister to supply any document or assistance relating to application                     | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97G(3)                          | Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97G(6)                          | Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements   | All Groups      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                           |                       |                                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                           | <b>Column 3</b>       | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                    | <b>DELEGATE</b>       | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 97L                                    | Duty to include Ministerial decisions in a register kept under section 49                                                 | Groups A, B & C       |                                     |
| s 97MH                                   | Duty to provide information or assistance to the Planning Application Committee                                           | Group A               |                                     |
| s 97MI                                   | Duty to contribute to the costs of the Planning Application Committee or subcommittee                                     | Group A               |                                     |
| s 97O                                    | Duty to consider application and issue or refuse to issue certificate of compliance                                       | Groups A & B          |                                     |
| s 97P(3)                                 | Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | Groups A, B, C, D & E |                                     |
| s 97Q(2)                                 | Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate                        | Groups A, B, C, D & E |                                     |
| s 97Q(4)                                 | Duty to comply with directions of VCAT                                                                                    | Groups A, B, C, D & E |                                     |
| s 97R                                    | Duty to keep register of all applications for certificate of compliance and related decisions                             | Groups A, B, C, D & E |                                     |
| s 98(1)&(2)                              | Function of receiving claim for compensation in certain circumstances                                                     | Group A               |                                     |
| s 98(4)                                  | Duty to inform any person of the name of the person from whom compensation can be claimed                                 | Group A               |                                     |
| s 101                                    | Function of receiving claim for expenses in conjunction with claim                                                        | Group A               |                                     |
| s 103                                    | Power to reject a claim for compensation in certain circumstances                                                         | Group A               |                                     |
| s 107(1)                                 | Function of receiving claim for compensation                                                                              | Group A               |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                           |                       |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                           | <b>Column 3</b>       | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                    | <b>DELEGATE</b>       | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 107(3)                                 | Power to agree to extend time for making claim                                                                                                                                            | Group A               |                                     |
| s 113(2)                                 | Power to request a declaration of land to be proposed to be reserved for public purposes                                                                                                  | Group A               |                                     |
| s 114(1)                                 | Power to apply to the VCAT for an enforcement order                                                                                                                                       | Groups A, B & E       |                                     |
| s 117(1)(a)                              | Function of making a submission to the VCAT where objections are received                                                                                                                 | Groups A, B, C, D & E |                                     |
| s 120(1)                                 | Power to apply for an interim enforcement order where section 114 application has been made                                                                                               | Groups A & B          |                                     |
| s 123(1)                                 | Power to carry out work required by enforcement order and recover costs                                                                                                                   | Groups A & E          |                                     |
| s 123(2)                                 | Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)                                                                                                | Group A               | Except Crown Land                   |
| S125(1)                                  | Power to apply to any Court of competent jurisdiction or to the Tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order. | Group A               |                                     |
| s 129                                    | Function of recovering penalties                                                                                                                                                          | Groups A, B & E       |                                     |
| s 130(5)                                 | Power to allow person served with an infringement notice further time                                                                                                                     | Groups A, B & E       |                                     |
| s 149A(1)                                | Power to refer a matter to the VCAT for determination                                                                                                                                     | Groups A & B          |                                     |
| s 149A(1A)                               | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement                                                                              | Groups A & B          |                                     |
| S149B                                    | Power to apply to the Tribunal for a declaration                                                                                                                                          | Group A               |                                     |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                                                                                                        |                                                      |                                                                                                    |
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| Column 1                          | Column 2                                                                                                                                                                                                                                                                                                                                                               | Column 3                                             | Column 4                                                                                           |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                                                                                                        | DELEGATE                                             | CONDITIONS & LIMITATIONS                                                                           |
| s 156                             | Duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156 (2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4) | Group A                                              | Where Council is the relevant planning authority                                                   |
| s 171(2)(f)                       | Power to carry out studies and commission reports                                                                                                                                                                                                                                                                                                                      | Groups A, B, C, D & E                                |                                                                                                    |
| s 171(2)(g)                       | Power to grant and reserve easements                                                                                                                                                                                                                                                                                                                                   | Group A                                              |                                                                                                    |
| s 172C                            | Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan                                                                                                                                                                                                                                        | Group A                                              | Where Council is a development agency specified in an approved infrastructure contributions plan   |
| s 172D(1)                         | Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)                                                                                                                                                                                          | Group A                                              | Where Council is a collecting agency specified in an approved infrastructure contributions plan    |
| s 172D(2)                         | Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)                                                                                                                                          | Group A                                              | Where Council is the development agency specified in an approved infrastructure contributions plan |
| s 173(1)                          | Power to enter into agreement covering matters set out in section 174                                                                                                                                                                                                                                                                                                  | Chief Executive Officer<br>Director City Liveability | The Agreement must align with the requirements of a condition (s) on an issued Planning Permit     |
| s 173(1A)                         | Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing                                                                                                                                                                                                                                      | Group A                                              | Where council is the relevant responsible authority                                                |
| ---                               | Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority                                                                                                                        | Groups A, B, C & D                                   |                                                                                                    |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                       |                    |                                                                                                                          |
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| Column 1                          | Column 2                                                                                                                                                                                                                              | Column 3           | Column 4                                                                                                                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                       | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                 |
| ---                               | Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires that something may not be done without the consent of Council or Responsible Authority | Groups A, B, C & D |                                                                                                                          |
| s 177(2)                          | Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                                                      | Group A            | This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. |
| s 178                             | Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                                                          | Group A            | The Agreement must align with the requirements of a condition (s) on an issued Planning Permit                           |
| s 178A(1)                         | Function of receiving application to amend or end an agreement                                                                                                                                                                        | Groups A, B, C & D |                                                                                                                          |
| s 178A(3)                         | Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)                                                                                                                                  | Groups A, B, C & D |                                                                                                                          |
| s 178A(4)                         | Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal                                                                                                                                | Groups A, B, C & D |                                                                                                                          |
| s 178A(5)                         | Power to propose to amend or end an agreement                                                                                                                                                                                         | Group A            | This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. |
| s 178B(1)                         | Duty to consider certain matters when considering proposal to amend an agreement                                                                                                                                                      | Group A            |                                                                                                                          |
| s 178B(2)                         | Duty to consider certain matters when considering proposal to end an agreement                                                                                                                                                        | Group A            |                                                                                                                          |
| s 178C(2)                         | Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end                                                                                   | Groups A, B, C & D |                                                                                                                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Column 1                          | Column 2                                                                  | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PROVISION                         | THING DELEGATED                                                           | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| s 178C(4)                         | Function of determining how to give notice under s.178C(2)                | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s 178E(1)                         | Duty not to make decision until after 14 days after notice has been given | Group A            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s 178E(2)(a)                      | Power to amend or end the agreement in accordance with the proposal       | Group A            | <p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• A section 173 agreement that was entered into via a resolution of Council; or</li> <li>• If any objections are made under s.178D</li> </ul> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Column 1                          | Column 2                                                                                              | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| PROVISION                         | THING DELEGATED                                                                                       | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| s 178E(2)(b)                      | Power to amend or end the agreement in a manner that is not substantively different from the proposal | Group A  | <p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• A section 173 agreement that was entered into via a resolution of Council; or</li> <li>• If any objections are made under s.178D</li> </ul> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                               |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Column 1                          | Column 2                                      | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PROVISION                         | THING DELEGATED                               | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| s 178E(2)(c)                      | Power to refuse to amend or end the agreement | Group A  | <p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Column 1                          | Column 2                                                                                              | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PROVISION                         | THING DELEGATED                                                                                       | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 178E(3)(a)                      | Power to amend or end the agreement in accordance with the proposal                                   | Group A  | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in the table in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |
| s 178E(3)(b)                      | Power to amend or end the agreement in a manner that is not substantively different from the proposal | Group A  | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                   |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Column 1                          | Column 2                                                                                          | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                   | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| s 178E(3)(c)                      | Power to amend or end the agreement in a manner that is substantively different from the proposal | Group A  | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                      |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                                                                                                                             | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                      | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| s 178E(3)(d)                      | Power to refuse to amend or end the agreement                                                                                                                                                        | Group A            | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 178F(1)                         | Duty to give notice of its decision under s.178E(3)(a) or (b)                                                                                                                                        | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 178F(2)                         | Duty to give notice of its decision under s.178E(2)(c) or (3)(d)                                                                                                                                     | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 178F(4)                         | Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                           |                                                      |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                           | <b>Column 3</b>                                      | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                    | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 178G                                   | Duty to sign amended agreement and give copy to each other party to the agreement                                                         | Chief Executive Officer<br>Director City Liveability |                                     |
| s 178H                                   | Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement | Groups A, B, C & D                                   |                                     |
| s 178I(3)                                | Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land                             | Groups A, B, C & D                                   |                                     |
| s 179(2)                                 | Duty to make a copy of each agreement available in accordance with the public availability requirements                                   | Groups A, B, C, D & E                                |                                     |
| s 181                                    | Duty to apply to the Registrar of Titles to record the agreement                                                                          | Groups A, B, C & D                                   |                                     |
| s 181(1A)(a)                             | Power to apply to the Registrar of Titles to record the agreement                                                                         | Groups A, B, C & D                                   |                                     |
| s 181(1A)(b)                             | Duty to apply to the Registrar of Titles, without delay, to record the agreement                                                          | Groups A, B, C & D                                   |                                     |
| s 182                                    | Power to enforce an agreement                                                                                                             | Groups A, B, C, D & E                                |                                     |
| s 183                                    | Duty to tell Registrar of Titles of ending/amendment of agreement                                                                         | Groups A, B, C & D                                   |                                     |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                   |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Column 1                          | Column 2                                                                                                                                                                                          | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                   | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| s 184F(1)                         | Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision                                                             | Group A            | <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 184F(2)                         | Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement                                   | Group A            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| s 184F(3)                         | Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| s 184F(5)                         | Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision                                                        | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                          |                                                    |                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                 | Column 3                                           | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                          | DELEGATE                                           | CONDITIONS & LIMITATIONS |
| s 184G(2)                         | Duty to comply with a direction of the Tribunal                                                                                                                                                          | Group A                                            |                          |
| s 184G(3)                         | Duty to give notice as directed by the Tribunal                                                                                                                                                          | Groups A, B, C, D & F                              |                          |
| S 185B(1)                         | Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice                            | Groups A, B, C, D & F                              |                          |
| s 198(1)                          | Function to receive application for planning certificate                                                                                                                                                 | Groups A, B & C                                    |                          |
| s 199(1)                          | Duty to give planning certificate to applicant                                                                                                                                                           | Groups A, B & C                                    |                          |
| s 201(1)                          | Function of receiving application for declaration of underlying zoning                                                                                                                                   | Group A                                            |                          |
| s 201(3)                          | Duty to make declaration                                                                                                                                                                                 | Group A                                            |                          |
| Misc                              | Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council                                                            | Groups A, B, C, D, E, <u>F</u> , H & I             |                          |
| <a href="#">Misc</a>              | <a href="#">Power to decide in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent</a>                                                   | <a href="#">Groups A, B, C, D, E, F, H &amp; I</a> |                          |
| <a href="#">Misc</a>              | <a href="#">Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent</a> | <a href="#">Groups A, B, C, D, E, F, H &amp; I</a> |                          |
| <a href="#">Misc</a>              | <a href="#">Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and/or endorsed by Council.</a>                                             | <a href="#">Groups A, B, C, D, E, F, H &amp; I</a> |                          |
| Misc                              | Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council                                                     | Groups A, B, C, D, E, <u>F</u> , H & I             |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                    |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Column 1                          | Column 2                                                                                                                                                                           | Column 3                                        | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PROVISION                         | THING DELEGATED                                                                                                                                                                    | DELEGATE                                        | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Misc                              | Power to approve <a href="#">and/or endorse</a> any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit | Groups A, B, C, D, E, <a href="#">F</a> , H & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Misc                              | Power to give written authorisation in accordance with a provision of a planning scheme                                                                                            | Groups A, B, C, D, E & I                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Misc.                             | Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference                                                          | Groups A, B, C, & D                             | <p><del>The mediated outcome shall be generally in accordance with the Council decision on the application, unless an agreed outcome involves major changes being made to a proposal that address issues or concerns identified with the Council decision.</del></p> <p><b>Delegation for officer-determined applications:</b><br/> <u>Planning officers may mediate outcomes where an application has been determined under delegated authority. Mediation may proceed if changes have been made to the proposal that <i>positively address the areas of concern</i> identified during assessment.</u></p> <p><b>Delegation for Council-determined applications:</b><br/> <u>Mediation of matters that were determined at a Council meeting will be delegated only to the Chief Executive Officer (CEO) or Director City Liveability.</u><br/> <u>This delegation would apply where:</u></p> <ul style="list-style-type: none"> <li><u>changes to the application <i>positively address the areas of concern</i> raised in the Council decision, and</u></li> <li><u>all objector parties – or a majority (at least 51%) of objector parties to the appeal – agree to the mediated outcome.</u></li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                       |            |                                                                                                                                                                                                                     |
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| Column 1                          | Column 2                                                                                                              | Column 3   | Column 4                                                                                                                                                                                                            |
| PROVISION                         | THING DELEGATED                                                                                                       | DELEGATE   | CONDITIONS & LIMITATIONS                                                                                                                                                                                            |
| Misc.                             | Power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment                       | Group A    | The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors. |
| Misc.                             | Power to make minor changes to a Planning Scheme Amendment                                                            | Group A    | Changes must not affect the purpose or intent of the Amendment.                                                                                                                                                     |
| s 201UAB(1)                       | Function of providing the Victoria Planning Authority with information relating to any land within municipal district | All Groups |                                                                                                                                                                                                                     |
| s 201UAB(2)                       | Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible      | All Groups |                                                                                                                                                                                                                     |



| RESIDENTIAL TENANCIES ACT 1997 |                                                                                                                                             |                                                                                                                                                                                         |                          |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                       | Column 2                                                                                                                                    | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                      | THING DELEGATED                                                                                                                             | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| s 518F                         | Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health                                 |                          |
| s 522(1)                       | Power to give a compliance notice to a person                                                                                               | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| s 525(2)                       | Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)                                  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| s 525(4)                       | Duty to issue identity card to authorised officers                                                                                          | Chief Executive Officer<br><br>Director Customer & Performance<br>Manager Governance and Risk                                                                                           |                          |
| s 526(5)                       | Duty to keep record of entry by authorised officer under section 526                                                                        | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES ACT 1997 |                                                                                                 |                                                                                                                                                                                         |                          |
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| Column 1                       | Column 2                                                                                        | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                      | THING DELEGATED                                                                                 | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| s 526A(3)                      | Function of receiving report of inspection                                                      | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| s 527                          | Power to authorise a person to institute proceedings (either generally or in a particular case) | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health                                                                                                    |                          |

| PLANNING AND ENVIRONMENT REGULATIONS 2015 |                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                                                                                                                          |
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| Column 1                                  | Column 2                                                                                                                                                                                                                                                                                          | Column 3                    | Column 4                                                                                                                                                                                                                 |
| PROVISION                                 | THING DELEGATED                                                                                                                                                                                                                                                                                   | DELEGATE                    | CONDITIONS AND LIMITATIONS                                                                                                                                                                                               |
| r 6                                       | Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme                                                                                                                                                | All Groups                  | Where Council is not the planning authority and the amendment affects land within its municipal district; or<br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority.       |
| r 21                                      | Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                          |
| r 25(a)                                   | Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements                                                                                                                                                                            | Groups A, B, C, D, G, G & I | Where Council is the responsible authority                                                                                                                                                                               |
| r 25(b)                                   | Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements                                                                                      | Groups A, B, C, D, F, G & I | Where Council is not the responsible authority but the relevant land is within Council's municipal district                                                                                                              |
| r 42                                      | Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application                                                                                   | Groups A, B, C, D, & G      | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |

| PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016 |                                                                                                                              |              |                            |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|
| Column 1                                         | Column 2                                                                                                                     | Column 3     | Column 4                   |
| PROVISION                                        | THING DELEGATED                                                                                                              | DELEGATE     | CONDITIONS AND LIMITATIONS |
| r 19                                             | Power to waive or rebate a fee relating to an amendment of a planning scheme                                                 | Group A      |                            |
| r 20                                             | Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme                                | Group A & B  |                            |
| r 21                                             | Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20 | Groups A & B |                            |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                  |                                                                                                                                                     |                          |
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| Column 1                                                                                                | Column 2                                                                                                         | Column 3                                                                                                                                            | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                  | DELEGATE                                                                                                                                            | CONDITIONS & LIMITATIONS |
| r 7                                                                                                     | Power to enter into a written agreement with a caravan park owner                                                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Environmental Health Officer |                          |
| r 10                                                                                                    | Function of receiving application for registration                                                               | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 11                                                                                                    | Function of receiving application for renewal of registration                                                    | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(1)                                                                                                 | Duty to grant the registration if satisfied that the caravan park complies with these regulations                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(1)                                                                                                 | Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(2)                                                                                                 | Duty to renew the registration if satisfied that the caravan park complies with these regulations                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                             |                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                    | Column 3                                                                                                            | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                             | DELEGATE                                                                                                            | CONDITIONS & LIMITATIONS |
| r 12(2)                                                                                                 | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations            | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 12(3)                                                                                                 | Duty to have regard to matters in determining an application for registration or an application for renewal of registration | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 12(4) & (5)                                                                                           | Duty to issue certificate of registration                                                                                   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 14(1)                                                                                                 | Function of receiving notice of transfer of ownership                                                                       | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 14(3)                                                                                                 | Power to determine where notice of transfer is displayed                                                                    | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 15(1)                                                                                                 | Duty to transfer registration to new caravan park owner                                                                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 15(2)                                                                                                 | Duty to issue a certificate of transfer of registration                                                                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                                                |                                                                                                                                                                                         |                          |
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| Column 1                                                                                                | Column 2                                                                                                                                       | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                                                | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| r 15(3)                                                                                                 | Power to determine where certificate of transfer of registration is displayed                                                                  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                                                     |                          |
| r 16(1)                                                                                                 | Power to determine the fee to accompany applications for registration or applications for renewal of registration                              | Chief Executive Officer<br>Director City Liveability                                                                                                                                    |                          |
| r 17                                                                                                    | Duty to keep register of caravan parks                                                                                                         | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health                                 |                          |
| r 21(1)                                                                                                 | Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 21(2)                                                                                                 | Duty to consult with relevant emergency services agencies                                                                                      | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                      |                                                                                                                                                                                         |                          |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                             | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                      | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| r 22                                                                                                    | Power to determine places in which caravan park owner must display a copy of emergency procedures    | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 23                                                                                                    | Power to determine places in which caravan park owner must display copy of public emergency warnings | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 24(2)                                                                                                 | Duty to consult with relevant floodplain management authority                                        | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 26(b)(i)                                                                                              | Power to approve system for the discharge of sewage and wastewater from a movable dwelling           | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |



| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                             |                                                                                                                                                                                         |                          |
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| Column 1                                                                                                | Column 2                                                                                                                    | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                             | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| r 38                                                                                                    | Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 38(b)                                                                                                 | Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe                               | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 39(3)                                                                                                 | Function of receiving installation certificate                                                                              | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 45(3)                                                                                                 | Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                                                                                                                 |                                                                                                                                                                                         |                          |
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| Column 1                                                                                                | Column 2                                                                                                                                                                                                        | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                                                                                                                 | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| R 45(5))                                                                                                | Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

**SCHEDULE 2**

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
  - 2.1 calling their Council-provided phone (including leaving a voice mail message);
  - 2.2 sending a text message to their Council-provided phone; or
  - 2.3 sending an email to their Council-provided email address,
 and advising them what the issue, action, act or thing is and:
  - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
  - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
  - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
  - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
  - 3.2 the expiration of the stipulated deadline
 may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.
4. For the purposes of paragraph 3.2:
  - 4.1 'stipulated deadline' means –
    - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
    - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
  - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.



### Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule 1, the Council:

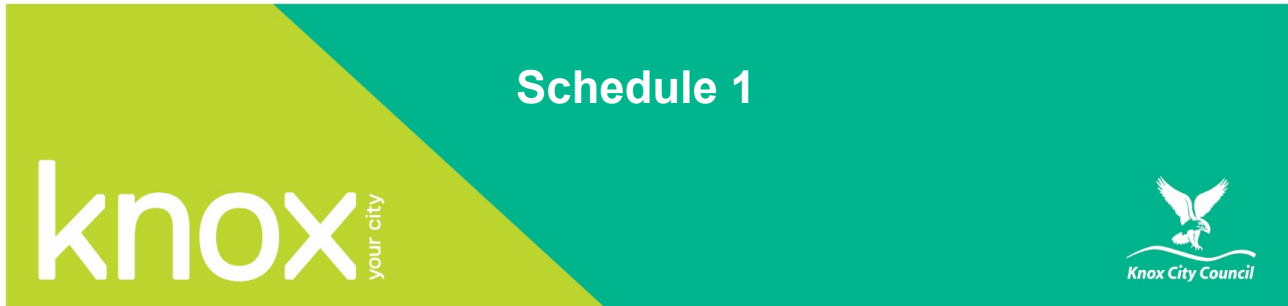
1. delegates each duty and/or function and/or power described in column 1 of Schedule 1 (and summarised in column 2 of Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of Schedule 1;

2. records that reference in the Schedules to:

|                 |                                                                                                                                           |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| "Group A" means | Chief Executive Officer<br>Director City Liveability<br>Manager City Planning & Building<br>Manager City Futures                          |
| "Group B" means | Coordinator Planning<br>Head of City Strategy<br>Major Projects Subdivision Planner<br>Principal Planner<br>Senior Strategic Planner      |
| "Group C" means | Senior Planner<br>Strategic Planner<br>Planning Officer<br>Student Planner                                                                |
| "Group D" means | Subdivision Planner                                                                                                                       |
| "Group E" means | Planning Investigation Officer<br>Landscape Inspection Officer                                                                            |
| "Group F" means | Planning Support Officer<br>Student Strategic Planner<br>Project Support Officer                                                          |
| "Group G" means | Coordinator Business Support<br>City Planning and Building Business Support Officer<br>City Planning and Building Counter Support Officer |
| "Group H" means | Senior Sustainable Development Engineer<br>Sustainable Development Engineer                                                               |
| "Group I" means | Arborist<br>Landscape Assessment Officer<br>Assistant Planning Arborist                                                                   |

Instrument of Delegation – Council to Staff Planning

October 2025



3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 24 February 2025 and
  - 3.2 the delegation:
    - 3.2.1 comes into force on 27 October 2025;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
    - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

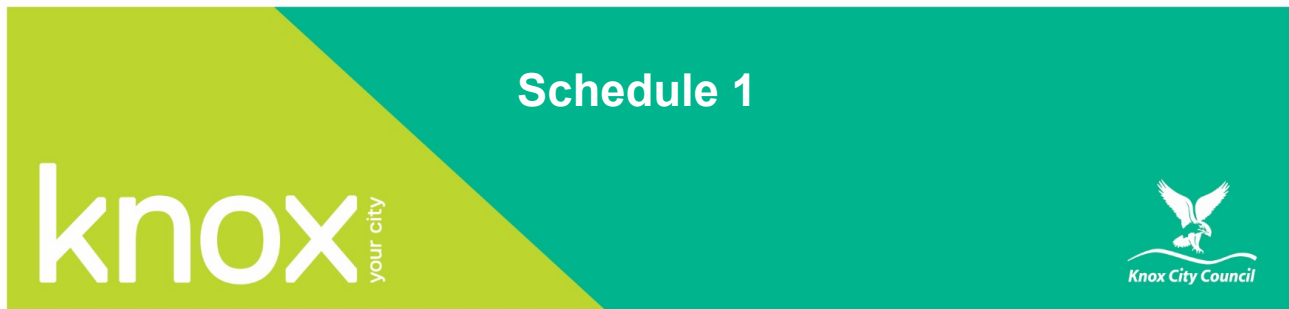
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Cr Lisa Cooper - Mayor

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Bruce Dobson – Chief Executive Officer

**Date: 27/10/2025**



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| HERITAGE ACT 2017 |                                                                        |               |                                                                                                                                                                                   |
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| PROVISION         | THING DELEGATED                                                        | DELEGATE      | CONDITIONS AND LIMITATIONS                                                                                                                                                        |
| s 116             | Power to sub-delegate Executive Director's functions, duties or powers | Not Delegated | Must first obtain Executive Director's written consent<br><br>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation |

| LOCAL GOVERNMENT ACT 1989 |                                                           |                         |                                                                                            |
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| Column 1                  | Column 2                                                  | Column 3                | Column 4                                                                                   |
| PROVISION                 | THING DELEGATED                                           | DELEGATE                | CONDITIONS & LIMITATIONS                                                                   |
| s 185L(4)                 | Power to declare and levy a cladding rectification charge | Chief Executive Officer | Council must first have entered into a cladding rectification agreement under Section 185I |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                    |                 |                                     |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                    | <b>Column 3</b> | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                             | <b>DELEGATE</b> | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 4B                                     | Power to prepare an amendment to the Victorian Planning Provisions                                                                                                 | Group A         | If authorised by the Minister       |
| s 4G                                     | Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister                                                        | Group A         |                                     |
| s 4H                                     | Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements                                               | All Groups      |                                     |
| s 4I(2)                                  | Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements                          | All Groups      |                                     |
| s 8A(2)                                  | Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A                                                                  | Group A         |                                     |
| s 8A(3)                                  | Power to apply to Minister to prepare an amendment to the planning scheme                                                                                          | Group A         |                                     |
| s 8A(5)                                  | Function of receiving notice of the Minister's decision                                                                                                            | Group A         |                                     |
| s 8A(7)                                  | Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days                    | Group A         |                                     |
| s 8B(2)                                  | Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district                                 | Not Delegated   |                                     |
| s 12(3)                                  | Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons | Groups A, B & C |                                     |
| s 12B(1)                                 | Duty to review planning scheme                                                                                                                                     | Groups A, B & C |                                     |
| s 12B(2)                                 | Duty to review planning scheme at direction of Minister                                                                                                            | Groups A, B & C |                                     |



| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                               |                             |                                                                                                                                                                                                                              |
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| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                        | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                          |
| s 12B(5)                                 | Duty to report findings of review of planning scheme to Minister without delay                                                                                                | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 14                                     | Duties of a Responsible Authority as set out in subsections (a) to (d)                                                                                                        | Groups A, B, C, D, E, F & I |                                                                                                                                                                                                                              |
| s 17(1)                                  | Duty of giving copy amendment to the planning scheme                                                                                                                          | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 17(2)                                  | Duty of giving copy s.173 agreement                                                                                                                                           | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 17(3)                                  | Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days                                                              | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 18                                     | Duty to make amendment etc. available in accordance with public availability requirements                                                                                     | All Groups                  | Until the proposed amendment is approved or lapsed.                                                                                                                                                                          |
| s 19                                     | Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme | Groups A                    | Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.                                                                                                                                       |
| s 19                                     | Function of receiving notice of preparation of an amendment to a planning scheme                                                                                              | Groups A, B & C             | Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority |
| s 20(1)                                  | Power to apply to Minister for exemption from the requirements of section 19                                                                                                  | Groups A, B & C             | Where Council is a Planning Authority                                                                                                                                                                                        |
| s 21(2)                                  | Duty to make submissions available in accordance with public availability requirements                                                                                        | All Groups                  | Until the end of 2 months after the amendment comes into operation or lapses                                                                                                                                                 |
| s 21A(4)                                 | Duty to publish notice in accordance with section                                                                                                                             | Groups A, B & C             |                                                                                                                                                                                                                              |
| s 22(1)                                  | Duty to consider all submissions received before the date specified in the notice                                                                                             | Groups A, B & C             | Except submissions which request a change to the items in s.22(5)(a) and (b)                                                                                                                                                 |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                            |                             |                                                                                                                                                                                                                                                             |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                            | <b>Column 3</b>             | <b>Column 4</b>                                                                                                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                     | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                                                         |
| s 22(2)                                  | Power to consider a late submission<br>Duty to consider a late submission if directed by the Minister                      | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 23(1)(b)                               | Duty to refer submissions which request a change to the amendment to a panel                                               | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 23(2)                                  | Power to refer to a panel submissions which do not require a change to the amendment                                       | Groups A, B & C             | Only where Council has already resolved to refer the Amendment to a Panel                                                                                                                                                                                   |
| s 24                                     | Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D) | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 26(1)                                  | Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act             | Group A<br>All other Groups | Group A: No conditions or limitations<br>All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.                              |
| s 26(2)                                  | Duty to keep report of panel available in accordance with public availability requirements                                 | Group A<br>All other Groups | Group A: No conditions or limitations<br>All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report during the inspection period. |
| s 27(2)                                  | Power to apply for exemption if panel's report not received                                                                | Group A                     |                                                                                                                                                                                                                                                             |
| s 28(1)                                  | Duty to notify the Minister if abandoning an amendment                                                                     | Groups A, B & C             | Note: the power to make a decision to abandon an amendment cannot be delegated                                                                                                                                                                              |
| S 28(2)                                  | Duty to publish notice of the decision on Internet Site                                                                    | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 28(4)                                  | Duty to make notice of the decision available on Council's internet site for a period of at least 2 months                 | Groups A, B & C             |                                                                                                                                                                                                                                                             |
| s 30(4)(a)                               | Duty to say if amendment has lapsed                                                                                        | Group A                     |                                                                                                                                                                                                                                                             |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                      |                   |                                              |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                      | <b>Column 3</b>   | <b>Column 4</b>                              |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                               | <b>DELEGATE</b>   | <b>CONDITIONS &amp; LIMITATIONS</b>          |
| s 30(4)(b)                               | Duty to provide information in writing upon request                                                                                                                                                                  | Group A           |                                              |
| s 32(2)                                  | Duty to give more notice if required                                                                                                                                                                                 | Groups A, B & C   |                                              |
| s 33(1)                                  | Duty to give more notice of changes to an amendment                                                                                                                                                                  | Groups A, B & C   |                                              |
| s 36(2)                                  | Duty to give notice of approval of amendment                                                                                                                                                                         | Groups A, B & C   |                                              |
| s 38(5)                                  | Duty to give notice of revocation of an amendment                                                                                                                                                                    | Groups A, B & C   |                                              |
| s 39                                     | Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT                                                                                                   | Groups A, B & C   |                                              |
| s 40(1)                                  | Function of lodging copy of approved amendment                                                                                                                                                                       | Groups A, B & C   |                                              |
| s 41(1)                                  | Duty to make approved amendment available in accordance with the public availability requirements during inspection period                                                                                           | All Groups        |                                              |
| s 41(2)                                  | Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends                   | All Groups        |                                              |
| s 42(2)                                  | Duty to make copy of planning scheme available in accordance with the public availability requirements                                                                                                               | All Groups        |                                              |
| s 46AW                                   | Function of being consulted by the Minister                                                                                                                                                                          | Groups A, B and C | Where Council is a responsible public entity |
| s 46AX                                   | Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy<br>Power to endorse the draft Statement of Planning Policy | Groups A, B and C | Where Council is a responsible public entity |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                      |                    |                                                                                                                                                     |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                      | <b>Column 3</b>    | <b>Column 4</b>                                                                                                                                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                               | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                 |
| s 46AZC(2)                               | Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity                  | Groups A, B,C & D  | Where Council is a responsible public entity                                                                                                        |
| s 46AZK                                  | Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | Groups A, B, C & D | Where Council is a responsible public entity                                                                                                        |
| s 46GI(2)(b)(i)                          | Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction                                                                            | Groups A, B, C & D | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency |
| s 46GJ(1)                                | Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans                                                                                          | Groups A, B, C & D |                                                                                                                                                     |
| s 46GK                                   | Duty to comply with a Minister's direction that applies to Council as the planning authority                                                                                                                                         | Groups A, B, C & D |                                                                                                                                                     |
| s 46GN(1)                                | Duty to arrange for estimates of values of inner public purpose land                                                                                                                                                                 | Groups A, B, C & D |                                                                                                                                                     |
| s 46GO(1)                                | Duty to give notice to owners of certain inner public purpose land                                                                                                                                                                   | Groups A, B, C & D |                                                                                                                                                     |
| s 46GP                                   | Function of receiving a notice under s.46GO                                                                                                                                                                                          | Groups A, B, C & D | Where Council is the collecting agency                                                                                                              |
| s 46GQ                                   | Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land                                                 | Groups A, B, C & D |                                                                                                                                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                           |                    |                                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                           | <b>Column 3</b>    | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                    | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 46GR(1)                                | Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO                                                                                                                                                    | Groups A, B, C & D |                                     |
| s 46GR(2)                                | Power to consider a late submission<br>Duty to consider a late submission if directed to do so by the Minister                                                                                                                                                            | Groups A, B, C & D |                                     |
| s 46GS(1)                                | Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ                                                                                                                                                    | Groups A, B, C & D |                                     |
| s 46GS(2)                                | Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general              | Groups A, B, C & D |                                     |
| s 46GT(2)                                | Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference                                                                                                                                                                        | Groups A, B, C & D |                                     |
| s 46GT(4)                                | Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land                                                  | Groups A, B, C & D |                                     |
| s 46GT(6)                                | Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)                                                                                                                                                                         | Groups A, B, C & D |                                     |
| s 46GU                                   | Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met | Groups A, B, C & D |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                  |                    |                                         |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                  | <b>Column 3</b>    | <b>Column 4</b>                         |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                           | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>     |
| s 46GV(3)                                | Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution<br>Power to specify the manner in which the payment is to be made                                               | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(3)(b)                             | Power to enter into an agreement with the applicant                                                                                                                                                                              | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(4)(a)                             | Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)                                                                                                                                         | Groups A, B, C & D | Where Council is the development agency |
| s 46GV(4)(b)                             | Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)                                                                                                                                         | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(7)                                | Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area                                                                   | Groups A, B, C & D |                                         |
| s 46GV(9)                                | Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction                                                            | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GX(1)                                | Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable                                                                                   | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GX(2)                                | Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GY(1)                                | duty to keep proper and separate accounts and records                                                                                                                                                                            | Groups A, B, C & D | where Council is the collecting agency  |
| s 46GY(2)                                | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>                                                                                                                                    | Groups A, B, C & D | Where Council is the collecting agency  |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                    |                    |                                                                                                                                                                                             |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                    | <b>Column 3</b>    | <b>Column 4</b>                                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                             | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                         |
| s 46GZ(2)(a)                             | Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs                                                                                  | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan<br>this duty does not apply where Council is that planning authority                             |
| s 46GZ(2)(a)                             | Function of receiving the monetary component                                                                                                                                                                                       | Groups A, B, C & D | Where the Council is the planning authority<br>this duty does not apply where Council is also the collecting agency                                                                         |
| s 46GZ(2)(b)                             | Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan<br>this provision does not apply where Council is also the relevant development agency           |
| s 46GZ(2)(b)                             | Function of receiving the monetary component                                                                                                                                                                                       | Groups A, B, C & D | Where Council is the development agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency                    |
| s 46GZ(4)                                | Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)                                            | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                                  |
| s 46GZ(5)                                | Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency    | Groups A, B, C & D | Where Council is the collecting agency specified under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the relevant development agency |
| s 46GZ(5)                                | Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land                                                                                                             | Groups A, B, C & D | Where Council is the development agency specified in the approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency            |

Instrument of Delegation – Council to Staff Planning

October 2025

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                     |                    |                                                                                                                                                                                                                                                                                                                                                                    |
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| Column 1                          | Column 2                                                                                                                                                                                                                            | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                           |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                     | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                           |
| s 46GZ(7)                         | Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW                                 | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                         |
| s 46GZ(9)                         | Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land                                 | Groups A & B       | If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4)<br>Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZ(9)                         | Function of receiving the fee simple in the land                                                                                                                                                                                    | Groups A & B       | Where Council is the development agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the collecting agency                                                                                                                                                                                                |
| s 46GZA(1)                        | Duty to keep proper and separate accounts and records                                                                                                                                                                               | Groups A & B       | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                          |
| s 46GZA(2)                        | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>                                                                                                                                       | Groups A, B, C & D | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                          |
| s46GZB(3)                         | Duty to follow the steps set out in s 46GZB(3)(a) – (c)                                                                                                                                                                             |                    | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                          |
| s46GZB(4)                         | Duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | Groups A & B       | If the VPA is the collecting agency under an approved infrastructure contributions plan<br>Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                               |



| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |                                                                                                                                                                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                                                                                                                                               | <b>Column 3</b>                                      | <b>Column 4</b>                                                                                                                                                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                                                                                                                                        | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                 |
| s 46GZD(2)                               | Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)                                                                                                                                                                                                                                    | Groups A & B                                         | Where Council is the development agency under an approved infrastructure contributions plan                                                                         |
| s 46GZD(3)                               | Duty to follow the steps set out in s.46GZD(3)(a) and (b)                                                                                                                                                                                                                                                                                                                                     | Groups A & B                                         | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                          |
| s 46GZD(5)                               | Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).                                                                                                                                                                                                                                                                                                     | Groups A & B                                         | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                          |
| s 46GZE(2)                               | Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | Chief Executive Officer<br>Director City Liveability | Where Council is the development agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the collecting agency |
| s 46GZE(2)                               | Function of receiving the unexpended land equalisation amount                                                                                                                                                                                                                                                                                                                                 | Chief Executive Officer<br>Director City Liveability | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZE(3)                               | Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)                                                                                                                                                                                                                                     | Groups A & B                                         | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZF(2)                               | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land                                                                                                                                                                           | Groups A & B                                         | Where Council is the development agency under an approved infrastructure contributions plan                                                                         |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                |                    |                                                                                                                                                                          |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                | <b>Column 3</b>    | <b>Column 4</b>                                                                                                                                                          |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                         | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                      |
| s46GZF(3)                                | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)                                                                                                                        | Groups A & B       | Where Council is the development agency under an approved infrastructure contributions plan                                                                              |
| s 46GZF(3)                               | Function of receiving proceeds of sale                                                                                                                                                                         | Groups A & B       | Where Council is the collection agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the development agency |
| s 46GZF(4)                               | Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5) | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                               |
| s 46GZF(6)                               | Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)                                                                                                                            | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                               |
| s 46GZH                                  | Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction                                        | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                               |
| s 46GZI                                  | Duty to prepare and give a report to the Minister at the times required by the Minister                                                                                                                        | Groups A & B       | Where Council is a collecting agency or development agency                                                                                                               |
| s 46GZK                                  | Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council                                                                                                       | Groups A & B       | Where Council is a collecting agency or development agency                                                                                                               |
| s 46LB(3)                                | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)                     | Groups A & B       |                                                                                                                                                                          |
| s 46N(1)                                 | Duty to include condition in permit regarding payment of development infrastructure levy                                                                                                                       | Groups A, B, C & D |                                                                                                                                                                          |
| s 46N(2)(c)                              | Function of determining time and manner for receipt of development contributions levy                                                                                                                          | Groups A, B, C & D |                                                                                                                                                                          |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                                                 |                                                      |                                                                                                                                                                             |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                                                 | <b>Column 3</b>                                      | <b>Column 4</b>                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                                          | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                         |
| s 46N(2)(d)                              | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy                                                                                                                                                                                        | Groups A & B                                         |                                                                                                                                                                             |
| s 46O(1)(a) & (2)(a)                     | Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit                                                                                                                                                                          | Groups A & B                                         |                                                                                                                                                                             |
| s 46O(1)(d) & (2)(d)                     | Power to enter into agreement with the applicant regarding payment of community infrastructure levy                                                                                                                                                                                             | Groups A & B                                         |                                                                                                                                                                             |
| s 46P(1)                                 | Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured                                                                                                                                                                                        | Groups A & B                                         |                                                                                                                                                                             |
| s 46P(2)                                 | Power to accept provision of land, works, services or facilities in part or full payment of levy payable                                                                                                                                                                                        | Groups A & B                                         |                                                                                                                                                                             |
| s 46Q(1)                                 | Duty to keep proper accounts of levies paid                                                                                                                                                                                                                                                     | Chief Executive Officer<br>Director City Liveability |                                                                                                                                                                             |
| s 46Q(1A)                                | Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency                                                                                           | Chief Executive Officer<br>Director City Liveability |                                                                                                                                                                             |
| s 46Q(2)                                 | Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc                                                                                                                       | Chief Executive Officer<br>Director City Liveability |                                                                                                                                                                             |
| s 46Q(3)                                 | Power to refund any amount of levy paid if it is satisfied the development is not to proceed                                                                                                                                                                                                    | Chief Executive Officer<br>Director City Liveability | Only applies when levy is paid to Council as a 'development agency'                                                                                                         |
| s 46Q(4)(c)                              | Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a) | Chief Executive Officer<br>Director City Liveability | Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                        |                                                      |                                                                  |
|------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                        | <b>Column 3</b>                                      | <b>Column 4</b>                                                  |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                 | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                              |
| s 46Q(4)(d)                              | Duty to submit to the Minister an amendment to the approved development contributions plan             | Chief Executive Officer<br>Director City Liveability | Must be done in accordance with Part 3                           |
| s46Q(4)(e)                               | Duty to expend that amount on other works etc.                                                         | Chief Executive Officer<br>Director City Liveability | With the consent of, and in the manner approved by, the Minister |
| s 46QC                                   | Power to recover any amount of levy payable under Part 3B                                              | Chief Executive Officer<br>Director City Liveability |                                                                  |
| s 46QD                                   | Duty to prepare report and give a report to the Minister                                               | Groups A & B                                         | Where Council is a collecting agency or development agency       |
|                                          |                                                                                                        |                                                      |                                                                  |
| s 46Y                                    | Duty to carry out works in conformity with the approved strategy plan                                  | Groups A & B                                         |                                                                  |
| s 47                                     | Power to decide that an application for a planning permit does not comply with that Act                | All Groups                                           |                                                                  |
| s 49(1)                                  | Duty to keep a register of all applications for permits and determinations relating to permits         | All Groups                                           |                                                                  |
| s 49(2)                                  | Duty to make register available for inspection in accordance with the public availability requirements | All Groups                                           |                                                                  |
| s 50(4)                                  | Duty to amend application                                                                              | Groups A, B, C, D, F & I                             |                                                                  |
| s 50(5)                                  | Power to refuse to amend application                                                                   | Groups A, B, C, D & I                                |                                                                  |
| s 50(6)                                  | Duty to make note of amendment to application in register                                              | Groups A, B, C, D, F & I                             |                                                                  |
| s 50A(1)                                 | Power to make amendment to application                                                                 | Groups A, B, C, D, F & I                             |                                                                  |
| s 50A(3)                                 | Power to require applicant to notify owner and make a declaration that notice has been given           | Groups A, B, C, D, F & I                             |                                                                  |
| s 50A(4)                                 | Duty to note amendment to application in register                                                      | Groups A, B, C, D, F & I                             |                                                                  |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                               |                             |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                               | <b>Column 3</b>             | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                        | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 51                                     | Duty to make copy of application available for inspection in accordance with the public availability requirements                                                             | All Groups                  |                                     |
| s 52(1)(a)                               | Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(b)                               | Duty to give notice of the application to other municipal Councils where appropriate                                                                                          | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(c)                               | Duty to give notice of the application to all persons required by the planning scheme                                                                                         | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(ca)                              | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant                     | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(cb)                              | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant        | Groups A, B, C & D          |                                     |
| s 52(1)(d)                               | Duty to give notice of the application to other persons who may be detrimentally effected                                                                                     | Groups A, B, C, D, F & I    |                                     |
| s 52(1AA)                                | Duty to give notice of an application to remove or vary a registered restrictive covenant                                                                                     | Groups A, B, C & D          |                                     |
| s 52(3)                                  | Power to give any further notice of an application where appropriate                                                                                                          | Groups A, B & C             |                                     |
| s 53(1)                                  | Power to require the applicant to give notice under section 52(1) to persons specified by it                                                                                  | Groups A, B, C, D, F, G & I |                                     |
| s 53(1A)                                 | Power to require the applicant to give the notice under section 52(1AA)                                                                                                       | Groups A, B, C, D, F, G & I |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                       |                             |                                     |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                       | <b>Column 3</b>             | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 54(1)                                  | Power to require the applicant to provide more information                                                                            | Groups A, B, C, D, F, G & I |                                     |
| s 54(1A)                                 | Duty to give notice in writing of information required under section 54(1)                                                            | Groups A, B, C, D, F, G & I |                                     |
| s 54(1B)                                 | Duty to specify the lapse date for an application                                                                                     | Groups A, B, C, D, F & I    |                                     |
| s 54A(3)                                 | Power to decide to extend time or refuse to extend time to give required information                                                  | Groups A, B, C, D, F & I    |                                     |
| s 54A(4)                                 | Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)                                       | Groups A, B, C, D, F, G & I |                                     |
| s 55(1)                                  | Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme | Groups A, B, C, D, F, G & I |                                     |
| s 57(2A)                                 | Power to reject objections considered made primarily for commercial advantage for the objector                                        | Group A                     |                                     |
| s 57(3)                                  | Function of receiving name and address of persons to whom notice of decision is to go                                                 | Groups A, B, C, D, F & I    |                                     |
| s 57(5)                                  | Duty to make a copy of all objections available in accordance with the public availability requirements                               | All Groups                  |                                     |
| s 57A(4)                                 | Duty to amend application in accordance with applicant's request, subject to section 57A(5)                                           | Groups A, B, C, D, F & I    |                                     |
| s 57A(5)                                 | Power to refuse to amend application                                                                                                  | Groups A, B, C & D, F & I   |                                     |
| s 57A(6)                                 | Duty to note amendments to application in register                                                                                    | All Groups                  |                                     |
| s 57B(1)                                 | Duty to determine whether and to whom notice should be given                                                                          | Groups A, B, C & D, F & I   |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                   |                                                      |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                   | <b>Column 3</b>                                      | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                            | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 57B(2)                                 | Duty to consider certain matters in determining whether notice should be given                                    | Groups A, B, C & D, F & I                            |                                     |
| s 57C(1)                                 | Duty to give copy of amended application to referral authority                                                    | Groups A, B, C, D, F & I                             |                                     |
| s 58                                     | Duty to consider every application for a permit                                                                   | Groups A, B, C, D, F & I                             |                                     |
| s 58A                                    | Power to request advice from the Planning Application Committee                                                   | Chief Executive Officer<br>Director City Liveability |                                     |
| s 60                                     | Duty to consider certain matters                                                                                  | Groups A, B, C, D, F & I                             |                                     |
| s 60(1A)                                 | Duty to consider certain matters                                                                                  | Groups A, B, C, D, F & I                             |                                     |
| s 60(1B)                                 | Duty to consider number of objectors in considering whether use or development may have significant social effect | Groups A, B, C, D, F & I                             |                                     |

| PLANNING AND ENVIRONMENT ACT 1987 |                                   |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Column 1                          | Column 2                          | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                   | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| s 61(1)(a)                        | Power to decide to grant a permit | Groups A, B, C, D, F & I | <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> |



| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                   |                 |          | <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                            |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Column 1                          | Column 2                                                   | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| PROVISION                         | THING DELEGATED                                            | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| s 61(1)(b)                        | Power to decide to grant a planning permit with conditions | Groups A, B, C, D, F & I | <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                   |                 |          | <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                            |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Column 1                          | Column 2                   | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PROVISION                         | THING DELEGATED            | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s 61(1)(c)                        | Power to refuse the permit | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                 |          | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                    |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Column 1                          | Column 2                                                                                                           | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PROVISION                         | THING DELEGATED                                                                                                    | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| s 61(2)                           | Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                 |          | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Column 1                          | Column 2                                                                                                                 | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| PROVISION                         | THING DELEGATED                                                                                                          | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| s 61(2A)                          | Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability ) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                           |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                  | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                           | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                                                                                           |                          | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 61(3)(a)                        | Duty not to decide to grant a permit to use coastal Crown land without Minister's consent | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 61(3)(b)                        | Duty to refuse to grant the permit without the Minister's consent                         | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                           |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                                  | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                           | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| s 61(4)                           | Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant | Groups A, B, C, D, F & I | <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                               |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                               | <b>Column 3</b>           | <b>Column 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                        | <b>DELEGATE</b>           | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                          |                                                                                                                                                               |                           | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 62(1)                                  | Duty to include certain conditions in deciding to grant a permit                                                                                              | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(2)                                  | Power to include other conditions                                                                                                                             | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(4)                                  | Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)                                                                                      | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(5)(a)                               | Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan                  | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(5)(b)                               | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement                   | Groups A, B, C, D, F & I  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(5)(c)                               | Power to include a permit condition that specified works be provided or paid for by the applicant                                                             | Groups A, B, C & D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 62(6)(a)                               | Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5) | Groups A, B, C & D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                             |                          |                                                                                                                                                                                                             |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                             | <b>Column 3</b>          | <b>Column 4</b>                                                                                                                                                                                             |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                      | <b>DELEGATE</b>          | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                         |
| s 62(6)(b)                               | Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)                                        | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 63                                     | Duty to issue the permit where made a decision in favour of the application (if no one has objected)                                                                                                                                        | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 64(1)                                  | Duty to give notice of decision to grant a permit to applicant and objectors                                                                                                                                                                | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75                                                                                                                |
| s 64(3)                                  | Duty not to issue a permit until after the specified period                                                                                                                                                                                 | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75                                                                                                                |
| s 64(5)                                  | Duty to give each objector a copy of an exempt decision                                                                                                                                                                                     | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75                                                                                                                |
| s 64A                                    | Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit | Groups A, B, C, D, F & I | This provision applies also to a decision to grant an amendment to a permit - see section 75A                                                                                                               |
| s 65(1)                                  | Duty to give notice of refusal to grant permit to applicant and person who objected under section 57                                                                                                                                        | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 66(1)                                  | Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities                                                                                                                             | Groups A, B, C, D, F & I |                                                                                                                                                                                                             |
| s 66(2)                                  | Duty to give a recommending referral authority notice of its decision to grant a permit                                                                                                                                                     | Groups A, B, C, D, F & I | If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                          |                          |                                                                                                                                                                                 |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                          | <b>Column 3</b>          | <b>Column 4</b>                                                                                                                                                                 |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                   | <b>DELEGATE</b>          | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                             |
| s 66(4)                                  | Duty to give a recommending referral authority notice of its decision to refuse a permit                                                                 | Groups A, B, C, D, F & I | If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit |
| s 66(6)                                  | Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65 | Groups A, B, C, D, F & I | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit |
| s 69(1)                                  | Function of receiving application for extension of time of permit                                                                                        | All Groups               |                                                                                                                                                                                 |
| s 69(1A)                                 | Function of receiving application for extension of time to complete development                                                                          | All Groups               |                                                                                                                                                                                 |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                            |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Column 1                          | Column 2                                                                                   | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| PROVISION                         | THING DELEGATED                                                                            | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| s 69(2)                           | Power to extend time                                                                       | Groups A, B, C, D, F & I | <p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> <li>• Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy);</li> <li>• Whether there has been a change in the material circumstances of the site and surrounds;</li> <li>• The steps the owner may or may not have undertaken in an endeavour to act on the permit;</li> <li>• Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions.</li> </ul> <p>Group B, C, D, &amp; F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p> |
| s 70                              | Duty to make copy permit available in accordance with the public availability requirements | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| s 71(1)                           | Power to correct certain mistakes                                                          | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| s 71(2)                           | Duty to note corrections in register                                                       | Groups A, B, C & D       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| s 73                              | Power to decide to grant amendment subject to conditions                                   | Groups A, B, C & D       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| s 74                              | Duty to issue amended permit to applicant if no objectors                                  | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                  |                             |                                                                                                                                                                                                                         |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                  | <b>Column 3</b>             | <b>Column 4</b>                                                                                                                                                                                                         |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                           | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                     |
| s 76                                     | Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit                                                                   | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                         |
| s 76A(1)                                 | Duty to give relevant determining referral authorities copy of amended permit and copy of notice                                                                 | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                         |
| s 76A(2)                                 | Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit                                                          | Groups A, B, C, D, F & I    | If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority |
| s 76A(4)                                 | Duty to give a recommending referral authority notice of its decision to refuse a permit                                                                         | Groups A, B, C, D, F & I    | If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit                             |
| s 76A(6)                                 | Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76 | Groups A, B, C, D, F & I    | If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit                             |
| s 76D                                    | Duty to comply with direction of Minister to issue amended permit                                                                                                | Groups A, B, C & D          |                                                                                                                                                                                                                         |
| s 83                                     | Function of being respondent to an appeal                                                                                                                        | Groups A, B, C, D, E, F & I |                                                                                                                                                                                                                         |
| s 83B                                    | Duty to give or publish notice of application for review                                                                                                         | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                         |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                           |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Column 1                          | Column 2                                                                                                  | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PROVISION                         | THING DELEGATED                                                                                           | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s 84(1)                           | Power to decide on an application at any time after an appeal is lodged against failure to grant a permit | Groups A, B, C, D, F & I | <p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of</p> |



| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   |                 |          | <p>applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                       |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Column 1                          | Column 2                                                                                                                              | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| PROVISION                         | THING DELEGATED                                                                                                                       | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   |                                                                                                                                       |                          | <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 84(2)                           | Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit    | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| s 84(3)                           | Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | Groups A, B, C, D, F & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Instrument of Delegation – Council to Staff Planning

October 2025

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                         |                              |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                         | <b>Column 3</b>              | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                  | <b>DELEGATE</b>              | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 84(6)                                  | Duty to issue permit on receipt of advice within 3 business days                                                        | Groups A, B, C, D, F & I     |                                     |
| s 84AB                                   | Power to agree to confining a review by the Tribunal                                                                    | Groups A, B, C, D, F & I     |                                     |
| s 86                                     | Duty to issue a permit at order of Tribunal within 3 business days                                                      | Groups A, B, C, D, F & I     |                                     |
| s 87(3)                                  | Power to apply to VCAT for the cancellation or amendment of a permit                                                    | Group A                      |                                     |
| s 90(1)                                  | Function of being heard at hearing of request for cancellation or amendment of a permit                                 | Groups A, B, C, D & E        |                                     |
| s 91(2)                                  | Duty to comply with the directions of VCAT                                                                              | Groups A, B, C, D & E, F & I |                                     |
| s 91(2A)                                 | Duty to issue amended permit to owner if Tribunal so directs                                                            | Groups A, B, C, D & E, F & I |                                     |
| s 92                                     | Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90      | Groups A, B, C, D & E, F & I |                                     |
| s 93(2)                                  | Duty to give notice of VCAT order to stop development                                                                   | Groups A, B, C, D & E        |                                     |
| s 95(3)                                  | Function of referring certain applications to the Minister                                                              | Groups A, B & C              |                                     |
| s 95(4)                                  | Duty to comply with an order or direction                                                                               | Groups A, B & C, F & I       |                                     |
| s 96(1)                                  | Duty to obtain a permit from the Minister to use and develop its land                                                   | Groups A & B                 |                                     |
| s 96(2)                                  | Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land       | Group A                      |                                     |
| s 96A(2)                                 | Power to agree to consider an application for permit concurrently with preparation of proposed amendment                | Groups A, B, C & D           |                                     |
| s 96C                                    | Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C | Groups A, B, C & D           |                                     |
| s 96F                                    | Duty to consider the panel's report under section 96E                                                                   | Group A                      |                                     |

Instrument of Delegation – Council to Staff Planning

October 2025

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                      |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Column 1                          | Column 2                                                                                                                                                                                                                                                                             | Column 3                 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                      | DELEGATE                 | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 96G(1)                          | Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> ) | Groups A, B, C, D, F & I | <p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                   |                 |          | <ul style="list-style-type: none"> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Column 1                          | Column 2        | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| PROVISION                         | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                   |                 |          | <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B</li> </ul> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                             |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                                                    | Column 3        | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                                             | DELEGATE        | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                                                                                                                             |                 | <p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 96H(3)                          | Power to give notice in compliance with Minister's direction                                                                | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 96J                             | Duty to issue permit as directed by the Minister                                                                            | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 96K                             | Duty to comply with direction of the Minister to give notice of refusal                                                     | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 96Z                             | Duty to keep levy certificates given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate     | All Groups      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97C                             | Power to request Minister to decide the application                                                                         | Group A         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97D(1)                          | Duty to comply with directions of Minister to supply any document or assistance relating to application                     | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97G(3)                          | Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | Groups A, B & C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 97G(6)                          | Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements   | All Groups      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                           |                       |                                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                           | <b>Column 3</b>       | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                    | <b>DELEGATE</b>       | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 97L                                    | Duty to include Ministerial decisions in a register kept under section 49                                                 | Groups A, B & C       |                                     |
| s 97MH                                   | Duty to provide information or assistance to the Planning Application Committee                                           | Group A               |                                     |
| s 97MI                                   | Duty to contribute to the costs of the Planning Application Committee or subcommittee                                     | Group A               |                                     |
| s 97O                                    | Duty to consider application and issue or refuse to issue certificate of compliance                                       | Groups A & B          |                                     |
| s 97P(3)                                 | Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | Groups A, B, C, D & E |                                     |
| s 97Q(2)                                 | Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate                        | Groups A, B, C, D & E |                                     |
| s 97Q(4)                                 | Duty to comply with directions of VCAT                                                                                    | Groups A, B, C, D & E |                                     |
| s 97R                                    | Duty to keep register of all applications for certificate of compliance and related decisions                             | Groups A, B, C, D & E |                                     |
| s 98(1)&(2)                              | Function of receiving claim for compensation in certain circumstances                                                     | Group A               |                                     |
| s 98(4)                                  | Duty to inform any person of the name of the person from whom compensation can be claimed                                 | Group A               |                                     |
| s 101                                    | Function of receiving claim for expenses in conjunction with claim                                                        | Group A               |                                     |
| s 103                                    | Power to reject a claim for compensation in certain circumstances                                                         | Group A               |                                     |
| s 107(1)                                 | Function of receiving claim for compensation                                                                              | Group A               |                                     |



| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                           |                       |                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                           | <b>Column 3</b>       | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                    | <b>DELEGATE</b>       | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 107(3)                                 | Power to agree to extend time for making claim                                                                                                                                            | Group A               |                                     |
| s 113(2)                                 | Power to request a declaration of land to be proposed to be reserved for public purposes                                                                                                  | Group A               |                                     |
| s 114(1)                                 | Power to apply to the VCAT for an enforcement order                                                                                                                                       | Groups A, B & E       |                                     |
| s 117(1)(a)                              | Function of making a submission to the VCAT where objections are received                                                                                                                 | Groups A, B, C, D & E |                                     |
| s 120(1)                                 | Power to apply for an interim enforcement order where section 114 application has been made                                                                                               | Groups A & B          |                                     |
| s 123(1)                                 | Power to carry out work required by enforcement order and recover costs                                                                                                                   | Groups A & E          |                                     |
| s 123(2)                                 | Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)                                                                                                | Group A               | Except Crown Land                   |
| S125(1)                                  | Power to apply to any Court of competent jurisdiction or to the Tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order. | Group A               |                                     |
| s 129                                    | Function of recovering penalties                                                                                                                                                          | Groups A, B & E       |                                     |
| s 130(5)                                 | Power to allow person served with an infringement notice further time                                                                                                                     | Groups A, B & E       |                                     |
| s 149A(1)                                | Power to refer a matter to the VCAT for determination                                                                                                                                     | Groups A & B          |                                     |
| s 149A(1A)                               | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement                                                                              | Groups A & B          |                                     |
| S149B                                    | Power to apply to the Tribunal for a declaration                                                                                                                                          | Group A               |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                                                                                                                        |                                                      |                                                                                                    |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                                                                                                                        | <b>Column 3</b>                                      | <b>Column 4</b>                                                                                    |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                                                                                                                 | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                |
| s 156                                    | Duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156 (2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4) | Group A                                              | Where Council is the relevant planning authority                                                   |
| s 171(2)(f)                              | Power to carry out studies and commission reports                                                                                                                                                                                                                                                                                                                      | Groups A, B, C, D & E                                |                                                                                                    |
| s 171(2)(g)                              | Power to grant and reserve easements                                                                                                                                                                                                                                                                                                                                   | Group A                                              |                                                                                                    |
| s 172C                                   | Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan                                                                                                                                                                                                                                        | Group A                                              | Where Council is a development agency specified in an approved infrastructure contributions plan   |
| s 172D(1)                                | Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)                                                                                                                                                                                          | Group A                                              | Where Council is a collecting agency specified in an approved infrastructure contributions plan    |
| s 172D(2)                                | Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)                                                                                                                                          | Group A                                              | Where Council is the development agency specified in an approved infrastructure contributions plan |
| s 173(1)                                 | Power to enter into agreement covering matters set out in section 174                                                                                                                                                                                                                                                                                                  | Chief Executive Officer<br>Director City Liveability | The Agreement must align with the requirements of a condition (s) on an issued Planning Permit     |
| s 173(1A)                                | Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing                                                                                                                                                                                                                                      | Group A                                              | Where council is the relevant responsible authority                                                |
| ---                                      | Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority                                                                                                                        | Groups A, B, C & D                                   |                                                                                                    |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                       |                    |                                                                                                                          |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                       | <b>Column 3</b>    | <b>Column 4</b>                                                                                                          |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                      |
| ---                                      | Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority | Groups A, B, C & D |                                                                                                                          |
| s 177(2)                                 | Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                                                      | Group A            | This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. |
| s 178                                    | Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                                                          | Group A            | The Agreement must align with the requirements of a condition (s) on an issued Planning Permit                           |
| s 178A(1)                                | Function of receiving application to amend or end an agreement                                                                                                                                                                        | Groups A, B, C & D |                                                                                                                          |
| s 178A(3)                                | Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)                                                                                                                                  | Groups A, B, C & D |                                                                                                                          |
| s 178A(4)                                | Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal                                                                                                                                | Groups A, B, C & D |                                                                                                                          |
| s 178A(5)                                | Power to propose to amend or end an agreement                                                                                                                                                                                         | Group A            | This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. |
| s 178B(1)                                | Duty to consider certain matters when considering proposal to amend an agreement                                                                                                                                                      | Group A            |                                                                                                                          |
| s 178B(2)                                | Duty to consider certain matters when considering proposal to end an agreement                                                                                                                                                        | Group A            |                                                                                                                          |
| s 178C(2)                                | Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end                                                                                   | Groups A, B, C & D |                                                                                                                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|---------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                  | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PROVISION                         | THING DELEGATED                                                           | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| s 178C(4)                         | Function of determining how to give notice under s.178C(2)                | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s 178E(1)                         | Duty not to make decision until after 14 days after notice has been given | Group A            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| s 178E(2)(a)                      | Power to amend or end the agreement in accordance with the proposal       | Group A            | <p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• A section 173 agreement that was entered into via a resolution of Council; or</li> <li>• If any objections are made under s.178D</li> </ul> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Column 1                          | Column 2                                                                                              | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| PROVISION                         | THING DELEGATED                                                                                       | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| s 178E(2)(b)                      | Power to amend or end the agreement in a manner that is not substantively different from the proposal | Group A  | <p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• A section 173 agreement that was entered into via a resolution of Council; or</li> <li>• If any objections are made under s.178D</li> </ul> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                               |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Column 1                          | Column 2                                      | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PROVISION                         | THING DELEGATED                               | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| s 178E(2)(c)                      | Power to refuse to amend or end the agreement | Group A  | <p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Column 1                          | Column 2                                                                                              | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PROVISION                         | THING DELEGATED                                                                                       | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 178E(3)(a)                      | Power to amend or end the agreement in accordance with the proposal                                   | Group A  | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in the table in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |
| s 178E(3)(b)                      | Power to amend or end the agreement in a manner that is not substantively different from the proposal | Group A  | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                   |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Column 1                          | Column 2                                                                                          | Column 3 | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                   | DELEGATE | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| s 178E(3)(c)                      | Power to amend or end the agreement in a manner that is substantively different from the proposal | Group A  | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul> |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                      |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Column 1                          | Column 2                                                                                                                                                                                             | Column 3           | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                      | DELEGATE           | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| s 178E(3)(d)                      | Power to refuse to amend or end the agreement                                                                                                                                                        | Group A            | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 178F(1)                         | Duty to give notice of its decision under s.178E(3)(a) or (b)                                                                                                                                        | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 178F(2)                         | Duty to give notice of its decision under s.178E(2)(c) or (3)(d)                                                                                                                                     | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 178F(4)                         | Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                           |                                                      |                                     |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                           | <b>Column 3</b>                                      | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                    | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 178G                                   | Duty to sign amended agreement and give copy to each other party to the agreement                                                         | Chief Executive Officer<br>Director City Liveability |                                     |
| s 178H                                   | Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement | Groups A, B, C & D                                   |                                     |
| s 178I(3)                                | Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land                             | Groups A, B, C & D                                   |                                     |
| s 179(2)                                 | Duty to make a copy of each agreement available in accordance with the public availability requirements                                   | Groups A, B, C, D & E                                |                                     |
| s 181                                    | Duty to apply to the Registrar of Titles to record the agreement                                                                          | Groups A, B, C & D                                   |                                     |
| s 181(1A)(a)                             | Power to apply to the Registrar of Titles to record the agreement                                                                         | Groups A, B, C & D                                   |                                     |
| s 181(1A)(b)                             | Duty to apply to the Registrar of Titles, without delay, to record the agreement                                                          | Groups A, B, C & D                                   |                                     |
| s 182                                    | Power to enforce an agreement                                                                                                             | Groups A, B, C, D & E                                |                                     |
| s 183                                    | Duty to tell Registrar of Titles of ending/amendment of agreement                                                                         | Groups A, B, C & D                                   |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                   |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                   | <b>Column 3</b>    | <b>Column 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                            | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 184F(1)                                | Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision                                                             | Group A            | <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 184F(2)                                | Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement                                   | Group A            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| s 184F(3)                                | Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| s 184F(5)                                | Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision                                                        | Groups A, B, C & D |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                          |                                |                                     |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                          | <b>Column 3</b>                | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                   | <b>DELEGATE</b>                | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 184G(2)                                | Duty to comply with a direction of the Tribunal                                                                                                                                          | Group A                        |                                     |
| s 184G(3)                                | Duty to give notice as directed by the Tribunal                                                                                                                                          | Groups A, B, C, D & F          |                                     |
| S 185B(1)                                | Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice            | Groups A, B, C, D & F          |                                     |
| s 198(1)                                 | Function to receive application for planning certificate                                                                                                                                 | Groups A, B & C                |                                     |
| s 199(1)                                 | Duty to give planning certificate to applicant                                                                                                                                           | Groups A, B & C                |                                     |
| s 201(1)                                 | Function of receiving application for declaration of underlying zoning                                                                                                                   | Group A                        |                                     |
| s 201(3)                                 | Duty to make declaration                                                                                                                                                                 | Group A                        |                                     |
| Misc                                     | Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council                                            | Groups A, B, C, D, E, F, H & I |                                     |
| Misc                                     | Power to decide in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent                                                   | Groups A, B, C, D, E, F, H & I |                                     |
| Misc                                     | Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent | Groups A, B, C, D, E, F, H & I |                                     |
| Misc                                     | Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and/or endorsed by Council.                                             | Groups A, B, C, D, E, F, H & I |                                     |
| Misc                                     | Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council                                     | Groups A, B, C, D, E, F, H & I |                                     |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                    |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Column 1                          | Column 2                                                                                                                                                           | Column 3                       | Column 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| PROVISION                         | THING DELEGATED                                                                                                                                                    | DELEGATE                       | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Misc                              | Power to approve and/or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit | Groups A, B, C, D, E, F, H & I |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Misc                              | Power to give written authorisation in accordance with a provision of a planning scheme                                                                            | Groups A, B, C, D, E & I       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Misc.                             | Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference                                          | Groups A, B, C, & D            | <p><b>Delegation for officer-determined applications:</b><br/>Planning officers may mediate outcomes where an application has been determined under delegated authority. Mediation may proceed if changes have been made to the proposal that <i>positively address the areas of concern</i> identified during assessment.</p> <p><b>Delegation for Council-determined applications:</b><br/>Mediation of matters that were determined at a Council meeting will be delegated only to the Chief Executive Officer (CEO) or Director City Liveability.<br/>This delegation would apply where:</p> <ul style="list-style-type: none"> <li>• changes to the application <i>positively address the areas of concern</i> raised in the Council decision, and</li> <li>• all objector parties – or a majority (at least 51%) of objector parties to the appeal – agree to the mediated outcome.</li> </ul> |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                       |                 |                                                                                                                                                                                                                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                       | <b>Column 3</b> | <b>Column 4</b>                                                                                                                                                                                                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                | <b>DELEGATE</b> | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                                                                                                                 |
| Misc.                                    | Power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment                       | Group A         | The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors. |
| Misc.                                    | Power to make minor changes to a Planning Scheme Amendment                                                            | Group A         | Changes must not affect the purpose or intent of the Amendment.                                                                                                                                                     |
| s 201UAB(1)                              | Function of providing the Victoria Planning Authority with information relating to any land within municipal district | All Groups      |                                                                                                                                                                                                                     |
| s 201UAB(2)                              | Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible      | All Groups      |                                                                                                                                                                                                                     |

| <b>RESIDENTIAL TENANCIES ACT 1997</b> |                                                                                                                                             |                                                                                                                                                                                         |                                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Column 1</b>                       | <b>Column 2</b>                                                                                                                             | <b>Column 3</b>                                                                                                                                                                         | <b>Column 4</b>                     |
| <b>PROVISION</b>                      | <b>THING DELEGATED</b>                                                                                                                      | <b>DELEGATE</b>                                                                                                                                                                         | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 518F                                | Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health                                 |                                     |
| s 522(1)                              | Power to give a compliance notice to a person                                                                                               | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                                     |
| s 525(2)                              | Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)                                  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                                     |
| s 525(4)                              | Duty to issue identity card to authorised officers                                                                                          | Chief Executive Officer<br><br>Director Customer & Performance<br>Manager Governance and Risk                                                                                           |                                     |
| s 526(5)                              | Duty to keep record of entry by authorised officer under section 526                                                                        | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                                     |

| <b>RESIDENTIAL TENANCIES ACT 1997</b> |                                                                                                 |                                                                                                                                                                                         |                                     |
|---------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Column 1</b>                       | <b>Column 2</b>                                                                                 | <b>Column 3</b>                                                                                                                                                                         | <b>Column 4</b>                     |
| <b>PROVISION</b>                      | <b>THING DELEGATED</b>                                                                          | <b>DELEGATE</b>                                                                                                                                                                         | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 526A(3)                             | Function of receiving report of inspection                                                      | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                                     |
| s 527                                 | Power to authorise a person to institute proceedings (either generally or in a particular case) | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health                                                                                                    |                                     |



| PLANNING AND ENVIRONMENT REGULATIONS 2015 |                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                                                                                                                          |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                                  | Column 2                                                                                                                                                                                                                                                                                          | Column 3                    | Column 4                                                                                                                                                                                                                 |
| PROVISION                                 | THING DELEGATED                                                                                                                                                                                                                                                                                   | DELEGATE                    | CONDITIONS AND LIMITATIONS                                                                                                                                                                                               |
| r 6                                       | Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme                                                                                                                                                | All Groups                  | Where Council is not the planning authority and the amendment affects land within its municipal district; or<br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority.       |
| r 21                                      | Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act | Groups A, B, C, D, F & I    |                                                                                                                                                                                                                          |
| r 25(a)                                   | Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements                                                                                                                                                                            | Groups A, B, C, D, G, G & I | Where Council is the responsible authority                                                                                                                                                                               |
| r 25(b)                                   | Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements                                                                                      | Groups A, B, C, D, F, G & I | Where Council is not the responsible authority but the relevant land is within Council's municipal district                                                                                                              |
| r 42                                      | Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application                                                                                   | Groups A, B, C, D, & G      | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |

| <b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b> |                                                                                                                              |                 |                                   |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
| <b>Column 1</b>                                         | <b>Column 2</b>                                                                                                              | <b>Column 3</b> | <b>Column 4</b>                   |
| <b>PROVISION</b>                                        | <b>THING DELEGATED</b>                                                                                                       | <b>DELEGATE</b> | <b>CONDITIONS AND LIMITATIONS</b> |
| r 19                                                    | Power to waive or rebate a fee relating to an amendment of a planning scheme                                                 | Group A         |                                   |
| r 20                                                    | Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme                                | Group A & B     |                                   |
| r 21                                                    | Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20 | Groups A & B    |                                   |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                  |                                                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                         | Column 3                                                                                                                                            | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                  | DELEGATE                                                                                                                                            | CONDITIONS & LIMITATIONS |
| r 7                                                                                                     | Power to enter into a written agreement with a caravan park owner                                                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Environmental Health Officer |                          |
| r 10                                                                                                    | Function of receiving application for registration                                                               | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 11                                                                                                    | Function of receiving application for renewal of registration                                                    | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(1)                                                                                                 | Duty to grant the registration if satisfied that the caravan park complies with these regulations                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(1)                                                                                                 | Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(2)                                                                                                 | Duty to renew the registration if satisfied that the caravan park complies with these regulations                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                             |                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                    | Column 3                                                                                                            | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                             | DELEGATE                                                                                                            | CONDITIONS & LIMITATIONS |
| r 12(2)                                                                                                 | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations            | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 12(3)                                                                                                 | Duty to have regard to matters in determining an application for registration or an application for renewal of registration | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 12(4) & (5)                                                                                           | Duty to issue certificate of registration                                                                                   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 14(1)                                                                                                 | Function of receiving notice of transfer of ownership                                                                       | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 14(3)                                                                                                 | Power to determine where notice of transfer is displayed                                                                    | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 15(1)                                                                                                 | Duty to transfer registration to new caravan park owner                                                                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 15(2)                                                                                                 | Duty to issue a certificate of transfer of registration                                                                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                                                |                                                                                                                                                                                         |                          |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                                       | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                                                | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| r 15(3)                                                                                                 | Power to determine where certificate of transfer of registration is displayed                                                                  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                                                     |                          |
| r 16(1)                                                                                                 | Power to determine the fee to accompany applications for registration or applications for renewal of registration                              | Chief Executive Officer<br>Director City Liveability                                                                                                                                    |                          |
| r 17                                                                                                    | Duty to keep register of caravan parks                                                                                                         | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health                                 |                          |
| r 21(1)                                                                                                 | Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 21(2)                                                                                                 | Duty to consult with relevant emergency services agencies                                                                                      | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                      |                                                                                                                                                                                         |                          |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                             | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                      | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| r 22                                                                                                    | Power to determine places in which caravan park owner must display a copy of emergency procedures    | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 23                                                                                                    | Power to determine places in which caravan park owner must display copy of public emergency warnings | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 24(2)                                                                                                 | Duty to consult with relevant floodplain management authority                                        | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 26(b)(i)                                                                                              | Power to approve system for the discharge of sewage and wastewater from a movable dwelling           | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                             |                                                                                                                                                                                         |                          |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                    | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                             | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| r 38                                                                                                    | Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 38(b)                                                                                                 | Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe                               | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 39(3)                                                                                                 | Function of receiving installation certificate                                                                              | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 45(3)                                                                                                 | Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                                                                                                                 |                                                                                                                                                                                         |                          |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                                                                                                        | Column 3                                                                                                                                                                                | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                                                                                                                 | DELEGATE                                                                                                                                                                                | CONDITIONS & LIMITATIONS |
| R 45(5))                                                                                                | Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |



**SCHEDULE 2**

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
  - 2.1 calling their Council-provided phone (including leaving a voice mail message);
  - 2.2 sending a text message to their Council-provided phone; or
  - 2.3 sending an email to their Council-provided email address,
 and advising them what the issue, action, act or thing is and:
  - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
  - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
  - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
  - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
  - 3.2 the expiration of the stipulated deadline
 may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.
4. For the purposes of paragraph 3.2:
  - 4.1 'stipulated deadline' means –
    - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
    - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
  - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.

## 8.2 Review of Planning Consultative Committee Terms of Reference

|                                  |                                                              |
|----------------------------------|--------------------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                                      |
| <b>Paper Type:</b>               | For Decision                                                 |
| <b>Author:</b>                   | Coordinator Business Support & Improvement, Katherine Walker |
| <b>Manager:</b>                  | Manager City Planning & Building, Paul Dickie                |
| <b>Executive:</b>                | Director, City Liveability, Matt Kelleher                    |

### SUMMARY

This report relates to the Terms of Reference for the Planning Consultative Committee. The Terms of reference are due for review, and given the increasing pressure to determine applications promptly as well as the ineffectiveness of the meetings to resolve issues, it is recommended that Council no longer hold Planning Consultative Committee Meetings as part of the Planning process and that the Terms of Reference not be renewed.

### RECOMMENDATION

That Council resolve to:

1. No longer hold Planning Consultative Committee Meetings as part of the Planning Application assessment process; and
2. That the Planning Consultative Committee Terms of Reference not be renewed.

## 1. DISCUSSION

### Background

The current Planning Consultative Committee (PCC) Terms of Reference were approved by Council on 22 November 2021, and can be found in Attachment 1. The terms of reference are due to be reviewed by November 2025.

The purpose of the PCC is to exchange information and to explore any areas of common ground in relation to a planning application in an informal environment. The meetings are not convened to make a formal decision, nor are they a decision making forum.

The scope of the PCC meeting is to generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input into Council's formal decision making as a Responsible Authority under the Planning and Environment Act 1987.

The trigger threshold for a PCC meeting is the receipt of objections from 50 or more separate objector properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area; OR the receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area. The following three exemptions are specified, which occur in consultation with the Ward Councillor and the Mayor:

- Where an application is subject to an upcoming VCAT appeal and it is not practical from a timing perspective to schedule a PCC meeting to hear a matter in advance of the VCAT appeal proceedings;

- Where an application is a repeat application where there has already been a previous PCC meeting for an identical or similar proposal; and
- Where the Ward Councillor recommends that a PCC meeting is not required for a particular application.

There are several factors which are placing pressure on councils to determine applications promptly – this is particularly relevant for the larger and more controversial proposals that would often be the subject of a PCC meeting. In reviewing the PCC Terms of Reference, a balance should be sought reflecting the need to determine applications promptly with the desire to hear from community members about their concerns regarding a proposal.

When considering the future of PCC meetings, it is recommended that Councillors consider the following points for context:

### **Recent Planning Reform**

- The State Government is continuing to publish performance statistics of councils across a number of areas – including statutory planning via the ‘Know Your Council’ website and the Planning Permit Activity Reporting System (PPARS). The publishing of performance data such as the percentage of applications determined within 60 statutory days, and the time taken to determine applications, also puts pressure on councils to determine applications within a timely manner.
- In September 2014 the State Government amended the *Victorian Civil and Administrative Tribunal Act 1988* by inserting a provision that allows the Tribunal to order Responsible Authorities to reimburse an applicant the whole of any statutory VCAT fees for an appeal lodged against a failure to determine an application within the statutory time frame. This was seen as a deliberate move to encourage councils to improve processing times for planning applications to avoid financial costs for failure appeals.
- Victoria’s Housing Statement: The Decade ahead 2024-2034 was released in September 2023 and outlines the Victorian Government’s plan to address housing supply and affordability over the next decade. The Plan set a target to construct 800,000 new homes by 2034 to accommodate the state’s growing population and ease housing pressures.
- Plan for Victoria was released in February 2025 and is a long term strategy (2050) for how Victoria will grow and develop. Plan for Victoria together with the Housing Statement provide the basis for planning reforms such as new zones for activity centres and new assessment codes and pathways.
- The State Government has introduced new housing targets for each local government area to achieve by 2051. The Housing target for Knox is 43,000 new dwellings by 2051. The State Government has stated that it will step in if it considers that councils are not providing enough housing capacity or making decisions quickly enough.
- The State Government approved the Local Planning Policy Framework Translation for Knox in February 2025. The changes made a number of policy changes impacting the assessment of multi-dwelling applications.

- The new Townhouse and Low-rise Code was introduced in March 2025 and makes significant changes to the way multi dwelling applications are processed as well as the rules for assessment. In particular the changes reduce the ability of objectors to appeal matters at VCAT; the introduction of '*Deemed to Comply*' provisions; and removal of neighbourhood character and local policy considerations.
- There is now significant attention (and media commentary) from Federal and State Governments, as well as Local Governments regarding the ability of planning systems and local councils to make timely and responsive decisions regarding new housing. There is a push for further reforms to remove regulations to make new housing easier and faster to build.

### **Effectiveness of PCC meetings**

It is appropriate to also consider the usefulness of PCC meetings as part of the decision-making process; whether they are worth the time and resources required to hold them, and whether applicants and objectors find them valuable.

- The PCC does have value in regard to engaging with the community and helping the community feel like their views have been heard. It is understood that PCC meetings are sometimes effective for Councillors to understand all of the issues and therefore helping to inform planning decisions.
- However, it should be noted that most PCC meetings are not successful in resolving issues or providing a better understanding of concerns in most cases – rather existing positions are generally held or further reinforced by the various parties and often amplified in a public arena, very rarely is there any compromise or changes to applications that alter an outcome.
- It is important to note that PCC meetings take considerable officer time and resources to organise and deliver – these resources would be better directed to supporting core planning functions. There is no spare capacity within the City Planning and Building Department to service additional meetings without negative impacts on the quality and timeliness of decisions along with the financial resources required.
- It should also be noted that applications that have PCC meetings cannot be decided within statutory timeframes, as the PCC process adds significant delays of 6 to 8 weeks to the overall planning application process.
- During the COVID-19 Pandemic, restrictions on public gatherings meant that PCC meetings could not take place in person. While not covered in the Terms of Reference at the time, two PCC meetings took place in an online format out of necessity. The 2021 review of the Terms of Reference changed the format of the meetings to be delivered on-line, with the Ward Councillor having discretion to recommend that an in-person meeting be held. It has been found that the on-line format is more accessible for some participants who would struggle to attend in person, as well as improving participation of attendees by using the available technology to hear from more people. It has also assisted in managing some behavioral challenges that can be present.

Considering current pressures on Council for faster decisions, recent planning reform limiting the issues that Council can consider when assessing planning applications, the ineffectiveness of PCC meetings and the significant resources that go into preparing and holding a PCC meeting it is recommended that PCC Meetings should no longer take place, and the Terms of Reference not be renewed.

It is noted that any change to PCC Meetings does not impact the final determination of a Planning Application, which is specified by the Planning Instrument of Delegation.

## **2. ENGAGEMENT**

There has been no community consultation on the issues raised in this report. Consultation has occurred with Councillors (at the Issues Briefings on 4 August 2025) and Officers affected by the report.

## **3. SOCIAL IMPLICATIONS**

The determination of planning applications seeks to consider social issues.

## **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**

The determination of planning applications seeks to consider environmental and amenity issues.

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

The processing and determination of planning applications seeks to consider resource and economic issues. The determination of applications under delegated authority saves Council resources and expedites decision making.

Any changes to the PCC Terms of Reference may have significant resourcing implications for the City Planning and Building Department, which should be considered by Council during the decision making process.

## **7. RISKS**

Having a sound operational framework which reduces delays and increases transparency in the decision-making process will minimise risks from the operation of the statutory planning service.

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

### **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.

## **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 - Planning Consultative Committee Terms of Reference - 2021-11-22 [8.2.1 - 5 pages]



# Terms of Reference

## PLANNING CONSULTATIVE COMMITTEE

|                            |                                               |
|----------------------------|-----------------------------------------------|
| <b>Directorate</b>         | <b>City Strategy &amp; Integrity</b>          |
| <b>Responsible Officer</b> | <b>Director City Strategy &amp; Integrity</b> |
| <b>Committee Type</b>      | <b>Advisory Committee</b>                     |
| <b>Approval Date:</b>      | <b>November 2021</b>                          |
| <b>Review Date:</b>        | <b>November 2025</b>                          |

### 1. PURPOSE

The Planning Consultative Committee (Committee) is an Advisory Committee of Council, offering a forum for applicants, supporters and objectors of specific planning proposals to present their views and to explore opportunities to resolve issues, in an informal setting. The Committee seeks to facilitate outcomes; to facilitate an exchange of information; and to allow all parties to learn more about the circumstances of a proposal and the views of various stakeholders, to inform the Council's decision as the Responsible Authority.

The Committee operates according to Council's Community Engagement Policy and is clearly aligned to the objective of that Policy, and the associated Community Engagement Manual and engagement framework. The Committee is seen as aligning with the 'consult' level of the engagement spectrum and is designed to inform, and obtain feedback from, the community and applicants regarding planning applications under consideration.

### 2. OBJECTIVES

The objectives of the Committee are to:

- Exchange information and explore any areas of common ground in an informal environment. The meetings are not convened in order to make a formal decision on any planning application.
- Generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input to Council decision making as the Responsible Authority.

### 3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Any meeting of the Committee shall comprise the following:



- Two (2) Councillors (one being the Ward Councillor for the application being presented, and one being any other Knox City Council Councillor who will act as chairperson for that meeting of the Committee).

A quorum for the Committee shall be the Ward Councillor relevant to the subject planning application.

#### 4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee is an Advisory Committee and has no delegated authority or decision making powers.

#### 5. MEETING PROCEDURES

The trigger threshold for holding a Committee Meeting is:

- The receipt of objections from 50 or more separate properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area;
- The receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area.

Committee meetings will be held on the third Tuesday of every month (excepting those times where no meeting is required).

Meetings are scheduled for 45mins to one hour duration.

Meetings will;

- Held online using appropriate meeting technology as the standard approach, with the Ward Councillor having the discretion to recommend that an in person meeting be held at the Knox Civic Centre or other appropriate venue;
- Commence on time and aim to conclude at the scheduled time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each party to attend the Committee meeting;
- Encourage fair and reasonable discussion and respect for each others' views; and
- Focus on the relevant issues presented.

The Director City Strategy & Integrity, subject to the recommendation of the relevant Ward Councillor and the Mayor, may determine that a Committee meeting is not required for a particular planning application where the following exceptional circumstances exist:-





- An upcoming VCAT appeal has been lodged and it is not practical from a timing perspective to schedule a meeting of the Committee to hear the matter in advance of the VCAT appeal proceedings.
- The subject application is a repeat application where there has already been a previous Committee meeting for an identical or very similar proposal.
- The Ward Councillor recommends that a Committee meeting is not required for a particular planning application.

## 6. CHAIR

Any Councillor other than the relevant Ward Councillor will act as Chairperson of the Committee. Councillors will be invited to chair the Committee on a monthly basis (or as needed) and on a rotating basis.

In the absence of a Councillor Chairperson (other than the relevant Ward Councillor), the most senior Council officer present will act as the Chairperson for the purpose of conducting the meeting.

If a Councillor Chair cannot be found for a particular Committee meeting, Council may use an independent external Chair for the purpose of conducting the meeting.

## 7. AGENDAS AND MEETING NOTES

Agendas will be circulated to all relevant parties not less than seven days prior to the time fixed for holding the meeting.

The meeting will generally follow a structure which will cover a summary of the application, confirmation of the issues, followed by a discussion during which the applicant is invited to comment. A summary and outline of next steps will be provided to ensure all parties are aware of the progression of the application.

From time to time there may be a requirement to change this format, which will be largely dependent on the number of attendees, and as such a level of flexibility will be applied to the meeting structure when necessary.

Formal minutes are not taken of the Committee meeting. Meeting notes are taken and provided to the relevant planning officer responsible for the application, and referenced in the relevant planning application report to Council.



## 8. VOTING

The Committee does not have any delegated authority to make decisions.

## 9. CONDUCT AND INTEREST PROVISIONS

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

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

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

## 10. REPORTING

There are no reporting requirements for the Committee.



#### 11. ADMINISTRATION SUPPORT

Administration support will be provided by the City Planning & Building Department.

#### 12. CONTACT WITH THE MEDIA

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies.

#### 13. SUNSET CLAUSE AND REVIEW DATE

The Committee will be reviewed as per the standard 4 year schedule and a report will be prepared for Council together with a recommendation for either re-endorsement or disbanding of the Committee.

#### 14. MEALS

The provision of refreshments during the course of an Advisory Committee meeting will be in accordance with the Meals and Beverages for Council Committees Policy.

#### Administrative Updates

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

## 8.3 Appeals Against VCAT Decisions Procedure Review

|                                  |                                               |
|----------------------------------|-----------------------------------------------|
| <b>Final Report Destination:</b> | Council                                       |
| <b>Paper Type:</b>               | For Decision                                  |
| <b>Author:</b>                   | Manager City Planning & Building, Paul Dickie |
| <b>Manager:</b>                  | Manager City Planning & Building, Paul Dickie |
| <b>Executive:</b>                | Director, City Liveability, Matt Kelleher     |

### SUMMARY

This report relates to the internal procedure for the practice of consideration of appeals to the Supreme Court for a review of Victorian Civil and Administrative Tribunal (VCAT) decisions. The procedure is due for review, and it is recommended that Council adopt the procedure unchanged with a four-year review period.

### RECOMMENDATION

That Council adopt the Knox Procedure – Appeals of Victorian Civil and Administrative Tribunal Decisions, as outlined in Attachment 1 of this report.

## 1. DISCUSSION

### Introduction

Currently there are between 15 and 30 Victorian Civil and Administrative Tribunal (VCAT) decisions made each year for Knox Planning Applications, although this figure can change significantly depending on the number, scale and quality of proposals considered by Council. From time to time Council may consider seeking leave to appeal a VCAT decision to the Supreme Court based on a question of law.

Council may consider seeking leave to appeal a VCAT decision to the Supreme Court of Victoria on a question of law. Council at its meeting on 23 September 2008 adopted a procedure which provided a documented process to formalise consideration of such appeals. The Procedure was reviewed by Council in May 2013, May 2017 and November 2021. The procedure is due for review by November 2025.

### Legislation

Section 148 of the *Victorian Civil and Administrative Tribunal Act 1998*, Sections (1) and (2) state:

- (1) *A party to a proceeding may appeal, on a question of law, from an order of the Tribunal in the proceeding -*
  - (a) *if the Tribunal was constituted for the purpose of making the order by the President or a Vice President, whether with or without others, to the Court of Appeal with leave of the Court of appeal; or*
  - (b) *in any other case, to the Trial Division of the Supreme Court with leave of the Trial Division.*
- (2) *An application for leave to appeal must be made -*
  - (a) *no later than 28 days after the day of the order of the Tribunal; and*
  - (b) *in accordance with the rules of the Supreme Court.*

The above provisions allow Council to appeal a VCAT decision only on a question of law, no later than 28 days after the decision is made.

Section 86 of the Planning and Environment Act 1987 requires that if an order made by VCAT requires Council as the Responsible Authority to issue a permit, Council must issue that permit within three working days after the first Ordinary Meeting of Council after it receives a copy of the order. There are a number of other provisions in the Planning and Environment Act which require that Council carry out an order made by the Tribunal for other types of appeals. It is normal practice that VCAT orders are acted upon as soon as practicable by Council Officers.

### **The Procedure**

The Procedure for Appeals Against Victorian Civil and Administrative Tribunal Decisions (the Procedure) outlines a process for considering appeals to the Supreme Court on VCAT Orders and is attached as Attachment 1 to this report.

The Procedure anticipates two origins of potential appeals; Councillor and Officer driven, however it ensures that Council will always be the decision maker to proceed to appeal to the Supreme Court.

The Procedure specifies that the CEO only exercise delegated authority to lodge an appeal if time frames mean that the next Council Meeting is more than 28 days after VCAT makes the decision, and only after advising all Councillors of his/her intention to proceed to an appeal under delegation. The Chief Executive Officer must consider any response received to that advice from a Councillor.

The Procedure also requires that two legal opinions be obtained before proceeding to a Supreme Court appeal. This is considered appropriate as Supreme Court Appeals can be very costly, and tie up significant resources, and therefore decision making should be based on more than one legal opinion.

For Councillor generated matters, the Procedure requires that Councillors nominate VCAT appeals they have an interest in, using the Appeals List that is provided to Councillors fortnightly in the City Planning Bulletin.

The Procedure has been in place since September 2008. In that time it has not been activated and Council has not lodged any Supreme Court Appeals against VCAT decisions. The Procedure remains up to date - other than position and Directorate titles - and provides a clear and transparent decision-making framework should an appeal be contemplated.

## **2. ENGAGEMENT**

There has been no community consultation on the issues raised in this report. Consultation has occurred with Councillors (at the Issues Briefing on 4 August 2025) and Officers affected by the Procedure.

## **3. SOCIAL IMPLICATIONS**

There are no direct social implications as a result of this report and procedure.

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

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

#### **5. ENVIRONMENTAL IMPLICATIONS**

There are no direct environmental implications as a result of this report and procedure.

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

Supreme Court Appeals can be very costly for Council. It is therefore appropriate that procedures are in place to ensure that Council retains the decision making authority to appeal.

The provision of two legal opinions before a decision is made will have some impacts (between \$5,000 and \$10,000 per case depending on complexity), however it is considered a reasonable expense, given the potential cost implications of a decision to lodge an appeal at the Supreme Court.

#### **7. RISKS**

Having a sound operational framework including an up to date and effective procedure, will minimise risks from the operation of the statutory planning service.

#### **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.

##### **Planning our future city**

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 - Procedure for Consideration of Appeals of Victorian Civil and Administrative Tribunal [8.3.1 - 5 pages]

# Procedure for Consideration of Appeals of Victorian Civil and Administrative Tribunal Decisions

|                       |                 |                             |                           |
|-----------------------|-----------------|-----------------------------|---------------------------|
| <b>Policy Number:</b> | 2008/02         | <b>Directorate:</b>         | City Liveability          |
| <b>Approval by:</b>   | Council         | <b>Responsible Officer:</b> | Director City Liveability |
| <b>Approval Date:</b> | 27 October 2025 | <b>Version Number:</b>      | 4                         |
| <b>Review Date:</b>   | November 2029   |                             |                           |

## 1. Purpose

To provide procedures for considering an appeal against a decision of the Victorian Civil and Administrative Tribunal (VCAT) on a Town Planning matter

## 2. Context

### 2.1 Legislation

Section 86 of the *Planning and Environment Act 1987* requires that if an order made by VCAT requires Council as the Responsible Authority to issue a permit, Council must issue that permit within three working days after the first Meeting of Council after it receives a copy of the order.

There are a number of other provisions in the Planning and Environment Act which require that Council carry out an order made by the Tribunal for other types of Appeals.

Section 148 of the *Victorian Civil and Administrative Tribunal Act 1998* Sections (1) and (2) state:

- 1) A party to a proceeding may appeal, on a question of law, from an order of the Tribunal in the proceeding—
  - a) if the Tribunal was constituted for the purpose of making the order by the President or a Vice President, whether with or without others, to the Court of Appeal with leave of the Court of Appeal; or
  - b) in any other case, to the Trial Division of the Supreme Court with leave of the Trial Division.



2) An application for leave to appeal must be made—

- a) no later than 28 days after the day of the order of the Tribunal; and*
- b) in accordance with the rules of the Supreme Court.*

## 2.2 Delegation

Council's Planning Instrument of Delegation to Staff acknowledges the duty to comply with a VCAT order, and delegates that duty to Staff as appropriate

Council's Instrument of Delegation to the Chief Executive Officer allows the Chief Executive Officer to commence proceedings to appeal a decision of VCAT. This power is not further delegated.

## **3. Scope**

This procedure will apply to Councillors, the Chief Executive Officer and all Staff of the City Liveability Directorate. This Procedure only applies to Town Planning matters.

## **4. References**

### **4.1 Council and Health and Wellbeing Plan 2025-2029**

- *Enhancing community connection to vital services and resources*
- *Embracing connection, inclusion and diversity*
- *Caring for and enhancing our environment*
- *Leading, listening and governing responsibly*
- *Being a strong voice for safety*
- *Planning our future city*

### **4.2 Relevant Legislation**

- *Planning and Environment Act 1987*
- *Victorian Civil and Administrative Tribunal Act 1998*

### **4.3 Charter of Human Rights**

- *This policy has been assessed against and complies with the charter of Human Rights.*

### **4.4 Related Council Policies**

- *Nil*

### **4.5 Related Council Procedures**

- *Nil*





## 5. Definitions

Detail any definitions within the policy.

|                    |                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------|
| Council            | means Knox City Council, whether constituted before or after the commencement of this Policy. |
| Individual(s)      | means a resident(s) of the Knox Municipality.                                                 |
| Community Group(s) | means a legal entity who provide services, support or activities to the Knox community.       |

## 6. Procedure

### 6.1 Process for Appealing a VCAT decision – Councillor Nomination

The City Planning Bulletin is distributed to Councillors fortnightly and contains details of all upcoming VCAT Planning Appeals.

Councillors can nominate an “Appeal of Interest” with the Director City Liveability, as a matter that they would like to be informed of when the VCAT Appeal Order (Order) has been received by Council and before it is acted upon. Nominations must be in writing or email and be received by the Director City Liveability prior to the Order being received from VCAT.

If the order is one which has been “Nominated” by a Councillor, officers shall not comply with the VCAT Order immediately. Instead the following steps shall be followed:

- a) A copy of the Order and VCAT decision shall be provided to the Councillor who nominated the matter and the Chief Executive Officer as soon as practicable after receipt at Council.
- b) The Councillor who nominated the matter must notify the Chief Executive Officer, within 7 calendar days of receipt of the order, if they would like further investigation into the matter. Should the next Meeting of Council occur within 7 calendar days of receipt of the Order, the Councillor is required to advise the Director City Liveability of a decision to request further legal investigation as soon as is practicable, to allow Officers to act as required by sections d) and e) of this procedure below.
- c) If the Councillor provides no response within 7 days of receiving the Order; or indicates to the Chief Executive Officer that they do not seek further investigation into the matter – the VCAT order shall be complied with as soon as practicable.
- d) If the Councillor who nominated the matter indicates that they believe that the decision raises a ‘question of law’, and that they would like further investigation into the matter, the Councillor in the first instance, must consult with the Chief Executive



Officer and Director City Livability to determine the planning merits of the case, the strategic significance of the decision and the merits of any proposed question of law. If following this consultation, the Councillor indicates that legal advice is warranted, the Chief Executive Officer must seek a minimum of two legal opinions (from suitably qualified and experienced legal practitioners) to advise on the probability of any error in law, the risks involved in pursuing litigation and the chances of success of an appeal of the VCAT Order.

- e) If the next Meeting of Council is scheduled within 28 days of the date of the VCAT Order; the Chief Executive Officer must provide to all Councillors – a report providing advice as to whether appeal of the Order is recommended or not, a copy of the Order, and all legal opinions received as per item d) above. Should Council wish to pursue an appeal of the Order it must resolve to do so at the Meeting of Council.
- f) If the next Meeting of Council is more than 28 days from the date of the Order and the Chief Executive Officer recommends that an appeal be pursued; the Chief Executive Officer may to pursue an appeal of the Order under delegation, after receiving a minimum of two legal opinions as required by Section d) above. Prior to making such a decision the Chief Executive Officer must advise all Councillors of his/her intention to proceed to an appeal under delegation. The Chief Executive Officer must consider any response received to that advice from a Councillor.
- g) If an appeal is lodged in accordance with section f) above; the appeal must be reported to Council at the next Meeting of Council.
- h) If the next Council Meeting is more than 28 days from the date of the Order and the Chief Executive Officer does not intend to lodge an appeal under item f) above; the Chief Executive Officer must advise the Councillor who nominated the matter of his/her recommendation as soon as is practicable. Should the Councillor who nominated the matter still seek to pursue an appeal they must seek to call a Special Meeting of Council in accordance with the Meeting Procedure and Use of Common Seal Local Law to have the matter determined by Council.
- i) If there is no resolution by Council to proceed with an appeal of the Order under items e) or h) above, the Order shall be complied with within three days of the Meeting of Council.

## 6.2 Process for Appealing a VCAT decision – Officer Nomination

If in reviewing any VCAT decision and order, any Officer of the City Liveability Directorate believes that VCAT raises a question of law; that officer shall bring the matter to the attention of the Director City Liveability.



If the Director City Liveability, after consultation with appropriate officers believes that a decision raises a question of law; the Director must seek a minimum of two legal opinions (from suitably qualified and experienced legal practitioners) seeking advice on the probability of any 'error in law', the risks involved in pursuing litigation and the chances of success of an appeal of the Order.

If following consideration of the above advice the Director City Liveability is of the opinion that an appeal is warranted, the Director must advise the Chief Executive Officer of the VCAT decision, concern(s) with the decision, and provide copies of the legal advice received.

From this point the same process as outlined in items e), f), g) and i) of 6.1 above shall be followed.

## **7. Administrative Updates**

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

## 8.4 Councillor Notification Process for Planning Applications

|                                  |                                                              |
|----------------------------------|--------------------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                                      |
| <b>Paper Type:</b>               | For Decision                                                 |
| <b>Author:</b>                   | Coordinator Business Support & Improvement, Katherine Walker |
| <b>Manager:</b>                  | Manager City Planning & Building, Paul Dickie                |
| <b>Executive:</b>                | Director, City Liveability, Matt Kelleher                    |

### SUMMARY

This report relates to the requirements for Councillor Notification of certain planning applications which are currently carried out in accordance with a Council decision of 12 June 2018. It is recommended that the current notification requirement for councillors be discontinued. The practice has not significantly influenced council decision making, it is becoming less relevant under recent planning reforms, and it creates unnecessary administrative workload for both officers and councillors.

### RECOMMENDATION

That Council resolve to discontinue the practice of notifying councillors of specific planning applications, replacing the position adopted at the Strategic Planning Committee Meeting on 12 June 2018.

### 1. DISCUSSION

At the Strategic Planning Committee (SPC) Meeting on 12 June 2018, Council passed the following resolution:

*That Council:*

1. *Direct officers to notify the relevant Ward Councillor of any planning application for the development of 3 or more dwellings which:*
  - a) *May otherwise be determined under delegated authority;*
  - b) *Is located within the Knox Neighbourhood and Bush Suburban areas of the Knox Housing Strategy 2015; and*
  - c) *Where the officer recommendation is for approval of the application.*
2. *Acknowledge that the direct notification is to provide the Ward Councillor the opportunity to call up the application to be considered by Council in accordance with Planning Instrument of Delegation.*
3. *Require that notification to Councillors from officers must be by email, and Councillors must respond by email to officers.*
4. *Acknowledge that should a Councillor not respond to a notification within 72 hours of the email being sent, the application maybe determined under delegated authority.*

In accordance with this resolution, officers have notified Councillors of applications that meet the criteria in point one of the resolution since June 2018. The resolution does not have a review date and will continue to stand unless removed or altered via a Council resolution.

Since the resolution was passed by Council, there have been 221 notifications to Councillors up to 26 June 2025. Of those notifications, 10 applications were called up to Council (4.5%); 211 applications were not called up (79 via a response and 132 with no response). Of the ten applications called up to Council for decision, five were refused (some with subsequent VCAT appeals) and five were approved.

It is important to note at this point, that since this notification requirement commenced in June 2018, there have been many more than ten applications called up by Councillors. Some applications called up were from different categories of applications, and Councillors became aware of the applications via other sources such as applicant or community representation, or via the fortnightly listing of applications by Ward in the City Planning Bulletin.

It is recommended that the current notification requirement for councillors be discontinued. The practice has not significantly influenced council decision making, it is becoming less relevant under recent planning reforms, and it creates unnecessary administrative workload for both officers and councillors.

The process has contributed to delays in the planning system and requires ongoing officer time and resourcing to manage. These resources would be better directed to supporting core planning functions.

Councillors already have alternative and reliable methods to remain informed. The fortnightly City Planning Bulletin provides a comprehensive listing of applications and ensures councillors are kept up to date without the need for additional email notifications. Recent changes to the bulletin now include the total and net number of dwellings within a proposed housing development. Councillors can request additional information about an application of interest when reported in the bulletin.

Data from more than seven years of operation shows the limited value of the notification process. Only five applications (2.3% of notifications) resulted in a council refusal that differed from the officer's recommendation, and several of those refusals were later reviewed by VCAT. This demonstrates that the process has had minimal impact on planning outcomes.

Recent planning reforms further reduce the relevance of the notification process. The Knox Housing Strategy 2015 is less significant in multi-dwelling applications, and the current notification trigger of three dwellings or more is relatively low compared with government housing targets. In addition, the new Townhouse and Low-rise Code and Deemed to Comply provisions mean that for many applications, neither council nor objectors have scope to influence compliant proposals.

Finally, removal of the notification requirement will assist Councillors to remain focused on matters of policy and strategy, rather than day-to-day operational processes.

It is therefore recommend that the practice of notifying councillors by email be ceased, as it has not made a significant change to Council decision making, it will be less relevant in the future, it delays (albeit slightly) decision making, and adds workloads (albeit small) to Councillors and officers.

## **2. ENGAGEMENT**

There has been no community consultation on the issues raised in this report. Consultation has occurred with Councillors (at the Issues Briefings on 4 August 2025).

## **3. SOCIAL IMPLICATIONS**

The determination of planning applications seeks to consider social issues.

## **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**

The determination of planning applications seeks to consider environmental and amenity issues.

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

The processing and determination of planning applications seeks to consider resource and economic issues. The determination of applications under delegated authority saves Council resources and expedites decision making.

## **7. RISKS**

Having a sound operational framework including up to date and effective practices and procedures, will minimise risks from the operation of the statutory planning service.

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

### **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 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**

Nil

## 8.5 Asset Plan 2026-2035

|                                  |                                                      |
|----------------------------------|------------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                              |
| <b>Paper Type:</b>               | For Decision                                         |
| <b>Author:</b>                   | Manager, Strategic Infrastructure, Matthew Hanraahan |
| <b>Manager:</b>                  | Manager Strategic Infrastructure, Matthew Hanrahan   |
| <b>Executive:</b>                | Director, Infrastructure, Grant Thorne               |

### SUMMARY

Section 92 of the Local Government Act 2020 requires Council to develop, adopt and keep in force an Asset Plan as a component of its Strategic Planning and Reporting Framework. The Asset Plan 2026 - 2035 sets out how we will acquire, build, look after, and use assets over the next 10 years and beyond. This version of the Asset Plan is a revision and update of the Asset Plan 2022-2032 adopted by Council in 2021. The revision has been completed in accordance with Council's deliberate engagement practices. At its meeting of Council on June 23, 2025, Council endorsed the draft Asset Plan for Stage 2 consultation with the broader community. This report provides feedback received via Council's Have Your Say website and pop-up sessions. The Stage 2 consultation has resulted in only minor administrative amendments to the Draft Asset Plan presented in this report.

### RECOMMENDATION

That Council:

1. Endorse the Draft Asset Plan 2026 - 2035, presented as Attachment 1, in accordance with the Local Government Act 2020 Section 92(4).
2. Note that the Draft Asset Plan 2026 – 2035 development has been informed by a two-phase deliberative engagement process in line with legislated requirements, comprising:
  - Phase 1: Two 25-member Community Panel workshops, utilising deliberative engagement principles.
  - Phase 2: Councils Have Your Say web portal consultation process.

### 1. DISCUSSION

This Asset Plan has been prepared to meet the requirements of section 92 of the Local Government Act 2020. Its purpose is to:

- Ensure that assets support the achievement of the Community Vision and Council and Health and Wellbeing Plan 2025 – 2029.
- Identify the funding required to support the management of our assets.
- Demonstrate that we will responsibly manage our assets to meet the service delivery needs of our community in a cost-effective way.
- Provide a method to integrate our asset management planning outcomes with our Council Plan, Financial Plan, and Annual Budget.
- Support the continued advocacy for Federal and State Government support for the improvement of community assets.
- Make sure that we comply with our statutory and legislative obligations.



Development of the Asset Plan has been informed by a range of inputs to inform the strategic direction of the plan. Asset inventory information has been sourced from Councils asset register located in the Confirm Asset Management System. Asset condition data is current as at the latest condition audit date for each asset class. Financial information has been sourced from the long-term financial forecast (10-year horizon), which frames Council's investment profile over a 10-year horizon and draft capital works programs (across a 4-year horizon). Funding allocation priorities have been informed by Council's Funding Allocation Policy.

Community priorities have been sourced from key directions identified in the draft Council and Health and Wellbeing Plan 2025-29 and the deliberate engagement process.

The draft Asset Plan is presented as an attachment to this report. The template broadly mimics the previous iteration of the Asset Plan, providing updated data on financial projections, condition data and 10-year expenditure forecasts.

A key challenge arising from the Community Panel was that, through the deliberative engagement process, community members recognised that each asset category (transport, open space, buildings, and stormwater) has distinct merit. Consequently, prioritising one category over another proved to be a complex process that yielded both revealing and sometimes contradictory insights. This complexity makes it difficult to provide strong evidence for redirecting funding from one asset category to another based solely on the engagement outcomes.

For example, group discussions on priority brought about 4 unique answers from the groups as to what the most important assets were. When teased out in more detail, there was a level of clarity that our transport assets were rated as the most important, followed closely by open space and stormwater/drainage, followed by buildings, however the conversations following the assessment from the majority of participants acknowledged that all were important.

In assessing the performance of the assets, the buildings were identified as the best performing, followed by transport, open space and stormwater and drainage. There was broader consensus on the performance assessment, when compared with the importance assessment. From the assessment, it was noted that buildings ranked lowest in importance but highest in performance. Noting this, it would be reasonable to assume that if there were a category that could support a reduction in investment, the buildings category might reasonably be the first under review. Noting this, it was acknowledged that there sits a threshold whereby if Council dropped its investment in buildings, it would immediately put short term pressure on asset performance that would risk community dissatisfaction.

Similarly, while stormwater assets were ranked lowest in performance, the group acknowledged that the risk of regular flooding events is becoming more prevalent due to climate change. Despite the lower ranking, there was strong recognition that Council needs to invest adequately in stormwater infrastructure to mitigate future flooding risks.

It was genuinely difficult to determine whether there was a compelling direction from the panel on whether Council's investment direction in assets should change in near term. Multiple compelling arguments were made for an uplift in investment across asset categories, however the panel acknowledged that the resulting trade-offs were difficult, particularly noting the genuine acceptance that all assets were important.

On this basis, the Assets team believes that Council has an appropriate investment mix but needs to closely monitor asset performance over the short to medium term, with the ability to make responsive financial allocation adjustments as required.

## **2. ENGAGEMENT**

The Local Government Act requires Council to use deliberative processes when engaging the community on the development of the Asset Plan. This gives participants the opportunity to collaborate closely with Council, to understand the dilemmas we are facing when balancing the identified community priorities and long-term financial sustainability.

### **2.1 Engagement – Stage 1 – Community Panel**

In March 2025, Council invited residents of Knox to submit an expression of interest to be a part of the Knox Asset Plan Community Panel (The Panel). 89 people nominated, with 25 members selected to align with the demographic profile of Knox. This process was completed using de-identified information by an independent organisation.

A representative sample is a group chosen from a larger population that reflects the key characteristics of that population. For this project we considered age, gender, language and suburb as the primary characteristics. We also considered household makeup and length of time connected to Knox.

A representative sample allows researchers to make generalisations about the larger group based on the sample's findings. This is much more efficient and practical than surveying a large group or the entire population.

There is no set rule as to what is the minimum number/percentage considered a representative sample. For local government, deliberative panels of a similar nature to that used by Knox (i.e. 25 persons) is considered fairly standard. The group size also requires consideration of the issue being discussed, the time allocated and the budget available to implement the panel.

The Panel met in two sessions at the Knox Operations Centre in Knoxfield.

#### **Summary of demographic profile of the Panel:**

- Gender: 12 Men, 12 Women, 1 non-binary.
- Age: all targets met, noting slightly under for ages 50-59 and no EOI received from anyone aged over 85.
- Suburb: all suburbs represented, and target met, noting Boronia slightly under target.
- Language: 12 panellists spoke a language other than English at home.

Over two sessions, the Panel worked through an empowering deliberative engagement process. This process involved learning about asset planning, thinking about challenges and considerations, and deliberating on the four asset classes in response to the remit.

The asset classes: Transport, Stormwater/Drainage, Open Spaces and Buildings were the high-level focus of the facilitated engagement approach.

**Session 1 - Challenges and Opportunities** focused on setting the scene for the remit through a presentation, access to subject matter experts, asset class condition report posters, a workbook and a map of Knox.

Between sessions, the Panel members had access to Council's Deliberative Engagement portal to respond to key themed questions to further enhance thinking and learning about assets and the services they deliver.

**Session 2 – Asset Importance and Performance** focused on learning from each other while deliberating, making choices in a group and identifying what are the priorities for Council consideration in each focus area.

In session 2, the Panel worked together to provide a collective response to the following themes:

- Opportunities and Challenges
- Key priorities for the next 10 years
- What things Council needs to consider

Feedback from the panel is provided in more detail in the attached community panel report.

### **Session 1 - Challenges**

The groups discussed their views and created a list of responses and were asked to prioritise their top three responses, which are listed below.

| <b>Group 1</b>                                        | <b>Group 2</b>                                                      | <b>Group 3</b>                                                       | <b>Group 4</b>                                                 |
|-------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------|
| <i>Council concentrating on core responsibilities</i> | <i>Climate change impact on assets</i>                              | <i>Climate change</i>                                                | <i>Deteriorating assets &amp; quick fixes</i>                  |
| <i>Community Safety</i>                               | <i>Ageing assets impact on budget</i>                               | <i>Finances – cost of living &amp; Council's constrained funding</i> | <i>Schools fenced, lack of access to recreation facilities</i> |
| <i>Impact of population growth</i>                    | <i>Population density increasing leading to demographic changes</i> | <i>Overpopulation</i>                                                |                                                                |

A consistent theme raised by the Panel was the impact of population growth and climate change on community assets. The discussion focussed on how growth will lead to housing density and the subsequent impact on buildings, roads/paths, stormwater drains and open spaces, ultimately impacting Council's budget. The Panel discussed how these impacts will increase the funding gap as demand for services increases and more frequent asset maintenance due to weathering and higher usage rates deteriorate assets and potentially shorten timeframes for asset renewal.

*Climate change* and the budgetary impact of *ageing assets* were ultimately identified as the main priorities to be addressed when planning for assets.

## Session 1 – Opportunities

The groups identified a range of opportunities and prioritised their top three opportunities.

| <b>Group 1</b>                     | <b>Group 2</b>                                                      | <b>Group 3</b>                        | <b>Group 4</b>                                                      |
|------------------------------------|---------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------|
| <i>Divest underutilised assets</i> | <i>Research</i>                                                     | <i>Improve local spaces</i>           | <i>Third spaces*<br/>(see text below)</i>                           |
| <i>Increase technology</i>         | <i>Sustainable solutions<br/>– materials &amp;<br/>technologies</i> | <i>Diversity of<br/>opportunities</i> | <i>Communication &amp;<br/>coordination with<br/>other Councils</i> |
| <i>Community events</i>            | <i>Involve &amp; consult<br/>with diverse<br/>community</i>         | <i>Libraries expansion</i>            | <i>Dog parks &amp; bird proof<br/>bins</i>                          |

The panel identified the need to adopt new technologies to improve efficiencies in data collection and inform asset decision making. In addition, they referenced the importance of community spaces that are passive, inclusive and informal, offering community connectedness and a sense of belonging.

Also identified was the need for consultation with diverse communities to better understand and respond to service needs. In addition, collaboration with neighbouring Councils to benchmark performance and seek opportunity, highlighted the importance of communications, information and stakeholder relationships.

The two greatest opportunities identified by the panel were reinventing unused spaces /third spaces and utilising research on assets/data trends and demands/sustainable renewable options

\* Note - *Third spaces* – were identified as inclusive and accessible community spaces for reconnection, renewal and relaxation to provide a sense of social connectedness and belonging.

The summary analysis of Session 1 - Challenges and Opportunities discussion highlighted the following key themes as a priority for the next 10 years:

**Climate Ready** - Building community resilience to climate change.

**Social connections** - Providing inclusive and accessible community third spaces for reconnection, renewal and relaxation to provide a sense of social connectedness and belonging.

**Enhancing information and data driven decisions** – Utilise technology and data analysis to inform our thinking and decision-making processes.

**Optimising the asset base** – Consolidation of underutilised buildings to achieve efficiencies and activating underutilised green spaces

**Retain and enhance green spaces** – Preserving habitat and increasing tree canopy.

**Accessible transport connections** – Providing shared paths to connect neighbourhoods to parks, buildings, public transport, and shopping centres.

## Session 2 - Asset Importance and Performance

### Asset Importance

| Rank & (score<br>- lower is better) | Score/Sub-Total |
|-------------------------------------|-----------------|
| Transport                           | 8               |
| Open Spaces                         | 10              |
| Stormwater/Drainage                 | 10              |
| Buildings                           | 12              |

It was noted that each of the four groups contributing to the overall evaluation identified a differing asset group as being of highest importance through the discussion, and much of the subsequent conversation reflected this viewpoint.

When the rankings were more broadly assessed based on overall scoring by the groups, Buildings came out as being most important, followed by transport, open space and stormwater. However, the panel groups were broadly strong of mind when expressing views about what their priorities were and as such, the accompanying Engagement report provided by the consultants identified that all assets were deemed to have equal importance when providing direction back to Council.

### Asset Performance

| Rank & Score – (lower is better) | Asset class           | What Council is doing well                                                           | Where Council can do better                                                                                                                                                                                              |
|----------------------------------|-----------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1<br>(5.5)                       | Buildings             | Overall feeling pretty good.<br>Libraries                                            | Divest unused buildings.<br>Consider ways to increase income from buildings.<br>Maintenance, especially toilets kept to a standard.<br>Delays in repairs.                                                                |
| 2<br>(9.0)                       | Transport             | Locals (roads) well looked after.<br>Meets expectation.<br>Pathways connecting hubs. | Potholes.<br>VicRoads lack of maintenance.<br>Fix critical road repairs first.                                                                                                                                           |
| 3<br>(11.5)                      | Open spaces           | Top quality assets                                                                   | Bird proof bins.<br>Dog poo and better waste disposal provision.<br>Loss of Basketball (Boronia).<br>Maintain grasses to bring wildlife. Reduce habitat fragmentation.<br>Preserve & protect biodiversity & tree canopy. |
| 4<br>(14.0)                      | Stormwater & Drainage | Raingardens                                                                          | Mitigate flooding (Rowville).<br>Ban leaf blowers – block drains.<br>Increase retarding basins.                                                                                                                          |

### **Further findings for Council to consider**

Following the exercise above, the panel, were asked to identify/prioritise key considerations that Council should have regard to when managing its assets into the future. The results (in no particular order) are provided below:

- Data driven decision making
- Future proofing buildings, road surfaces and stormwater drain
- Ensure assets are maintained and available
- Repurpose under-used facilities
- Collaboration with neighbouring Councils
- Communication with diverse groups
- Prioritise accessibility and inclusivity

Attachment 2 provides a summary document which captures the key findings of the Stage 1 deliberative engagement process.

### **2.2 Engagement – Stage 2 – Have Your Say**

A second phase of community consultation occurred between the 1 July 2025 and 1 August 2025 using Councils Have Your Say (HYS) website. Social media advertising including Web news articles, eNewsletters and Facebook directed viewers to the HYS page. The HYS page asked visitors to respond to two questions:

1. Do you have any comments on your level of support for the priorities, and
2. Do you have any feedback on the draft Asset Plan?

The advertising campaign showed strong interest in the draft Asset Plan with eighty-nine viewers downloading a copy. Nineteen visitors to the HYS page provided feedback which showed support for the community panel's priorities and an understanding of the challenges facing Council. Social connections and retaining and enhancing green spaces received the most responses in supporting the community panels priorities. Community safety was raised in several posts. One change has been made to the draft plan to clarify that service levels are detailed in Asset Management Plans.

Attachment 3 to this report provides all responses as received via the Have Your Say portal and a Council response to matters raised by community members, including (where required), some context to the position provided. Where asset specific matters were raised, these matters have been directly passed on to teams for review/investigation/action as appropriate.

### **3. SOCIAL IMPLICATIONS**

The engagement of the community panel and the key feedback provided by the panel across both sessions highlighted that community connection ranks highly on their list of priorities. Examples were provided often about the role of assets (open spaces, dog parks, community facilities) as playing a critical role in social cohesion. Through the sessions, the panel talked at length about the need for well designed 3<sup>rd</sup> spaces (i.e. not home, not work) where the community can gather and interact as a means of enhancing social connections. Libraries and community facilities were identified, however there was a desire for multi-service offerings at such facilities to draw a broader range of participants. This was flagged as likely to be more importance as increases in housing density take hold.

#### 4. CLIMATE CHANGE CONSIDERATIONS

Designing assets that are climate ready was identified as a key risk to managing Council assets into the future. Many of the asset based discussions referenced climate risks and their impact, with stormwater and flooding being identified as particularly problematic when trying to manage the performance of assets.

#### 5. ENVIRONMENTAL IMPLICATIONS

Council has a range of key policies which inform decision making when designing and developing infrastructure assets. As an example, the sustainable buildings policy provides guidance on environmental design ratings when delivering buildings of various scale. Council continues to explore opportunities for utilising/specifying recycled materials in construction materials, such as recycled concrete aggregate.

#### 6. FINANCIAL AND RESOURCE IMPLICATIONS

The draft Asset Plan presents a ten year horizon of projected capital infrastructure investment across the Asset Renewal, Legal Requirements and New/Upgrade/Expansion projects (identified as “growth” in the Asset Plan. The financial projections don’t however portray the impacts of ever-increasing costs in delivering capital projects and the accompanying increase in community expectations that come with the delivery of both new and renewed assets. Across the life of the ten-year asset plan, Council will be faced with key questions about trade-offs that need to be made to ensure ongoing performance of its existing asset base. Outputs from the community panel identified opportunities for Council to consider in addressing this challenge.

These include:

- consolidation/divestment of under-utilised building assets.
- increases in fees/payments/hire for the use of assets.
- Activating under-utilised green spaces.
- Utilising technology to better understand utilisation/performance of assets; and
- Building community resilience to climate change.

It is acknowledged that a number of the above items might require an upfront investment to achieve subsequent financial benefits downstream.

#### 7. RISKS

There exist a range of risks of Council not being able to maintain its asset base to current service levels into the future. As an example,

**Risk:** Lack of funding to maintain assets to community standards

**Incident:** Unavailability of Assets/Reduced service level

**Cause of Incident:** Ongoing cost escalations associated with renewal of capital infrastructure

**Risk Consequence:** Loss of asset function/access for the community

**Controls in place to mitigate risk:** Availability of other assets, potential decommissioning of asset, reinstate asset with reduced service.

At a strategic level, Asset Plans are developed to foreshadow scenarios such as the above with renewal modelling identifying the cost of scaled service offerings over the life of assets.

The Financial Plan and the budget process represent the best opportunity for quantifying investment shifts in infrastructure asset and trading off funding both with and across budget allocations for capital investment.

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

### **Neighbourhoods, Housing & Infrastructure**

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### **Natural Environment & Sustainability**

Strategy 3.1 - Preserve our biodiversity and waterways and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

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

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

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

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

### **Civic Engagement & Integrity**

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

## **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 - Knox Asset Plan 2026-35 [8.5.1 - 46 pages]
2. Attachment 2 - Knox Asset Plan - Community Panel Report [8.5.2 - 7 pages]
3. Attachment 3 - Knox Asset Plan - Community Engagement Responses - Have Your Say [8.5.3 - 11 pages]





# Knox City Council



**ASSET PLAN**  
**2026-2035**

## Asset Plan 2026 - 2035

### Document Control

|                       |                                   |
|-----------------------|-----------------------------------|
| Prepared by           | CT Management Group               |
| Council Business Unit | Strategic Infrastructure          |
| Responsible Officer   | Manager, Strategic Infrastructure |
| Approval Authority    | Executive Management Team         |
| Date Approved         |                                   |

This Asset Plan will be owned and managed by:

Knox City Council  
511 Burwood Highway  
Wantirna South  
Melbourne Victoria 3152

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## ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land. The Knox Aboriginal and Torres Strait Islander Community come from a variety of different Nations within Australia and Torres Strait, including the Traditional Custodians and Stolen Generation. As such we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's history.

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

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





# 1 INTRODUCTION

## 1.1 Our City

Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality with residents from 130 different countries who speak 54 languages. The city of Knox has an estimated resident population of 163,302<sup>1</sup> and covers an area of 113.84 square kilometres.

The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges, Knox consists of the following suburbs Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.



## 1.2 Our Assets

We manage close to **\$1.88 billion** of infrastructure assets (*excluding land*) on behalf of our community. These assets, which range from significant structures such as roads, bridges and buildings, through to park furniture and play equipment are fundamental to supporting services for the community.

## 1.3 Scope of the Asset Plan

While we manage an extensive portfolio of assets, this Asset Plan focuses on our physical infrastructure. The majority of our infrastructure falls into major asset classes, being:

- Facilities (buildings).
- Open Space (parks, reserves and playgrounds).
- Pathways (footpaths and shared Paths).
- Roads and Car parks.
- Stormwater (drainage network).
- Structures (Bridges, major culverts, and other infrastructure).

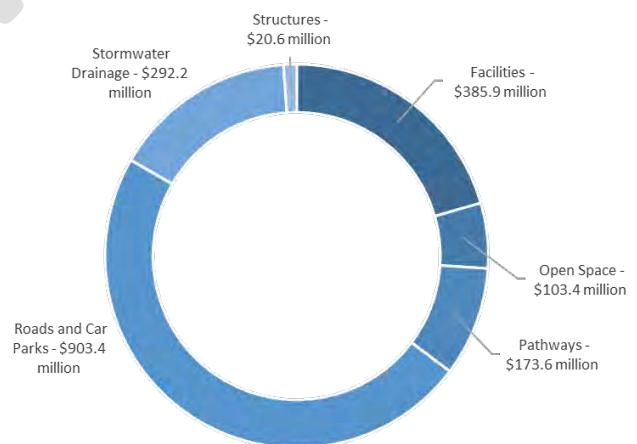


Figure 1 - Summary of Council Infrastructure Assets

<sup>1</sup> ABS Estimated Resident Population 2024

## 1.4 What is Asset Management and Why is it Important?

The practice of 'asset management' refers to the range of coordinated activities that monitor and care for physical assets. These activities cover practices such as planning, inspections and maintenance, replacement, upgrade, improvement, or sometimes disposal of an asset.

Asset Management is a structured approach to aligning strategic planning with assets and service delivery. It answers the following fundamental questions:

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

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

The benefits of sound asset management include:

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

## 1.5 What is an Asset Plan

The Asset Plan is part of our Integrated Strategic Planning and Reporting Framework and sets out we will acquire, build, look after, and use assets over the next 10 years and beyond. This version of the Asset Plan is a revision and update of the Plan adopted by Council in 2021.

This Asset Plan has been prepared to meet the requirements of section 92 of the *Local Government Act 2020*. Its purpose is to:

- Ensure that assets support the achievement of the Community Vision and Council Plan.
- Identify the funding required to support the management of our assets.
- Demonstrate that we will responsibly manage our assets to meet the service delivery needs of our community in a cost-effective way.
- Provide a method to integrate our asset management planning outcomes with our Council Plan, Financial Plan, and Annual Budget.
- Support the continued advocacy for Federal and State Government support for the improvement of community assets.
- Make sure that we comply with our statutory and legislative obligations

## 2 STRATEGIC CONTEXT

We are committed to planning for the future of Knox in a sustainable way. We do this by working with our community to understand their needs and aspirations identified in our Community Plan 2021-2031, delivering the initiatives set out in our Council and Health and Wellbeing Plan, and ensuring we have the right resources to do so (our Financial Plan, Asset Plan and Workforce Plan).

### 2.1 Integrated Strategic Planning and Reporting Framework

Knox’s integrated strategic planning and reporting framework illustrates the medium- and long-term plans that guide and manage our city. This Asset Plan plays a key part in this framework.

The **Knox Community Plan** incorporates a Community Vision statement and describes our community’s aspirations for the future. It sets out Key Directions which articulate what we, as a collective, need to focus on to achieve our vision.

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

Knox’s **Council and Health and Wellbeing Plan 2025-29** is our key strategic document. It describes how we are going to contribute to the achievement of the Community Vision and shows how we are going to measure our success. It also demonstrates our commitment to the health and wellbeing of our community by incorporating Knox’s Municipal Public Health & Wellbeing Plan.

The Council and Health and Wellbeing Plan’s objectives, strategies, and indicators to support the Community Vision are organised around the following key themes:



This **Asset Plan** outlines how we will responsibly maintain and manage our assets in a cost-effective way. It will ensure we deliver our Council Plan initiatives, the services we provide to the community, and ultimately help achieve our Community Vision.

There are a range of other plans that also guide our work and support the achievement of our Community Vision. They include plans about how we’re going to manage our financial resources (the Financial Plan, Budget and Revenue and Rating Plan) and how we can make sure we have the right staff to deliver our services and initiatives (the Workforce Plan).

Figure 2 shows how our plans fit together, and how we track our progress against them, ensuring we remain open, transparent and accountable.

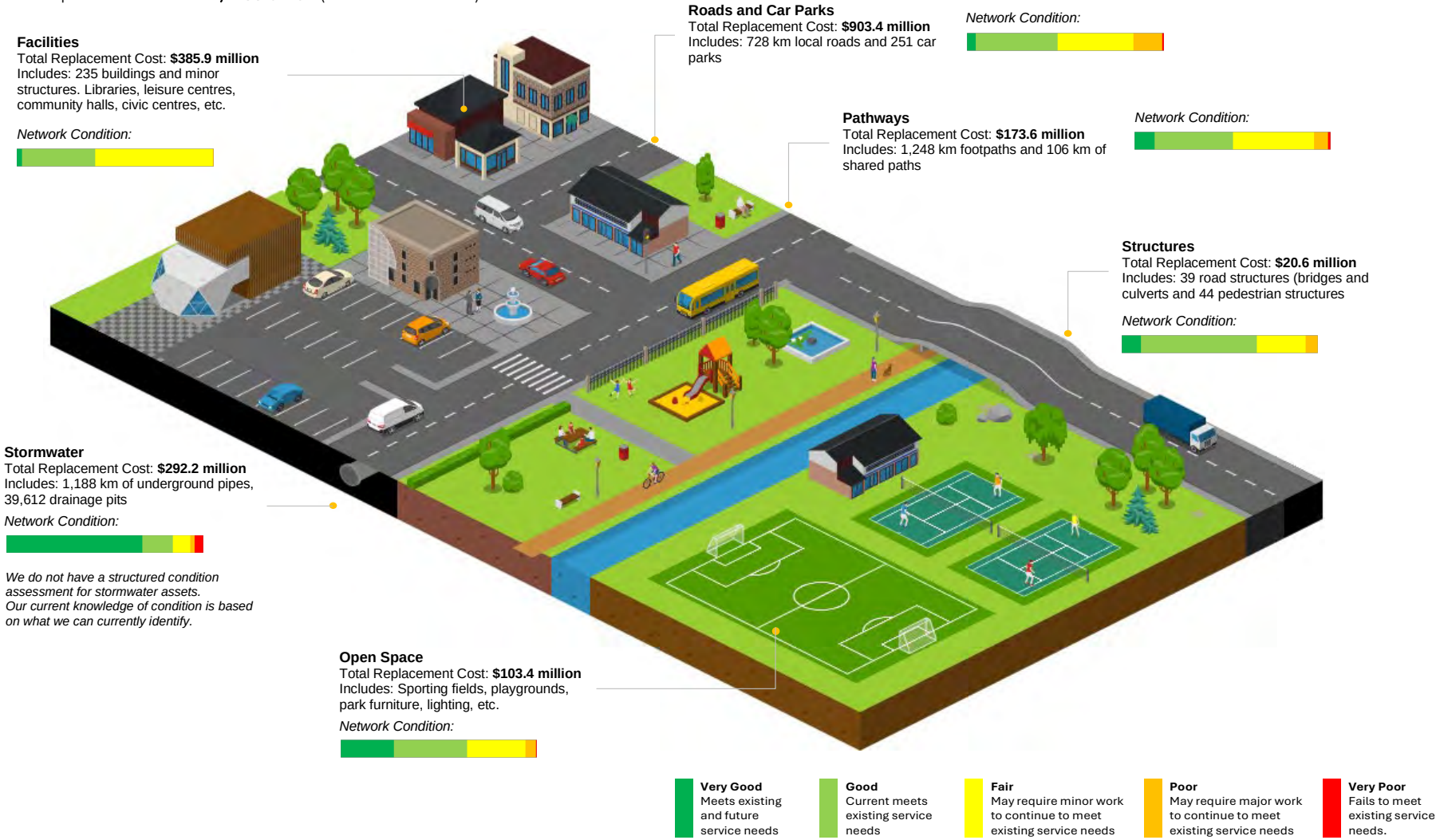


*Figure 2 - Integrated Strategic Planning and Reporting Framework*



### 3 OUR ASSETS

Our infrastructure asset portfolio represents not only a significant community investment, but also it is a substantial financial asset for Council with an estimated replacement value of **\$1.88 billion** (as at 30 June 2024).



## 4 Our Changing City

Various external and internal factors such as local, national, and global trends all have the potential to impact the future outlook of our City. We need to understand these trends, harness their benefits, and adaptively respond to preserve the health, vibrancy, resiliency of Knox.

|  <b>Population Growth and Demographic Changes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  <b>Ageing Infrastructure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  <b>Rising Cost of Services</b>                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The City of Knox population forecast for 2025 is 163,653 and is forecast to grow by around 13% to 185,148 by 2046. Projections also indicate that there will be a 38.1% increase in population of retirement age, and a 10.8% increase in population of working age.</p> <p>We also need to plan for an additional 43,000 houses in Knox by 2041 to meet the Victorian State Government's statewide housing targets.</p> <p>Our community expects us to be able to quickly respond to their emerging needs, without understanding the implication.</p>                                                        | <p>One of the biggest financial challenges facing us is the cost of renewing and upgrading our ageing infrastructure.</p> <p>Our ageing assets have been built reflective of the standards of the time, which doesn't always align with current needs. As much of Knox was built in the 1960's/70's/80's a large peak in asset needs is looming.</p> <p>Lifestyle choices will influence the quality and standards of services and assets we provide. Taking a critical look at community demands, we are planning to cater for assets that are responsive and adaptable to meet shifting community needs (such as multipurpose facilities).</p> | <p>Cost increases to items such as electricity, petrol, and raw materials all impact on our ability provide value for money services.</p> <p>For us, this occurs within an expectation of doing more with less or improving our efficiency to ensure more can be achieved with less money. This is compounded by significant limitations on our ability to generate our own source revenue from rates due to rate capping.</p> |
| <b>What does this mean for asset management and service delivery?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>We strive to enhance/improve our services and assets to cater for the needs of our growing community. We will need to balance our financial investment in infrastructure so that our assets support capacity for growth without diminishing servicing provided by existing assets.</p> <p>Change in the age structure of the population will mean it will be critical for us to plan age-based facilities and services. A changing demographic will mean that we will need to maintain a focus on providing assets that promote access and equity for community health and wellbeing and social outcomes.</p> | <p>As our assets continue to age/deteriorate, more investment in maintenance and operational expenditure may be required to ensure that the current levels of service enjoyed by the community continue to be supported.</p> <p>There is a critical need to introduce robust lifecycle asset management practices to ensure that our spending on our existing assets is optimised.</p>                                                                                                                                                                                                                                                           | <p>We will need to aim to continually balance the affordable provision of services against the needs of our community. This may at time results in us not meeting the service expectations of the community.</p> <p>There exists an ongoing requirement to ensure that the cost of delivering Council assets provides value for money to the Knox community.</p>                                                               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Political and Regulatory Influence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Climate Change and Technology Changes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Meeting Current and Future Needs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>We operate in a complex legislative environment that directly influences the way we manage our assets. Cost shifting from other levels of government will continue to play a key role in Council's ability to maintain service level provided to the community.</p> <p>There is an expectation that Council will continue to deliver services, even when State and Federal government funding is withdrawn or reduced. This may result in Council consideration for reduced levels of service than may currently be provided or potentially consideration for not providing certain services.</p> | <p>We are already experiencing the impacts of climate change. In the future, we can expect; storm damage to infrastructure; decreased water quality and security of water supply; reduced summer outdoor activities due to higher temperatures, and hotter urban spaces.</p> <p>New technologies are emerging at an increasingly rapid rate and offer possibilities for our city that we may not have thought of yet. We are expected to make more use of available and emerging technology to make asset information and services more accessible. We have started to use emerging technologies such as Artificial Intelligence to optimise data collection, planning and decision-making spanning over large network of assets we are managing.</p> | <p>The community expects us to be able to quickly respond to emerging needs which can be influenced by numerous drivers such as generational change, legislation, environmental standards, facilities experienced elsewhere, and new technology.</p> <p>There is ongoing pressure from the community for higher quality assets and services to be provided for most of our activities. More advanced and functional buildings, enhanced open space areas, modern technology and convenience are some examples. The expectation is for a higher level of service for the same amount of money – in other words doing more with less.</p>                                                                                                       |
| <b>What does this mean for asset management and service delivery?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>We strive to meet our regulatory and statutory obligations while being conscious of maintaining affordability and financial sustainability. This requires good decisions to be made to manage competing funding demands across a broad range of projects, programs, and services.</p> <p>We may also need to commit to key advocacy activities to identify our challenges and seek resolution on key issues, both through State and Federal Government channels.</p>                                                                                                                              | <p>We will need to recognise climate change risks and examine the vulnerability of our asset network.</p> <p>If and when disasters occur, we will need to focus our energy and resources on supporting the recovery of our community.</p> <p>Our assets will need to be rebuilt to a higher standard in the expectation that risks will only increase in the future.</p> <p>There may also be increased expectation for leadership from Council to make use of sustainable energy sources and to provide assets that are environmentally efficient.</p>                                                                                                                                                                                               | <p>We will need to plan assets that are responsive and adaptable to meet shifting community needs. We will continue to strongly advocate to other levels of government for support in meeting the current and future needs of the community.</p> <p>We will look to form service delivery partnerships with organisations where appropriate for non-asset service delivery solutions in turn optimising the use of Council's asset portfolio.</p> <p>Our assets must cater for the expectations of the community by remaining accessible, well maintained, and fit for purpose. This must be balanced and prioritised against investment in new and expanded assets to support the City's future and the ability of the community to pay.</p> |

## 5 COMMUNITY ENGAGEMENT

This Asset Plan along with our Community Vision and Council Plan has been developed with input from our community via detailed deliberative engagement processes in line with our Community Engagement Policy and the requirements of the *Local Government Act 2020*.

A dedicated Knox Asset Plan Community Panel was established in March 2025 to discuss and identify the key issues that will shape how we will manage our assets over the next 10 years.

Community engagement was undertaken through two separate workshops held in April and May 2025.

The diverse members of the Community Panel reflected the broad demography of our community. They worked together to deliberate over the following important questions to inform the development of our Asset Plan:

Like many Councils, we're facing financial challenges and constraints. While we continue to invest in community facilities and assets, we need to prioritise and make hard decisions about our services to overcome a forecast funding gap.

- > Which assets should we prioritise improving to maximise positive outcomes for our community?
- > How should we spend wisely on our assets and facilities in the future?

In deliberating over this remit, the Panel considered the following:

- Future opportunities and challenges.
- Which assets are most important to the community.
- How our assets are performing.

The process resulted in a set of key themes driven by community input for us to consider in shaping our asset planning and decision making.

A second phase of community consultation occurred between the 1 July 2025 and 1 August 2025 using Councils Have Your Say website. Social media advertising including Web news articles, eNewsletters, and Facebook directed viewers to the Asset Plan page. The Asset Plan page asked visitors to respond to two questions regarding the draft Knox Asset Plan 2026-2035:

1. Do you have any comments on your level of support for the priorities, and
2. Do you have any feedback on the draft Asset Plan?

The second phase of community consultation showed strong interest in the draft Asset Plan 2026-2035 with eighty-nine viewers downloading a copy. Nineteen visitors to the Asset Plan page provided responses which showed support for the community panel's priorities and an understanding of the challenges facing Council.

## 5.1 Community Panel Outcomes

### 5.1.1 Future Opportunities and Challenges

The Community Panel worked together to identify the following priority opportunities and challenges that will impact the way our assets will be planned and managed in the future.



### 5.1.2 Priority Assets

The Community Panel told us that all of our assets were all equally important in supporting the health, wellbeing, and prosperity of our community.



Some participants referred to an increased understanding and appreciation for the importance for protecting our green spaces and the role of our stormwater drainage system through their participation in our workshop sessions.

### 5.1.3 Asset Performance

The Panel responded to the question of how our assets are performing and ranked our assets in the following order.

The Panel indicated that our libraries and other community buildings were of good quality.

They also expressed that we are doing a good job in looking after our local roads and the standard met their expectations.

Participants suggested that we need to put more effort in maintaining the appearance of our parks, along with doing



more to preserve and protect biodiversity and reduce habitat fragmentation.

#### 5.1.4 Key Considerations

The analysis highlighted the following key considerations that we should consider as priority for the next 10 years:



##### Climate Ready

Building community resilience to climate change.



##### Social Connections

Providing inclusive and accessible community third spaces for reconnection, renewal and relaxation to provide a sense of social connectedness and belonging.



##### Enhancing Information and Data Driven Decisions

Utilise technology and data analysis to inform our thinking and decision making processes.



##### Optimising the Asset Base

Consolidation of underutilised buildings to achieve efficiencies and activating underutilised green spaces for community use.



##### Retain and Enhance Green Spaces

Preserving habitat and increasing tree canopy.



##### Accessible Transport Connections

Providing shared paths to connecting neighbourhoods to parks, buildings, public transport, and shopping centres.

We are committed to making our future asset management and investment decisions in line with our asset management planning framework and the important feedback provided by the Community Panel.

## 6 MANAGING OUR ASSETS

Our Asset Management Policy provides Council and staff with a framework to administer and manage its asset network to ensure responsible and sustainable decisions are made now and into the future.

*“...sound asset management practices underpin Council’s approach to delivery of services to the community...”*

**Knox Asset Management Policy**

### 6.1 Our Asset Management Framework

Our Asset Management Framework provides that we follow a systematic approach to asset management that delivers prudent and efficient outcomes to meet both our community and asset management objectives. The key elements of our Asset Management Framework are:

#### Asset Management Policy

This policy provides Council with a framework to administer and manage the asset network to ensure responsible and sustainable decisions are made now and into the future. The current policy is due for renewal and will be undertaken following adoption of the Asset Plan by Council.

#### Asset Plan

The Asset Plan outlines how we will acquire, build, look after, and use infrastructure assets over the next 10 years and beyond to ensure they meet our community’s needs now and into the future.

It is an integral part of strategic planning to ensure we achieve our community vision. The Asset Plan aligns with Council’s Financial Plan and responds to the Community Plan.

#### Strategic Asset Management Plan

Outlines the need for a strategic approach to asset management across asset categories and aims to guide Council in:

- Supporting the implementation of Council’s Asset Management Policy.
- Supporting the integration of service planning and asset management.
  - Aligning with external guidelines

#### Asset Management Plans

Our Asset Management Plans provide information on how we intend to manage each of our asset classes to meet the demands of our community in the future. They provide the roadmap for achieving value from our assets by optimising cost, risk, and performance across the lifecycle of an asset. They identify technical and community levels of service. Currently, Council has 5 major asset plans (Major) and 4 minor asset plans. Council’s strategic direction for these plans is to consolidate them into four service based asset management plans. *Appendix A outlines the forward planning horizon for consolidating and progressing these plans.*

## 6.2 Our Asset Management Principles

We are committed to making all asset decisions in accordance with our asset management principles articulated in our Asset Management Policy.

Strategically, our asset management principles are:

- 1 **Strategic Planning for Assets** – Council will invest in its asset knowledge and strategically plan for future asset needs across the municipality
- 2 **Asset Stewardship** - Council will be a responsible steward of assets across their service life.
- 3 **Financial Responsibility** - Council will adhere to relevant financial standards and guidelines when accounting for its assets and will plan for asset investment needs when budgeting.
- 4 **Community Engagement** - Council will engage with the community to define service expectations and manage its asset base to best respond to community needs
- 5 **Resource and Funding Allocation** - Council will appropriately resource asset needs across their life and prioritise expenditure in line with its financial plan and funding policy
- 6 **Risk Management** - Council will manage its asset base within its financial capacities to mitigate risk to people and property.
- 7 **Legislative Compliance** - Council will manage its asset base to ensure compliance with relevant legislation and regulations.

## 6.3 Lifecycle Management

Our approach to asset management is centred on asset life-cycle management decision making processes that are used to manage our infrastructure.

Through careful and efficient lifecycle management, our goal is to meet our agreed levels of service in the most cost-effective manner.

Underpinning this approach are our asset risk management processes to support decision making through each lifecycle phase.

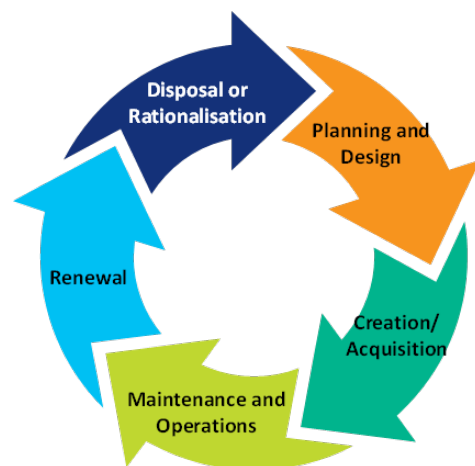


Figure 3 - Asset Lifecycle



The management strategies we follow in each asset lifecycle phase are:

#### Planning and Design

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

#### Creation/ Acquisition

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

#### Maintenance and Operations

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

#### Renewal

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

#### Disposal or Rationalisation

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

*Table 1 - Asset Lifecycle Management Strategies*

## 6.4 Gender Equality, Access, and Inclusion

So that every resident and visitor to our City can fully participate in community life, our infrastructure must be usable, welcoming, relevant, and safe for all.

Many disadvantaged groups may miss out on opportunities to improve their lives as the infrastructure around them is not provided with their needs in mind. This means that services are likely to be experienced differently and have different outcomes for people of different genders or backgrounds.

We are committed to considering gender equality and social inclusion in planning, delivering, maintaining, and managing our assets to support equal access to services.

This commitment begins with an inclusive design that ensures our infrastructure works for everyone, including women, men, gender-diverse people, people with disabilities, refugees, and culturally and linguistically diverse community members. This is to make sure that our public spaces and facilities are accessible, equitable, functional, and remove barriers that may be experienced by members of Knox's diverse community.

## 7 FUNDING OUR ASSET PLAN

The main theme underpinning our Asset Plan and broader asset management planning principles is ensuring responsible management of our assets to meet the needs of our community and maintain affordability.

This acknowledges the many and varied factors that influence the delivery of our community's infrastructure.

Some of these challenges are legacy issues, others are simply the demands of a progressive society that is constantly seeking to improve. Either way, we are responsible for ensuring that our infrastructure contributes to us achieving our long term aspirations and supports a healthy, well connected, and prosperous community.

### 7.1 Asset Investment Strategy

Looking ahead to the next 10 years, our approach is to be careful in our investment decisions using a holistic lifecycle approach to asset management. This means that we will aim to plan our infrastructure assets so that they will continue to support quality living, economic development, and the environmental integrity of our city in the long-term.

In planning and providing infrastructure requirements in the next 10 years, we will aim to:

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Optimise asset life through timely and effective maintenance</b> | There is no one-size-fits-all care programme for all our assets. We will continue to use a mix of approaches, including preventive maintenance, reactive maintenance, predictive maintenance, and risk-based maintenance for critical assets.                                                                                                                      |
| <b>Continue to renew infrastructure</b>                             | Through a robust asset renewal programme, we will progressively replace of assets as they reach the end of their service life. The rate of asset renewal is intended to maintain the overall condition of the asset system at a standard that reflects its criticality and age profile and ensures that the community's investment in infrastructure is sustained. |
| <b>Sustain current levels of service</b>                            | Using a holistic lifecycle approach to asset management, our decisions will be data driven to maximise the performance and service life of our assets without diminishing our net level of service over the long term.                                                                                                                                             |
| <b>Manage the impacts of growth and land use change</b>             | Our strategic plans will provide guidance on future asset needs by identifying location and scale of growth. Contributions from development will be taken to fund necessary infrastructure so that growth pays for growth, and costs are not unfairly borne by established communities.                                                                            |
| <b>Comply with legislative requirements</b>                         | We acknowledge and will action legislated standards in infrastructure planning and development.                                                                                                                                                                                                                                                                    |
| <b>Provide long-term affordable services</b>                        | Our financial strategy will continue to reflect the balancing of ratepayer affordability against community needs and aspirations.                                                                                                                                                                                                                                  |
| <b>Consider asset disposal or rationalisation</b>                   | Our decision making should ensure that consideration is given to asset disposal or rationalisation as a legitimate direction for an asset where it can be identified that such a decision is warranted.                                                                                                                                                            |

## 7.2 Asset Investment Categories

For the purposes of this Asset Plan, our expenditures on infrastructure assets are categorised in the table below. Classifying our expenditure in this way helps us to plan our budgets and track how we spend our money on our assets and services.

| Expenditure Category | Activity      | Description                                                                                                              |
|----------------------|---------------|--------------------------------------------------------------------------------------------------------------------------|
| Operational          | Maintenance   | Ongoing work required to keep an asset performing at the required level of service.                                      |
|                      | Operations    | Recurrent expenditure that is continuously required to provide a service.                                                |
| Renewal              | Renewal       | Returns the service potential or the life of the asset up to that which it had originally.                               |
| Growth               | Upgrade       | Enhancements to an existing asset to provide a higher level of service.                                                  |
|                      | Expansion     | Extends or expands an existing asset at the same standard as is currently enjoyed by residents, to a new group of users. |
|                      | New           | Creates a new asset that provides a service that does not currently exist.                                               |
| Disposal             | De-commission | Removes an asset from service at the end of its functional life, where the service need can no longer be demonstrated.   |

*Table 2 - Expenditure Categories*

## 7.3 Lifecycle Costs

Life cycle costs are essentially how much money we will need to spend on an asset over the course of its useful life. This includes costs from the time an asset is acquired or built, while it is in use (e.g. maintenance) through to the time it is either replaced or disposed of.

The true cost to deliver, use, and maintain assets (including future costs) needs to be forecast over the long term so that we can budget appropriately. There are a number of ways we determine when and how much we need to allocate to fund the lifecycle costs of our assets.

|             |                                                                                                                                                                                                                                                                                                                                    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operational | Operational or recurrent costs (i.e., asset maintenance and care) are determined according to our levels of service and the required frequency of operational activities (e.g., mowing, street sweeping, etc).                                                                                                                     |
| Renewal     | Renewal costs are determined using our analysis/modelling tools that predict when an asset needs to be replaced based on its current condition and our understanding of how assets age and deteriorate over time.                                                                                                                  |
| Growth      | The priority and amount we need to allocate to grow/expand our asset base are guided by our various strategies, plans and community expectations. The selection of discretionary projects such as these must pass through our investment evaluation processes before they are selected for inclusion on our capital works program. |

*Table 3 - Asset Lifecycle Cost Determination*

## 7.4 Funding Allocation Policy

As part of our annual budget process, judgement is required to determine the allocation of our available funding. In making such decisions, we seek to deliver the best overall outcome for the community in line with the goals articulated in our Community Plan and Council Plan.

As part this process, available funding is allocated between capital and operating expenditure, and between discretionary and non-discretionary funding.

Figure 4 shows our framework for prioritising our available funding across both capital and operational programs, as articulated in Council's Funding Allocation Policy, adopted in July 2020.



Figure 4 - Funding Allocation Framework

Our Funding Allocation Framework ensures that:

- Non-discretionary projects and programs are funded as a priority over discretionary items.
- Legislative and regulatory requirements for both our services and assets are prioritised over other programs.
- Business improvement initiatives, where approved inform both operational and capital requirements.
- Existing assets are managed as a priority over new, upgraded, or expanded assets.
- Operating funds are provided to maintain any additional asset stock managed by us.

## 7.5 Investment Evaluation and Decision Making

### **MAINTENANCE DECISION MAKING PLANNING**

Planned maintenance work is identified either through routine or programmed inspections/investigations conducted by Council. Unplanned maintenance is reactive work resulting from customer requests and unscheduled inspections.

All activities (whether planned or reactive) are managed via our asset management system. This system captures all of our inspections, the identification of the issue/defects, the need for intervention and/or make safe measures, prioritisation and scheduling of works based on risk, and completion of rectification works.

The advantage of planned maintenance over reactive maintenance is that it lowers risk exposure by identifying and correcting defects before they reach an unacceptable level.

### **RENEWAL DECISION MAKING PLANNING**

Condition inspection programs for our major asset categories are proactively scheduled on a routine cycle to assess their current condition.

By adopting a whole of asset assessment, relative priorities for investment can be programmed and delivered on an annual basis through our capital works program. Asset renewals are prioritised over upgrades and expansion of assets and represents the backbone of our capital works program.

### **NEW AND UPGRADE DECISION MAKING PLANNING**

New and upgraded assets are determined based on a priority ranking assessment across key infrastructure delivery programs. This allows for transparency of decision making and consistency of assessment for all investment proposals. The ranking criteria that we use to prioritise our projects are reviewed and endorsed by Council on an annual basis.

### **DISPOSAL DECISION MAKING PLANNING**

Infrastructure disposal should be given reasonable consideration when an existing asset has reached/is reaching the end of its useful life, having regard to the broader service needs delivered by equivalent/similar assets. This can be assessed on an asset by asset basis or through review via service planning or strategy development associated with that service.

## 7.6 Financial Plan Integration

The integration of the Asset Plan and the Financial Plan is critical so that the resources we need to manage our assets are provided in our financial planning instruments. The balance between maintaining and renewing our assets and accommodating funding for improvement and growth is a constant challenge. Underfunding renewal can lead to lower levels of service and deferring important asset upgrades can result in assets that are no longer fit for purpose. The forecasts included in this Asset Plan for the projected asset costs are consistent with our Financial Plan and cover the planned asset activities over the next 10 years.

Funding provision for assets represents a balance which acknowledges the current condition of assets, their service performance and asset provision in line with community expectation and our overall financial capacity. This will require future monitoring and further analysis as new asset information becomes available such as new asset condition data.

There is a strong likelihood in the near future that trade-offs will need to be made between the community's service expectations and our ability to fund them. Funding requirements may potentially change and require adjustment to both this Asset Plan and the Financial Plan.

## 7.7 Financial Projections

The spending we make on our assets represents a significant investment that is made on behalf of the community and is fundamental in enabling us to meet ever changing demands and to safeguard future use of our infrastructure.

Our planned expenditure across the infrastructure assets included in this Asset Plan over the next 10 years is shown in Figure 5.

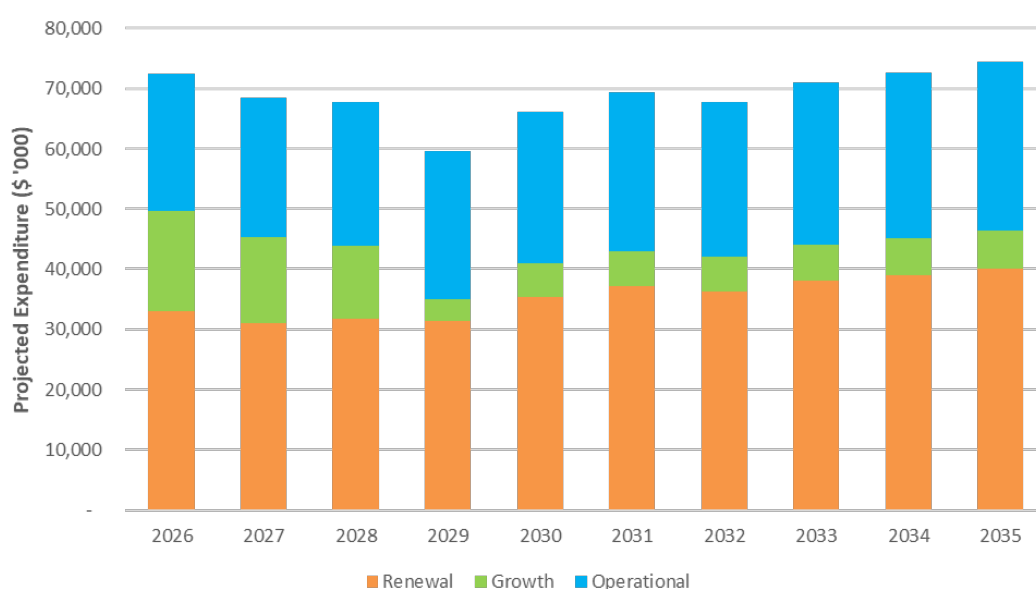


Figure 5 - Projected Total Asset Expenditure

This is further summarised in Table 4 which shows the total planned expenditure related to renewal, growth, and recurrent activities (i.e., operations and maintenance) over the next 10 years for each asset class.

| Asset Class         | Renewal (\$'000) | Growth (\$'000) | Operational (\$'000) | Total (\$'000) |
|---------------------|------------------|-----------------|----------------------|----------------|
| Roads and Car Parks | 123,032          | 9,751           | 30,911               | 163,694        |
| Facilities          | 74,001           | 38,572          | 40,491               | 153,064        |
| Pathways            | 47,082           | 12,381          | 7,625                | 67,088         |
| Open Space          | 54,981           | 16,945          | 148,201              | 220,128        |
| Stormwater          | 43,633           | 5,036           | 26,638               | 75,307         |
| Structures          | 10,211           | -               | 200                  | 10,411         |
| <b>Total</b>        | <b>352,940</b>   | <b>82,686</b>   | <b>254,066</b>       | <b>689,692</b> |

Table 4 - Planned Expenditure by Asset Class

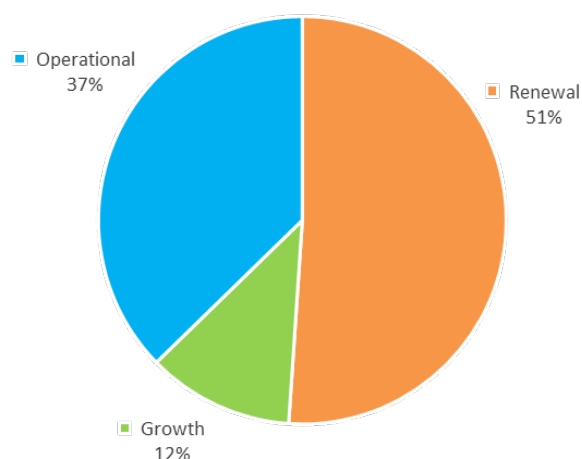


Figure 6 - 10 years Expenditure by Expenditure Category

Over the next 10 years we expect to budget a total of **\$352.9 million** for renewing our assets and **\$82.7 million** improving existing and creating new assets.

We are also projected to allocate around **\$254.1 million** over the same period to operate and maintain our assets.

Combined, it is an investment of **\$689.7 million** in our assets over the next 10 years.

This represents a significant investment that is made on behalf of our community and is fundamental in enabling us to meet ever changing demands and to safeguard future use of our infrastructure.

Our forecast spending is based on the best available information we have about our assets and the planning we have done to formulate our capital works program.

As our data and processes improve, the financial forecasts to renew, improve, and maintain our infrastructure will be refined and will be used to inform future versions of this Asset Plan and the Financial Plan.

## 7.8 Financial and Performance Indicators

The following performance measures demonstrate we are investing in our assets in a financially sustainable manner and to ensure that levels of services to the community are maintained.

| Measure                                 | Definition                                                                                         | Industry Target | Result <sup>2</sup> |
|-----------------------------------------|----------------------------------------------------------------------------------------------------|-----------------|---------------------|
| Asset Sustainability Ratio <sup>3</sup> | Measures the extent to which assets are being replaced as they reach the end of their useful life. | 90 - 110%       | 128%                |
| Asset Renewal Requirement <sup>4</sup>  | Indicates financial capacity to fund forecast asset renewal demands over the next 10 years.        | 90 - 110%       | 90%                 |
| Asset Renewal <sup>5</sup>              | Measures whether assets are being renewed or upgraded at the rate they are wearing out.            | > 100%          | 151%                |

Table 5 - Asset Management Financial Performance Indicators

<sup>2</sup> Projected 10 year average

<sup>3</sup> Capital renewal expenditure divided by depreciation expense

<sup>4</sup> Planned capital renewal expenditure divided by required capital renewal expenditure.

<sup>5</sup> Asset Renewal and Upgrade Expenditure divided by annual depreciation.

### 7.9 Managing the Asset Renewal Funding Gap

Our projections tell us we will need to spend a total of approximately **\$394 million** to renew our infrastructure over the next 10 years. When compared with how much we have to spend in our Financial Plan over the same period (**\$348 million**), we are faced with a total asset renewal funding gap of **\$46 million**.

Looking at our projections (Figure 7), right now we are faced with significant challenges in funding the renewal of our assets due to the affordability limits of our Financial Plan and the need to also allocate funds to support a growing Knox community.

**Asset Renewal Gap**

*In simple terms, this is the difference between the current level of actual expenditure on renewing existing assets and the level of funding necessary to replace our assets when they need to be.*

We will need to review how we refine our capital works plans so that funding is directed towards to critical areas of need. This may include reviewing how we distribute our spending so that it is prioritised towards the replacement of our ageing assets.

Council has many options available to manage the asset renewal gap. These include:

- Further strengthening our asset condition data, renewal modelling and community needs data which is necessary for efficient and cost-effective planning of renewal and maintenance works.
- Reviewing major procurements and contracts to secure the best value for money and ensure renewal and maintenance funds achieve as much as possible.
- Improving efficiency as part of our ongoing commitment to continuous innovation. Operational efficiencies with how Council manages its assets, from day to day maintenance, construction, replacement, and longer term planning can reduce the overall costs.
- Continue our advocacy efforts to attract support through government grants to increase the available sources of funding and reduce our direct cost burden.
- Adapting or consolidating existing assets to maximise multiuse potential could result in the divestment or rationalisation of unnecessary assets.
- Forming or strengthening alliances with strategic partners to find opportunities for finding non-asset solutions to the delivery of services. This can reduce direct costs to Council.
- Giving strategic consideration to reduce service standards provided by assets, with accompanying engagement with the community prior to making such decisions.

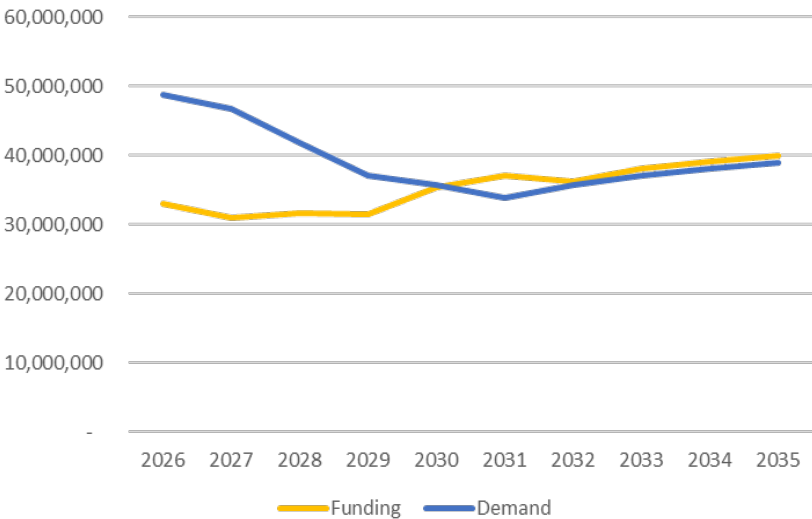


Figure 7 - Asset Renewal Projections



- Giving strategic consideration to having renewal only investment profiles in years where the overall financial envelope for capital investment is tight, noting that asset renewal investment can still provide fit for purpose service provision reflective of the infrastructure standards necessary at the time of delivery.
- Giving strategic consideration to implementing an Asset Rationalisation process, whereby Council conducts an end of functional life review which assesses the need for an asset to be retained for its intended purpose in alignment with the strategic direction of its service planning models prior to assigning funding towards either renewal, upgrade or expansion of the asset.

Our imperative is to continually strive to responsibly fund the renewal of our assets to ensure that they are safe, fit for purpose and meet the needs of our community.

## 8 MONITORING AND REVIEW

A full review of the *Asset Plan* will be undertaken every 4 years following Council elections in accordance with the *Local Government Act 2020*.

As the funding requirements for asset investment are reviewed annually as part of the Council budget process, it follows that the data within the Asset Plan working tools will also be updated annually to align with most recently available data. Council's Asset Strategy team continue to undertake ongoing condition audits of Council assets, analyse performance of assets and modelling key asset requirements to maintain requisite asset performance and inform budget setting process. This work is all undertaken to ensure that annual budgeting decisions are informed by the best available data and reflect:

- Our available financial resources.
- The best available data to inform asset condition and performance
- Asset needs identified in long term capital works programs that are reviewed annually.
- Any external factors that are likely to influence the Asset Plan.

### 8.1 Reporting

Reporting on service levels and other performance measures will be undertaken as part of the Annual Report.

### 8.2 Improving Our Evidence Base

This Asset Plan is strongly aligned with our Financial Plan. Both of these documents incorporate forecasts and predictions of factors that will influence their accuracy, including assumptions about future demand, revenue, and operating environment. These assumptions have been derived using the best data and information we currently have available to us

We are committed to managing our assets in accordance with recognised best practice and are continuously working to improve what we know about our assets and enhance the tools we use to manage them.

Future versions of this *Asset Plan* will build on the work we have done and will reflect our improved knowledge base, deliberative engagement with the Knox community and technical analysis which reflects changes in asset knowledge, revenue, demands, financial sustainability, and external drivers.



## ASSET PROFILES

The following asset class summaries provide the current state, challenges, choices and projected expenditure requirements for each key asset class over the next 10 years.

These funding requirements have been determined based on what we know about the current performance of our assets and the affordability assessments made in our Financial Plan.

The projections represent the investment that is necessary to renew, improve, and care for our infrastructure over the next 10 years.



## ROADS AND CAR PARKS

### Service

- > Provision of transport services to the community including vehicular and other active modes.
- > Provision of off-street carpark facilities at key locations.

### Service Objective

- > To provide the community and road users with a safe, functional, and fit for purpose road network.
- > To provide safe and suitable off-street carparking facilities.



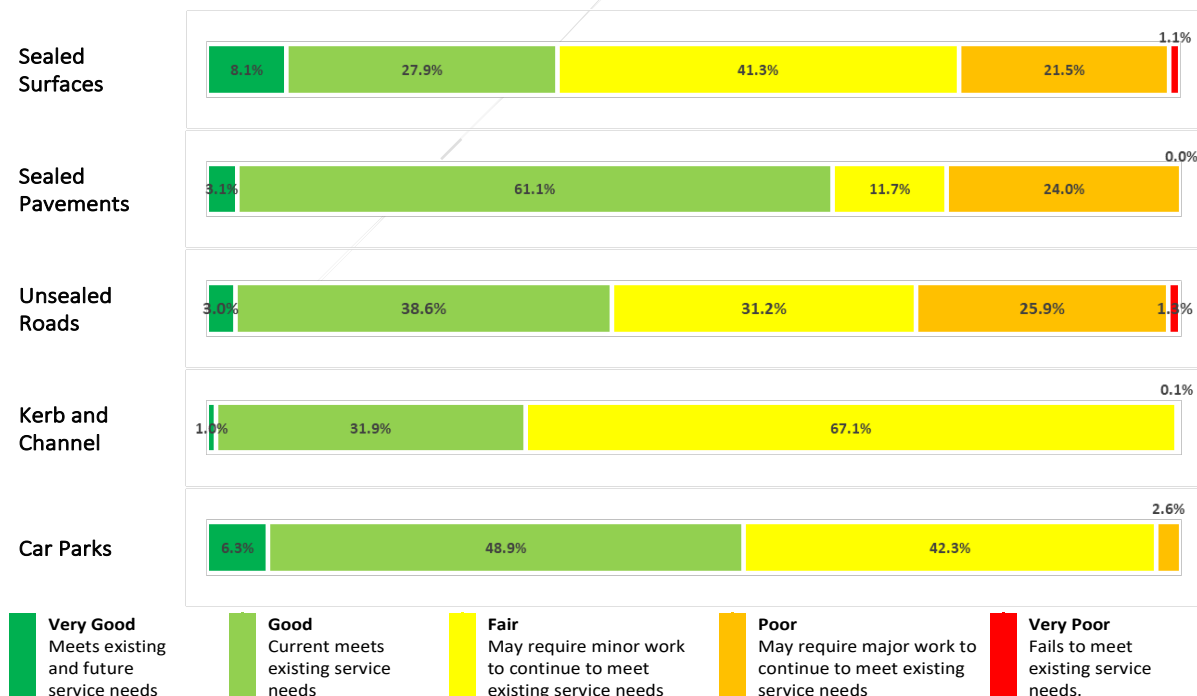
### Asset Summary

The replacement value of our local roads and car parks is approximately \$903.4<sup>6</sup> million.

This value does not include land under roads.

| Asset            | Quantity        | Replacement Cost (\$) |
|------------------|-----------------|-----------------------|
| Sealed Roads     | 708 km          | 737,418,534           |
| Unsealed Roads   | 20 km           |                       |
| Kerb and Channel | 1,358 km        | 137,486,106           |
| Car Parks        | 251 No. (32 Ha) | 28,486,472            |
| <b>Total</b>     |                 | <b>903,391,111</b>    |

### Current Condition



<sup>6</sup> As at 30 June 2024

## Asset Performance Assessment

| Current Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Fit for the Future?                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Most of our local roads are generally in 'Good' to 'Fair' condition.</p> <p>Our road network is one of our most valuable assets, not only in terms of its financial value but also its contribution to overall community prosperity.</p> <p>For that reason, we place a strong emphasis on monitoring the performance of these assets through structured inspection and maintenance programs. This is to inform our planning and to make sure that we are investing sufficient funds to maintain current service levels over the long term.</p> | <p>The local road network and car parks are considered to be fit for the future.</p> <p>The continued funding of long-term road, pathway and bridge renewal and maintenance is essential to maintain these assets in a safe condition and continue to provide current levels of service.</p> |

## Key Challenges and Choices

| Sustainable Transport                                                                                                                                                                                                                                                  | City Redevelopment                                                                                                                                                                                                                                                                                                                                             | Transport Safety                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Community demand for more accessible public transport.</li> <li>&gt; The need to accommodate electric vehicles (including charging station infrastructure) and driverless vehicles on the existing road network</li> </ul> | <ul style="list-style-type: none"> <li>&gt; We need to manage increasing demands for on street parking while also addressing parking issues in and around key activities centres.</li> <li>&gt; We are faced with continued challenges in managing the impacts of urban development which can damage our roads, paths and kerb during construction.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Increased traffic resulting from population growth will not only impact on the condition of our transport network but may also highlight other issues like congestion and safety issues.</li> </ul> |

## Key Activity Types

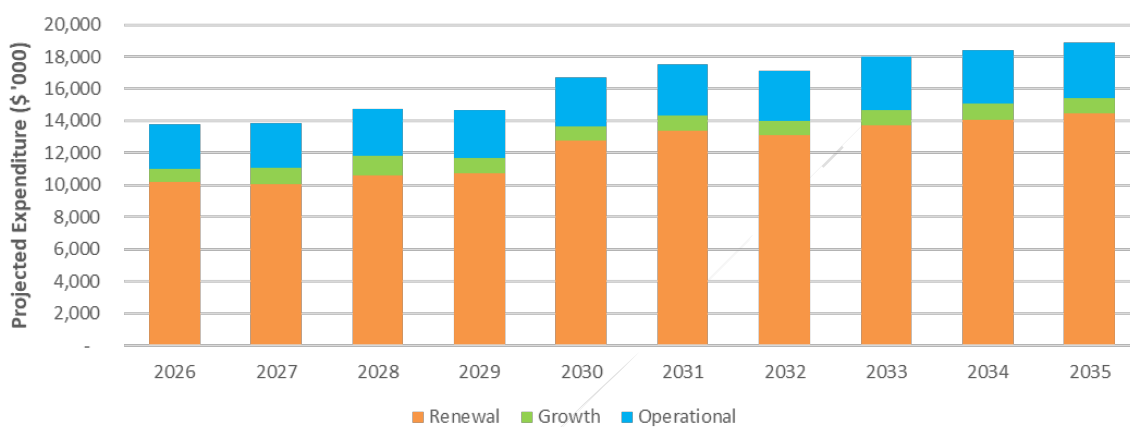
| Operational                                                                                                                                                                                                                                   | Renewal                                                                                                                                                                                                                               | Growth                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Maintenance and repairs to roads such as patching potholes, crack sealing etc.</li> <li>&gt; Line marking</li> <li>&gt; Street sweeping</li> <li>&gt; Inspections of the road network.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Resurfacing of existing roads</li> <li>&gt; Road reconstruction or major patching of road failures</li> <li>&gt; Replacement of sections of kerb and channel in poor condition</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Road safety improvements</li> <li>&gt; Widening or duplication of existing roads</li> <li>&gt; Installing traffic calming treatments</li> </ul> |

## Financial Projections

Road renewal and rehabilitation strategies are based on the most current asset condition available at the time of developing our forward works programs.

We allocate renewal funding at a level that aims to keep pace with the deterioration of our roads and other related assets.

These allocations are informed by strategic modelling analysis that predicts deterioration of our roads and the impact of various renewal funding scenarios on asset condition. Our modelling allows us to identify what treatments that need to be applied and when. Our overall objective is to maintain the current standard of our network over the long term.



## 10-Year Expenditure Plan

|              | 2026<br>(\$'000) | 2027<br>(\$'000) | 2028<br>(\$'000) | 2029<br>(\$'000) | 2030<br>(\$'000) | 2031<br>(\$'000) | 2032<br>(\$'000) | 2033<br>(\$'000) | 2034<br>(\$'000) | 2035<br>(\$'000) | 10 year<br>Total |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Operational  | 2,746            | 2,830            | 2,916            | 2,982            | 3,052            | 3,199            | 3,125            | 3,275            | 3,353            | 3,433            | 30,911           |
| Renewal      | 10,072           | 9,944            | 10,454           | 10,598           | 12,641           | 12,956           | 13,280           | 13,611           | 13,951           | 14,301           | 121,808          |
| Growth       | 851              | 999              | 1,235            | 996              | 888              | 932              | 910              | 956              | 980              | 1,004            | 9,751            |
| <b>Total</b> | <b>13,669</b>    | <b>13,773</b>    | <b>14,605</b>    | <b>14,576</b>    | <b>16,581</b>    | <b>17,087</b>    | <b>17,315</b>    | <b>17,842</b>    | <b>18,284</b>    | <b>18,738</b>    | <b>162,470</b>   |



## FACILITIES

### Service

- > Buildings accommodate the various services that Council provides to the community.
- > They support social connectedness serving as community focal points.

### Service Objective

- > Our buildings and facilities are safe, functional, and fit for purpose.
- > Our buildings are inclusive and accessible to all people.



## Asset Summary

The value of our facilities is estimated to be approximately \$458.27 million<sup>7</sup>.

| Asset                        | Quantity | Replacement Cost (\$) |
|------------------------------|----------|-----------------------|
| Council Owned Buildings      | 235 No.  | 385,853,907           |
| Council Maintained Buildings | 238 No.  |                       |

Council's portfolio of buildings incorporates public toilets, libraries, aquatic and leisure centres, sports pavilions, community centres and halls, administration buildings, etc. There are a small number of buildings that are maintained by Council but not owned. These buildings are managed and maintained through Council's annual programs.

## Current Condition



<sup>7</sup> As at 30 June 2024  
Asset Profile - Facilities

## Asset Performance Assessment

| Current Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Fit for the Future?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The current portfolio of buildings is generally in good condition.</p> <p>Building maintenance and renewal programs enable Council to renew and replace building elements as they fall due for renewal.</p> <p>A number of Council's buildings will require upgrade or extensions to meet current day standards and requirements such as provision for required spaces for kindergartens and female friendly change rooms and facilities at sporting pavilions, and accessibility improvements.</p> | <p>Future building provision will need to be aligned with the changing service delivery needs of our community. Buildings will need to be adaptable multi use spaces that encourage diversity of use. They will also need to remain compliant and safe and be accessible and promote equity by removing barriers where possible.</p> <p>Potential for the divestment of under-performing assets will need to be investigated along with non-asset based service solutions to reduce ongoing costs.</p> <p>We will also continue to improve the performance of our facilities to reduce dependence on fossil fuel derived energy and make them more sustainable and resilient to future climate shocks.</p> |

## Key Challenges and Choices

| Changing Population                                                                                                                                                                                                                                                                                                                                                                               | Changing Needs                                                                                                                                                                                                                                                                                                                                                                          | Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Facilities will need to be adaptable to meet the evolving needs all users.</li> <li>&gt; Effort will be needed to improve access for all genders, abilities and for other under-represented communities.</li> <li>&gt; Demand for universally accessible facilities can be expected to increase as the city's population continues to age.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Increasing female participation in sports and the need to provide equitable services for all users</li> <li>&gt; Co-location of services within facilities</li> <li>&gt; Higher quality service provision within facilities.</li> <li>&gt; Accommodating costs associated with new buildings within existing budget allocations.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Increased demand for technology- enabled buildings is anticipated supporting access, security and services provided within facilities.</li> <li>&gt; Demand for on-line and other innovative service delivery may mean that the types and configurations of the buildings we need may change in the future.</li> <li>&gt; Greater knowledge of asset utilisation to better plan and identify facilities that may be surplus to service requirements.</li> </ul> |

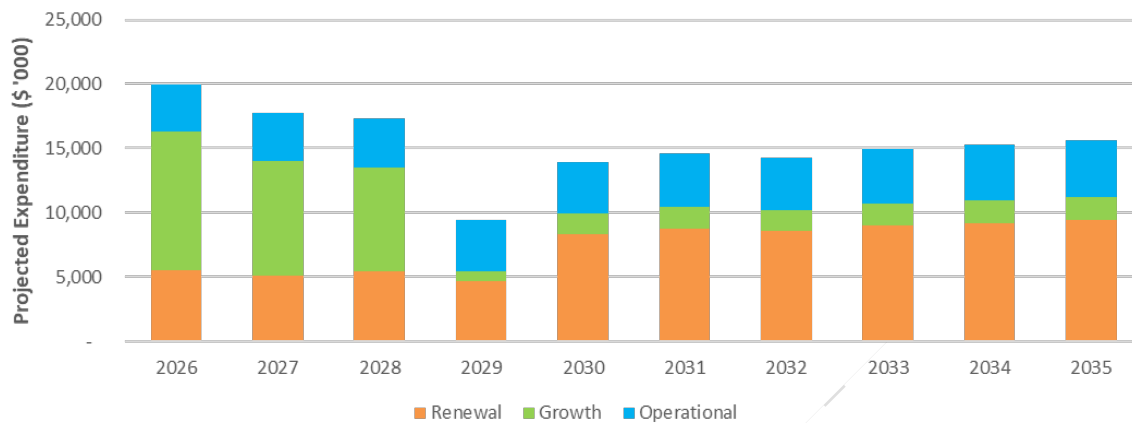
## Key Activity Types

| Operational                                                                                                                                                                                                                                                                             | Renewal                                                                                                                                                                                                                               | Growth                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Minor repairs to building components.</li> <li>&gt; Unblocking drains, service checks, carpet repairs</li> <li>&gt; Painting</li> <li>&gt; Safety, compliance, and condition inspections</li> <li>&gt; Cleaning and pest control</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Major structural repairs</li> <li>&gt; Replacement of building components such as roof or wall cladding</li> <li>&gt; Replacement of heating and cooling systems</li> <li>&gt;</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Construction of a new building to cater for increased or changing demand.</li> <li>&gt; Building expansions.</li> <li>&gt; Sustainability improvements (e.g., Solar panels, water harvesting and reuse systems, etc.)</li> </ul> |



## Financial Projections

Our challenge will be striking a balance between maintaining the condition of our buildings as they age and deteriorate and providing facilities that are accessible, environmentally sustainable, and meet the service needs of our growing and changing community.



## 10-Year Expenditure Plan

|              | 2026<br>(\$'000) | 2027<br>(\$'000) | 2028<br>(\$'000) | 2029<br>(\$'000) | 2030<br>(\$'000) | 2031<br>(\$'000) | 2032<br>(\$'000) | 2033<br>(\$'000) | 2034<br>(\$'000) | 2035<br>(\$'000) | 10 year<br>Total |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Operational  | 3,654            | 3,728            | 3,824            | 3,923            | 4,006            | 4,180            | 4,092            | 4,269            | 4,361            | 4,455            | 40,491           |
| Renewal      | 5,515            | 5,134            | 5,465            | 4,692            | 8,328            | 8,749            | 8,536            | 8,968            | 9,192            | 9,422            | 74,001           |
| Growth       | 10,807           | 8,882            | 8,025            | 770              | 1,580            | 1,659            | 1,619            | 1,700            | 1,743            | 1,787            | 38,572           |
| <b>Total</b> | <b>19,976</b>    | <b>17,744</b>    | <b>17,314</b>    | <b>9,385</b>     | <b>13,914</b>    | <b>14,588</b>    | <b>14,247</b>    | <b>14,937</b>    | <b>15,296</b>    | <b>15,664</b>    | <b>153,064</b>   |

## PATHWAYS

### Service

Connecting the community to the pedestrian transport network including cycling, pedestrian, and other modes.

### Service Objective

To provide a connected network of paths that allows for the safe movement of pedestrians and other users around the city.



### Asset Summary

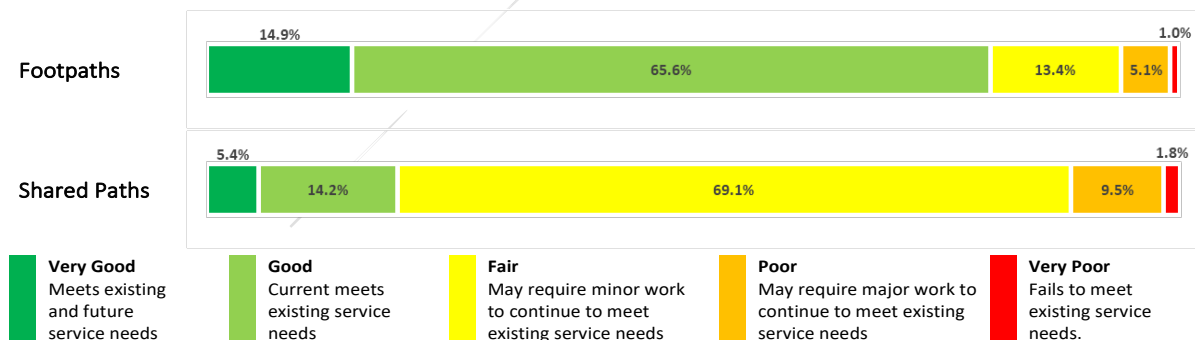
The replacement value of our footpaths and shared paths is approximately \$173.6 million<sup>8</sup>.

| Asset        | Quantity | Replacement Cost (\$) |
|--------------|----------|-----------------------|
| Footpaths    | 1,248 km | 150,312,741           |
| Shared Paths | 106 km   | 23,304,055            |
| <b>Total</b> |          | <b>173,616,796</b>    |

This network has been developed over time and contributes to the community through providing safe, comfortable and accessible linkages for people to local destinations (e.g., shops, schools).

The integrated network also promotes walking as a sustainable transport option and facilitates access to recreation and health and fitness opportunities.

### Current Condition



<sup>8</sup> As at 30 June 2024  
Asset Profile - Pathways

## Asset Performance Assessment

| Current Performance                                                                                                                                                                                                                                                                                                                        | Fit for the Future?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The current network of pathways and footpaths are performing well.</p> <p>Historic and ongoing investment in renewal of both footpaths and shared paths continues to maintain the pathway network to a high level of service for our community.</p> <p>This is reflected in the current asset condition profile for these networks.</p> | <p>Our pathways are currently providing an adequate level of service. This is projected to continue based on what it plans to spend on these assets in the future.</p> <p>Pathways are inspected regularly, and defects are addressed in accordance with our Road Management Plan. The small percentage of pathway sections in poor condition will be programmed for renewal/replacement over the next five years as part of our capital works programs.</p> <p>We will continue to improve the connectivity and accessibility across the pathway network by building new linkages where they are strategically needed.</p> |

## Key Challenges and Choices

| Sustainable Transport                                                                                                                                                                                                                                                                                 | City Redevelopment                                                                                                                                                                                                                                               | Climate Change                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Continuing to support the uptake of active transport modes - walking, cycling, scooters.</li> <li>&gt; Universal access requirements and an ageing population will necessitate improvements to pathways to accommodate diverse mobility needs.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Development works (which can damage paths during construction) and introduction of additional pathways through development.</li> <li>&gt; Maintaining connectivity of footpaths and shared path networks/</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Achieving circular economy outcomes when procuring construction materials.</li> <li>&gt; Supporting access to public transport</li> <li>&gt; Managing interface between hard and soft asset (trees/vegetation)</li> </ul> |

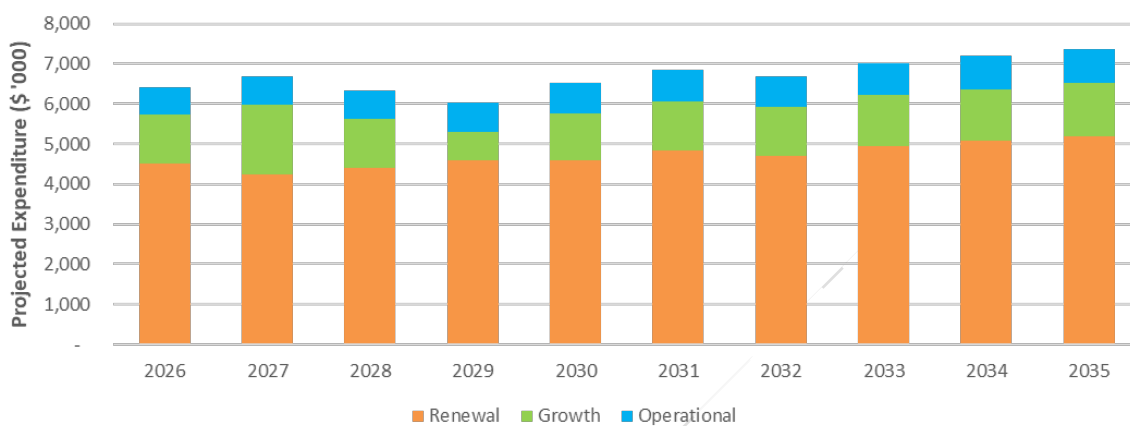
## Key Activity Types

| Operational                                                                                                                                                                                                                                          | Renewal                                                                                                                       | Growth                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Pathway repairs such as pothole patching, joint grinding, relaying of pavers</li> <li>&gt; Inspections</li> <li>&gt; Weed and vegetation control</li> <li>&gt; Sweeping and pathway cleansing</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Replacement of sections of existing pathways to an equivalent standard</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Accessibility improvements (e.g., accessible pram ramps, installation of tactiles at intersections, etc)</li> </ul> |

## Financial Projections

A balance of funding is allocated between non-discretionary operations and maintenance and renewal and new and upgraded segments of pathway. A steady funding increase is also required for pathway renewal over the forward 10 years to maintain the network to the current level of service.

We will have a strong focus on replacing parts of our pathway network that are in poor condition, with a commitment to cover the whole of the city within a reasonable timeframe.



## 10-Year Expenditure Plan

|              | 2026<br>(\$'000) | 2027<br>(\$'000) | 2028<br>(\$'000) | 2029<br>(\$'000) | 2030<br>(\$'000) | 2031<br>(\$'000) | 2032<br>(\$'000) | 2033<br>(\$'000) | 2034<br>(\$'000) | 2035<br>(\$'000) | 10 year<br>Total |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Operational  | 676              | 697              | 718              | 736              | 753              | 790              | 771              | 808              | 828              | 847              | 7,625            |
| Renewal      | 4,507            | 4,250            | 4,400            | 4,597            | 4,591            | 4,824            | 4,706            | 4,944            | 5,068            | 5,195            | 47,082           |
| Growth       | 1,228            | 1,730            | 1,215            | 692              | 1,176            | 1,236            | 1,206            | 1,267            | 1,299            | 1,332            | 12,381           |
| <b>Total</b> | <b>6,411</b>     | <b>6,677</b>     | <b>6,333</b>     | <b>6,025</b>     | <b>6,521</b>     | <b>6,850</b>     | <b>6,683</b>     | <b>7,019</b>     | <b>7,195</b>     | <b>7,374</b>     | <b>67,088</b>    |

## STRUCTURES

### Service

Provide connectivity for local road and pathway networks across natural or other barriers.

### Service Objective

To ensure that our bridges, major culverts and pedestrian structures are safe and functional.



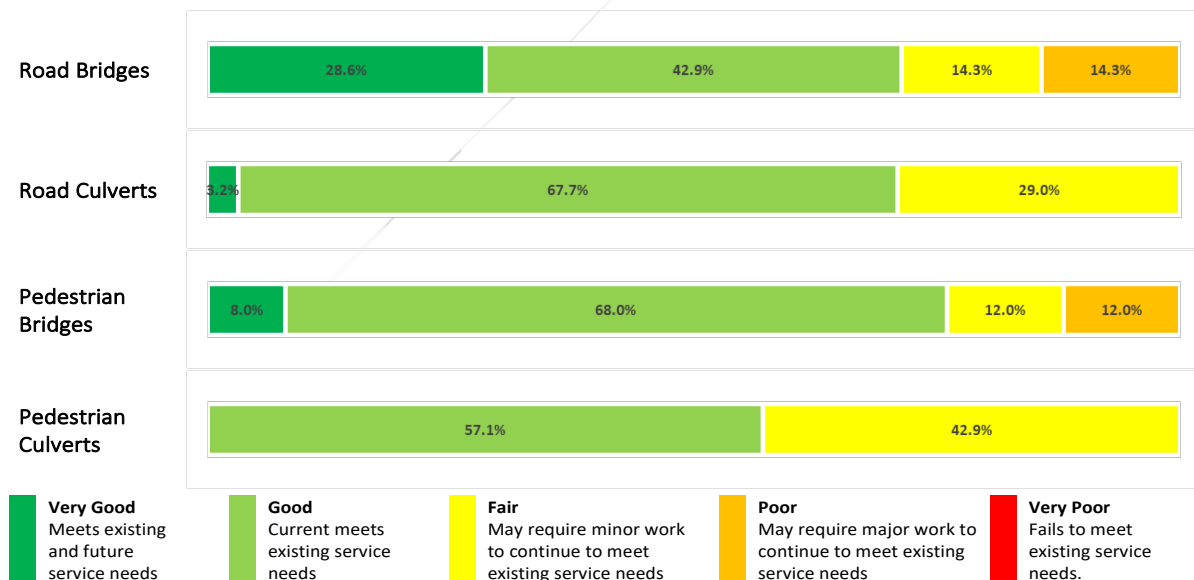
### Asset Summary

The replacement value of our footpaths and shared paths is approximately \$20.6 million<sup>9</sup>.

While our bridges and major culverts are a relatively small asset class based on total value, they are often critical features within the public realm and carry significant risk should they fail.

| Asset                           | Quantity | Replacement Cost (\$) |
|---------------------------------|----------|-----------------------|
| Road Bridges                    | 7 No.    | 20,631,234            |
| Road Culverts                   | 32 No.   |                       |
| Pedestrian Bridges and Culverts | 44 No.   |                       |

### Current Condition



<sup>9</sup> As at 30 June 2024  
Asset Profile - Structures

## Asset Performance Assessment

| Current Performance                                                                                                                                                                                                                                                                                                  | Fit for the Future?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The bridge and pedestrian structure portfolio is performing well.</p> <p>Ongoing monitoring and condition assessment is being undertaken to ensure that any bridge or structure elements identified in poor condition are treated, maintained, or renewed under our ongoing maintenance and renewal programs.</p> | <p>The current bridge and pedestrian structure portfolio is considered fit for the future.</p> <p>However, the deterioration of road structures can be accelerated if they are subject to continuous over loading.</p> <p>Ongoing monitoring and use of detailed structure assessment techniques will be required to ascertain extent of deterioration.</p> <p>Council's current renewal program may have to adapt and be flexible to accommodate increased renewal and maintenance funding needs to address any poor condition bridge assets identified as a result of more in-depth or ongoing assessment activities.</p> |

## Key Challenges and Choices

| Increased Freight Task                                                                                                                                                                                                                                           | Climate Change                                                                                                                                                                                                                                                                                                                                                                                                                | Ageing Assets                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Increased traffic and number of heavy vehicles on roads putting pressure on assets.</li> <li>&gt; Unauthorised loading of road bridges and major culverts can result in increased deterioration and risk.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; More frequent and intense storm events will pose an increased risk of damage to assets through:               <ul style="list-style-type: none"> <li>- Falling trees</li> <li>- Erosion and scouring around the foundations and approaches</li> <li>- Intense sunlight causing damage to protective coatings</li> <li>- Cracking caused by ground movement</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>&gt; Increased demand for timely asset renewal and upgrade as ageing assets begin to show increasing signs of deterioration, or non-compliance with newer design standards.</li> </ul> |

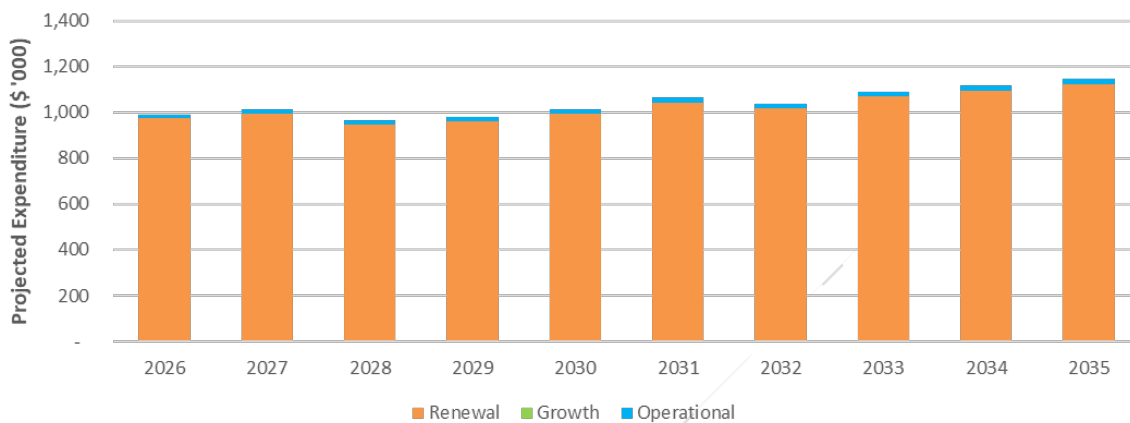
## Key Activity Types

| Operational                                                                                                                                                                                                        | Renewal                                                                                                                                            | Growth                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Deck and handrail repairs</li> <li>&gt; Weed and vegetation control</li> <li>&gt; Maintaining waterways free of debris</li> <li>&gt; Programmed inspections</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Replacement of bridges or major components</li> <li>&gt; Renewal of existing major culverts</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Strengthening or widening of an existing bridge</li> <li>&gt; Upgrade of pedestrian bridges to accommodate cyclist and cycle path requirements</li> </ul> |

## Financial Projections

All bridge and pedestrian structure funding is allocated to non-discretionary operations, maintenance, and renewal over the next 10 years.

A steady funding increase is required for bridge non-discretionary activities over the next 10 years to maintain these assets to the current level of service as they age over time.



## 10-Year Expenditure Plan

|              | 2026<br>(\$'000) | 2027<br>(\$'000) | 2028<br>(\$'000) | 2029<br>(\$'000) | 2030<br>(\$'000) | 2031<br>(\$'000) | 2032<br>(\$'000) | 2033<br>(\$'000) | 2034<br>(\$'000) | 2035<br>(\$'000) | 10 year<br>Total |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Operational  | 17               | 18               | 19               | 19               | 20               | 21               | 20               | 21               | 22               | 22               | 200              |
| Renewal      | 973              | 996              | 944              | 962              | 992              | 1,042            | 1,017            | 1,068            | 1,095            | 1,122            | 10,211           |
| Growth       | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total</b> | <b>990</b>       | <b>1,014</b>     | <b>963</b>       | <b>981</b>       | <b>1,012</b>     | <b>1,063</b>     | <b>1,037</b>     | <b>1,089</b>     | <b>1,117</b>     | <b>1,144</b>     | <b>10,411</b>    |

## OPEN SPACE

### Service

- > Provision of parks, recreation reserves, and natural bushland to support active and passive recreation activities.
- > Provision of streetscapes and street tree amenity

### Service Objective

To enhance the public open spaces so they promote quality of life and contribute to social connectedness.



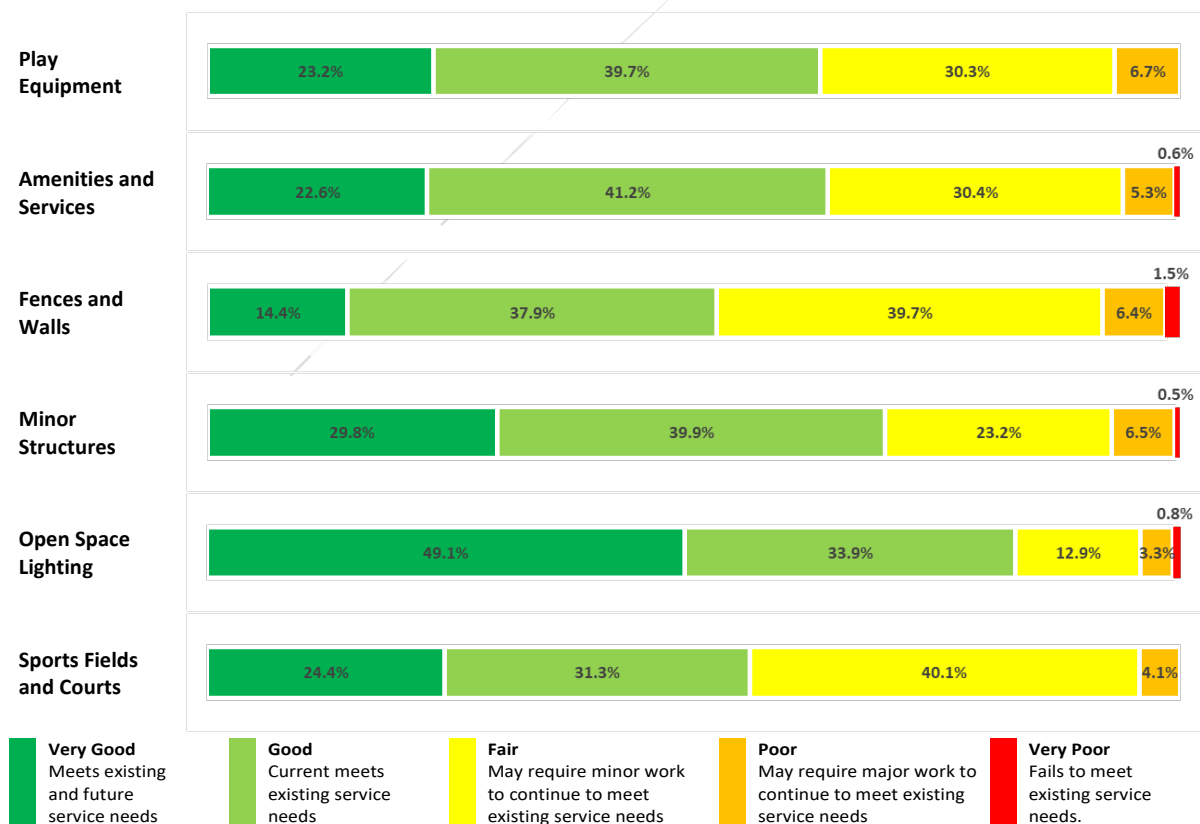
### Asset Summary

The replacement value of our open space assets is approximately \$103.4 million.

This value does not include trees, and landscaping assets.

| Asset                           | Quantity | Replacement Cost (\$) |
|---------------------------------|----------|-----------------------|
| <b>Total Open Space</b>         | 768 Ha   | 103,406,289           |
| <b>Playgrounds</b>              | 281      |                       |
| <b>Outdoor Gyms</b>             | 22 No.   |                       |
| <b>Sports Fields</b>            | 62 No.   |                       |
| <b>Sports Courts</b>            | 62 No.   |                       |
| <b>Bike Repair Stations</b>     | 14 No.   |                       |
| <b>Area of Bio Significance</b> | 30.4 Ha  |                       |

### Current Condition



Asset Profile – Open Space

36



## Asset Performance Assessment

| Current Performance                                                                                                                                                                                                                                                                                                                                                                                           | Fit for the Future?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The current open space asset portfolio is performing well with the majority of assets reported here being in 'Very Good' to 'Good' condition.</p> <p>Assets that are in poor condition are scheduled in Council's 10 Year Capital Works Program to be renewed or replaced at an appropriate time.</p> <p>Significant investment in park upgrades in key locations has ensured a high level of service.</p> | <p>The key challenges for us relate to the quantity, quality and resilience of our open space and natural assets now and into the future. Further urban densification and development will continue to place demand on these spaces as more people seek to use these areas.</p> <p>We will need continue to enhance the quality of our open space areas to improve facilities and accommodate increased and changing user needs.</p> <p>Continued investment in climate change adaption measures for open space assets will also be required to ensure they continue to remain resilient to climate impacts such as heat and weather events and more sustainable asset materials are utilised going forward.</p> |

## Key Challenges and Choices

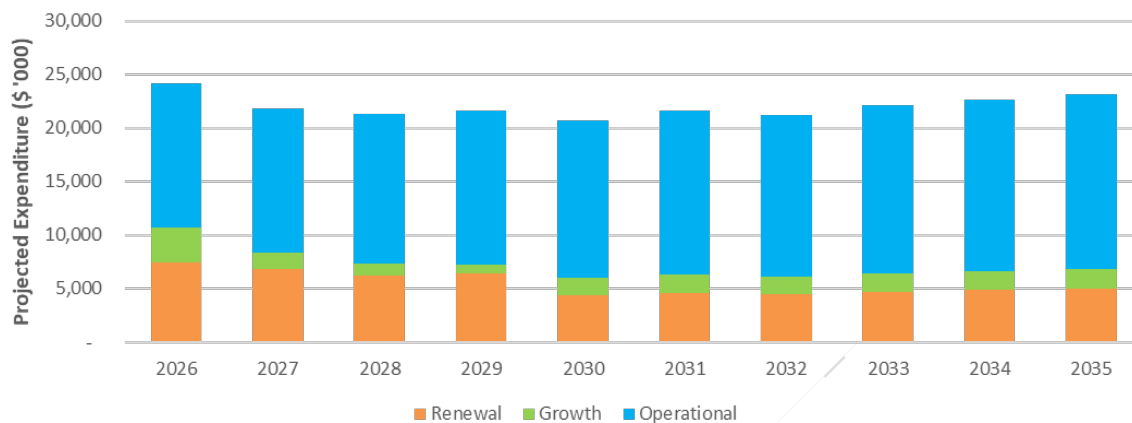
| Open Space Provision                                                                                                                                                                                                                                                                                                                                                                                                    | Participation Patterns                                                                                                                                                                                                                                                                                                                                                                 | Environmental Sustainability                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Population increase will have increased demand for specific outdoor recreation activities, features and landscape settings, as well as new open spaces in proximity to where people live.</li> <li>&gt; There will be an increased expectation that we will work towards preserving or increasing the current amount and quality of green space within the city.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Participation and leisure trends are expected to have a greater focus on health and enhanced social connectivity.</li> <li>&gt; A diverse range of high quality facilities will be needed to meet community demand, including spaces for structured recreation, and non-competitive, social, and passive leisure opportunities.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Impacts on parks, gardens and local flora and fauna due to prolonged drought conditions increasing the need for planting of drought tolerant plants and grasses.</li> <li>&gt; Potential for higher levels of water consumption to maintain the presentation of open spaces and the safe function of sporting ovals.</li> </ul> |

## Key Activity Types

| Operational                                                                                                                                                                                                                                                  | Renewal                                                                                                                                                                                                                                              | Growth                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Hazard/defect inspections</li> <li>&gt; Mowing, vegetation and weed control</li> <li>&gt; Garden bed maintenance</li> <li>&gt; Litter collection and facility cleaning</li> <li>&gt; Graffiti removal</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Replacement of playground equipment</li> <li>&gt; Replacement of park furniture</li> <li>&gt; Rejuvenation or replacement of entire playing courts or sports fields to an equivalent standard</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Playing court extension</li> <li>&gt; Replacement of playground equipment to a higher standard</li> <li>&gt; Development of new park or reserve</li> </ul> |

## Financial Projections

The great majority of funding is allocated to non-discretionary recurrent and renewal activities. The large ongoing operations and maintenance budget is needed to maintain the standard and appearance of our valuable parks, reserves, and bushland areas. Steady increases to our maintenance budgets will be required to account for new assets and rising costs.



## 10-Year Expenditure Plan

|              | 2026<br>(\$'000) | 2027<br>(\$'000) | 2028<br>(\$'000) | 2029<br>(\$'000) | 2030<br>(\$'000) | 2031<br>(\$'000) | 2032<br>(\$'000) | 2033<br>(\$'000) | 2034<br>(\$'000) | 2035<br>(\$'000) | 10 year<br>Total |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Operational  | 13,466           | 13,491           | 13,953           | 14,313           | 14,689           | 15,323           | 15,002           | 15,651           | 15,986           | 16,329           | 148,201          |
| Renewal      | 7,474            | 6,824            | 6,245            | 6,398            | 4,385            | 4,613            | 4,497            | 4,730            | 4,847            | 4,968            | 54,981           |
| Growth       | 3,247            | 1,515            | 1,053            | 868              | 1,606            | 1,687            | 1,646            | 1,730            | 1,774            | 1,819            | 16,945           |
| <b>Total</b> | <b>24,187</b>    | <b>21,830</b>    | <b>21,251</b>    | <b>21,579</b>    | <b>20,680</b>    | <b>21,623</b>    | <b>21,145</b>    | <b>22,111</b>    | <b>22,607</b>    | <b>23,116</b>    | <b>220,128</b>   |

# STORMWATER DRAINAGE

## Service

Provision of flood mitigation and drainage to the community including stormwater treatment and pollutant removal from stormwater run-off.

## Service Objective

To protect the community from flooding and improve the quality of stormwater runoff discharged to natural water courses.



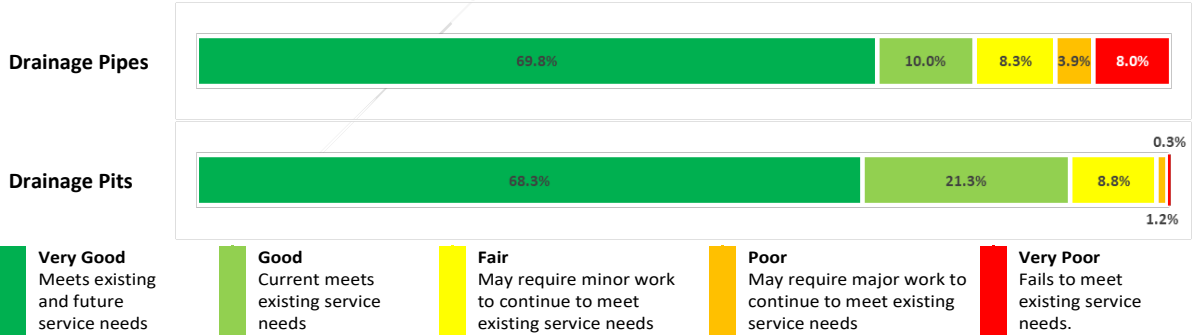
## Asset Summary

The replacement value of Council’s stormwater drainage assets is approximately \$292.2 million<sup>10</sup>.

| Asset          | Quantity   | Replacement Cost (\$) |
|----------------|------------|-----------------------|
| Drainage Pipes | 1,188 km   | 292,212,804           |
| Drainage Pits  | 39,612 No. |                       |

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

## Current Condition



<sup>10</sup> As at 30 June 2024  
Asset Profile – Open Space

## Asset Performance Assessment

| Current Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Fit for the Future?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>In the absence of having detailed condition information for large portions of the drainage network, we have made some conservative estimates on the condition of our drainage assets based information we have about their age.</p> <p>The lack of condition data is due to the high cost of auditing underground assets. To address this, we are investigating the feasibility of establishing our own CCTV pipe auditing crew so that a greater proportion of pipes can be audited each year.</p> | <p>We acknowledge that we have more work to do to understand the performance of our drainage network to make sure that we are allocating sufficient funds towards the management of our stormwater drainage assets.</p> <p>We have recently completed a study of the capacity of the network in order to identify areas that need improvement to control flooding. The costs of these upgrades still need to be quantified. These costs will be assessed over time and will be reflected in future revisions of our Asset Plan and Financial Plan.</p> |

## Key Challenges and Choices

| Development Density                                                                                                                                                                                                                                                                       | Climate Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Ageing Infrastructure                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Continued urban consolidation will affect stormwater runoff volume and quality.</li> <li>&gt; More impervious surfaces leading to more polluted, higher velocity stormwater runoff and increasingly difficult access to easements.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; It is projected that there will be an increase in extreme weather events leading to flooding. This will reduce current levels of service with respect to flood protection and accessibility during minor and major rainfall events.</li> <li>&gt; Low lying areas within the municipality are subject to riverine or flash flooding. This occurs when the intensity or duration of rainfall exceeds the capacity of the local drainage network creeks and waterways.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Some older stormwater assets are under capacity and require upgrade to improve flood immunity.</li> <li>&gt; More recurrent flooding incidents.</li> <li>&gt; The ability to fund timely renewal and upgrade of stormwater assets in poor condition, leading to increased maintenance costs</li> </ul> |

## Key Activity Types

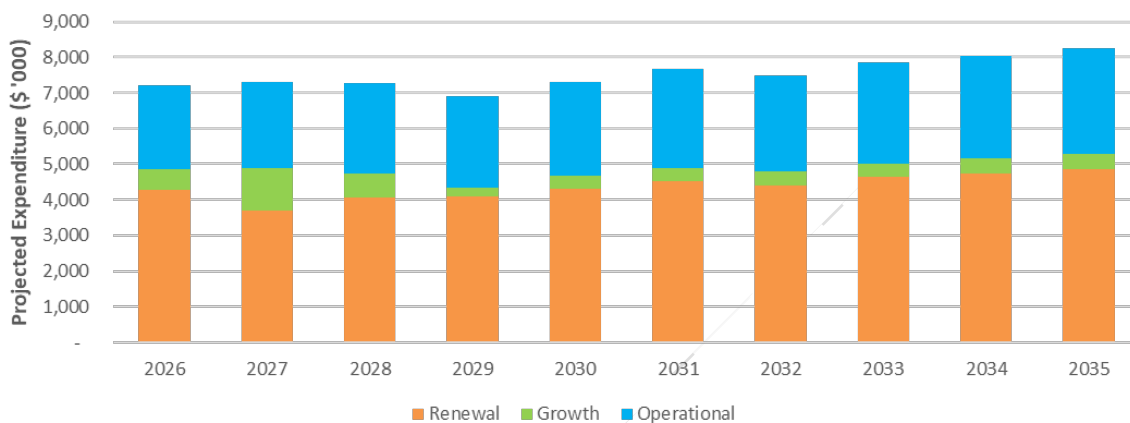
| Operational                                                                                                                                                                                                                           | Renewal                                                                                                                                                                                              | Growth                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&gt; Pit cleaning</li> <li>&gt; Pipe cleansing and removal of debris, sediment, etc</li> <li>&gt; Removal of litter from Gross Pollutant Traps</li> <li>&gt; Programmed inspections</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Replacement of pits and pipes</li> <li>&gt; Relining of stormwater pipes</li> <li>&gt; Renewal of stormwater treatment and harvesting devices</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Replacement of pipes to a higher hydraulic capacity</li> <li>&gt; Extension of the stormwater drainage network</li> <li>&gt; Installation of stormwater quality improvement devices</li> <li>&gt; Stormwater harvesting initiatives</li> </ul> |

## Financial Projections

The great majority of funding is allocated to non-discretionary operations and maintenance and renewal.

We acknowledge that we have more work to do to understand the performance of our drainage network to make sure we are allocating sufficient funds towards the management these assets.

The financial projections in this Asset Plan will be further refined as our knowledge of the condition and capacity of the drainage system improves. This will help in optimising the replacement and upgrade of parts of the network that are in most need. Improvements to the drainage system will be important in the future as our city grows and in response to the impacts of climate change.



## 10-Year Expenditure Plan

|              | 2026<br>(\$'000) | 2027<br>(\$'000) | 2028<br>(\$'000) | 2029<br>(\$'000) | 2030<br>(\$'000) | 2031<br>(\$'000) | 2032<br>(\$'000) | 2033<br>(\$'000) | 2034<br>(\$'000) | 2035<br>(\$'000) | 10 year<br>Total |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Operational  | 2,336            | 2,424            | 2,515            | 2,575            | 2,636            | 2,763            | 2,699            | 2,829            | 2,896            | 2,965            | 26,638           |
| Renewal      | 4,292            | 3,709            | 4,068            | 4,094            | 4,300            | 4,518            | 4,408            | 4,631            | 4,747            | 4,866            | 43,633           |
| Growth       | 576              | 1,184            | 682              | 250              | 368              | 386              | 377              | 395              | 404              | 414              | 5,036            |
| <b>Total</b> | <b>7,204</b>     | <b>7,317</b>     | <b>7,265</b>     | <b>6,919</b>     | <b>7,304</b>     | <b>7,667</b>     | <b>7,484</b>     | <b>7,855</b>     | <b>8,047</b>     | <b>8,245</b>     | <b>75,307</b>    |

## Asset Management Plans – Forward Program

| New Asset Management Plan Category | Consolidates Active Asset Management Plans                                                                                                                                             | Target Delivery Date (draft) |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| > Stormwater Asset Management Plan | > Drainage Asset Management Plan - 2010 (plus Water Sensitive Urban design assets, wetlands, and retarding basins)                                                                     | > 30/06/2025                 |
| > Transport Asset Management Plan  | > Road Asset Management Plan – 2019;<br>> Footpath and Shared Path Asset Management Plan – 2016<br>> Bridge Asset Management Plan – 2013<br>> Street Tree Asset Management Plan - 2016 | > 30/06/2026                 |
| > Open Space Asset Management Plan | > Open Space Asset Management Plan – 2011<br>> Carpark Asset Management Plan – 2013<br>> Playground Asset Management Plan - 2013                                                       | > 30/06/2027                 |
| > Facilities Asset Management Plan | > Building Asset Management Plan - 2019                                                                                                                                                | 30/06/2027                   |

## Asset Plan Community Panel Report – May 2025

### Introduction

This report outlines the process and presents the outputs from the Knox City Council Asset Plan Community Panel deliberative engagement process conducted in April and May 2025.

The Knox community is growing, and Council needs to deliver a wide range of services to meet the diverse needs of the community. Assets are core to delivering these services.

Building on the work already completed to define priorities and services as part of the development of the Council Plan, health and Wellbeing Plan and Financial Plan, Council needs to ensure they have balanced the potential financial investment into assets with long term financial sustainability.

Knox continues to invest in community facilities and assets. But with a limited budget, rising costs, forecast population increase by 13% (Forecast 2035 is 174,125) and more extreme weather events, they need to prioritise.

Given Council's current financial challenges and diverse needs of the community, a Panel of community members were asked to consider how they understand their asset priorities, their performance and what Council needs to consider when making decisions on discretionary funding. This report summarises the feedback of the Panel and their discussions.

The report has been prepared by CTM Group who were engaged to facilitate the deliberative process. The report presents the outputs from the two sessions and online workbook as a summary of the feedback from the community.

The report from the Community Panel will inform the development of Council's 10-year Asset Plan and be considered by Council when making decisions on long term asset management.

### The Deliberative Panel

The Local Government Act requires Council to use deliberative processes when engaging the community on the development of the Asset Plan. This gives participants the opportunity to collaborate closely with Council, to understand the dilemmas we are facing when balancing the identified community priorities and long-term financial sustainability.

In March 2025, Council invited residents of Knox to submit an expression of interest to be a part of the Knox Asset Plan Community Panel (The Panel). Over 80 people nominated, with 25 members selected to align with the demographic profile of Knox. This process was completed using de-identified information by an independent organisation.

- **Summary of demographic profile of the Panel:** Gender: 12 Men, 12 Women, 1 non-binary
- Age: all targets met, noting slightly under for ages 50-59 and no EOI received from anyone aged over 85
- Suburb: all suburbs represented and target met, noting Boronia slightly under target
- Language: 12 panellists spoke a language other than English at home

The full demographic profile listing targets and selected panel profile is available on [haveyoursay.knox.vic.gov.au/asset-plan](https://haveyoursay.knox.vic.gov.au/asset-plan).

The full profile also includes household structure, connection to Knox and previous participation in consultation.

Session 1 was attended by 21 participants and session 2 was attended by 20 participants.

## Remit

The remit is the question or statement that sets the scope for the Panel. This is the remit set by Knox City Council for the Panel to consider:

*Like many Councils, we're facing financial challenges and constraints. While we continue to invest in community facilities and assets, we need to prioritise and make hard decisions about our services to overcome a forecast funding gap.*

*Which assets should we prioritise improving to maximise positive outcomes for our community?*

*How should we spend wisely on our assets and facilities in the future?*

## Agenda and activities

The Panel met in two sessions at Knox Operations Centre in Knoxfield.

### **Session 1 – Wednesday 16 April 2025 – 6.00pm–8.00pm**

### **Session 2 – Wednesday 16 April 2025 – 6.00pm-8.00pm**

Over two sessions, the Panel worked through an empowering deliberative engagement process. This process involved learning about asset planning, thinking about challenges and considerations, and deliberating on the four asset classes in response to the remit. The asset classes; Transport, Stormwater/Drainage, Open Spaces and Buildings were the high-level focus of the facilitated engagement approach.

**Session 1** focused on setting the scene for the remit through a presentation, access to subject matter experts, asset class condition report posters, a workbook and a map of Knox.

Between session, the Panel members had access to Council's Deliberative Engagement portal to respond to key themed questions to further enhance thinking and learning about assets and the services they deliver.

**Session 2** focused on learning from each other while deliberating, making choices in a group and identifying what are the priorities for Council consideration in each focus area.

In session 2, the Panel worked together to provide a collective response to the following themes:

- Opportunities and Challenges
- Key priorities for the next 10 years
- What things Council needs to consider



## Feedback from the Panel

### Opportunities and Challenges

The Panel, in four groups of five, were asked to respond to the questions, 'What big challenges and what big opportunities are Council facing over the next 10 years?'.

#### Challenges

The groups discussed their views and created a list of responses. They were then asked to prioritise their top three responses which were then captured on butchers paper as listed in the table below.

| Group 1                                        | Group 2                                                      | Group 3                                                   | Group 4                                                 |
|------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|
| Council concentrating on core responsibilities | Climate change impact on assets                              | Climate change                                            | Deteriorating assets & quick fixes                      |
| Community Safety                               | Aging assets impact on budget                                | Finances – cost of living & Council's constrained funding | Schools fenced, lack of access to recreation facilities |
| Impact of population growth                    | Population density increasing leading to demographic changes | overpopulation                                            |                                                         |

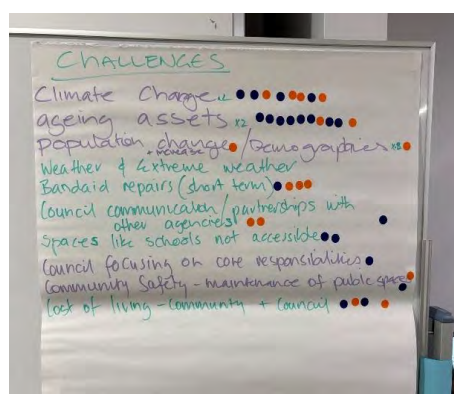
A consistent theme raised by the Panel was the impact of population growth and climate change on community assets. The discussion focussed on how growth will lead to housing density and the subsequent impact on buildings, roads/paths, stormwater drains and open spaces, ultimately impacting Council's budget. The Panel discussed how these impacts will increase the funding gap as demand for services increases and more frequent asset maintenance due to weathering and higher usage rates deteriorate assets, and potentially shorten time-frames for renewals.

From the consolidated list, the groups deliberated further on what they believed were Council's top two challenges. The Panel were asked to show their two preferences by adding a blue dot for their first choice and an orange dot for their second choice on the consolidated list.

#### Outcome

This activity highlighted what the Panel believe are the top two challenges facing Council over the next 10 years:

1. Aging Assets
2. Climate Change



### Opportunities

The groups identified a range of opportunities and prioritised their top three preferences which was captured on butchers paper to create a consolidated list as detailed below.

| Group 1                     | Group 2                                          | Group 3                    | Group 4                                          |
|-----------------------------|--------------------------------------------------|----------------------------|--------------------------------------------------|
| Divest underutilised assets | Research                                         | Improve local spaces       | Third spaces*                                    |
| Increase technology         | Sustainable solutions – materials & technologies | Diversity of opportunities | Communication & coordination with other Councils |
| Community events            | Involve & consult with diverse community         | Libraries expansion        | Dog parks & bird proof bins                      |

What we heard from the discussion, was the need to adopt new technologies to improve efficiencies in data collection to inform decision making. Also, the importance of community spaces that are passive, inclusive and informal which offer community connectedness and a sense of belonging.

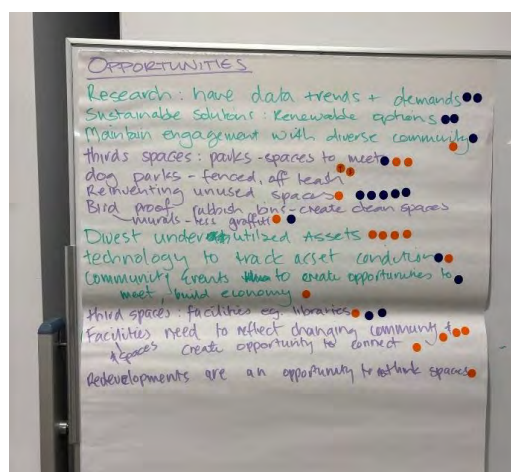
Consultation with diverse communities to better understand and respond to service needs. Also, collaboration with neighbouring Councils to benchmark performance and seek opportunity, highlighted the importance of communications, information and stakeholder relationships.

## Outcome

This activity highlighted what the Panel believe are the top two opportunities for Council over the next 10 years:

- 1. Reinventing unused spaces /third spaces\***
- 2. Research on assets – data trends and demands / sustainable renewable options**

\* *Third spaces* - Inclusive and accessible community spaces for reconnection, renewal and relaxation to provide a sense of social connectedness and belonging.



## Key themes and priorities for next 10 years

The panellists responded to key themed questions in a workbook activity. Knox City Council hosted the workbook on their online engagement portal. Some panellist chose to complete the workbook in hard copy. The analysis of workbook feedback was grouped into six themes. We found the following key themes a priority for Council consideration:

**Climate Ready** - Building community resilience to climate change.

**Social connections** - Providing inclusive and accessible community third spaces for reconnection, renewal and relaxation to provide a sense of social connectedness and belonging.

**Enhancing information and data driven decisions** – Utilise technology and data analysis to inform our thinking and decision-making processes.

**Optimising the asset base** – Consolidation of underutilised buildings to achieve efficiencies and activating underutilised green spaces

**Retain and enhance green spaces** – Preserving habitat and increasing tree canopy.

**Accessible transport connections** – Providing shared paths to connect neighbourhoods to parks, buildings, public transport, and shopping centres.

## Asset importance and performance

**Asset classes** – The Panel was divided into four groups of five. They were asked to rank the four asset categories: Transport, Stormwater, Open Spaces and Buildings, in order of importance.

| Asset             | Group 1   | Group 2   | Group 3   | Group 4  |
|-------------------|-----------|-----------|-----------|----------|
| Stormwater        | 2         | 1         | 3         | 4        |
| Transport         | 1         | 3         | 2         | 2        |
| Buildings         | 4         | 4         | 1         | 3        |
| Open Spaces       | 3         | 2         | 4         | 1        |
| <b>Importance</b> | <b>10</b> | <b>10</b> | <b>12</b> | <b>6</b> |

Each group chose a different asset class for their most important asset which showed no clear winner.

**Consideration** – When considering the whole community **all assets are equally important.**

What we found when adding the values of the ranking of asset importance, we found that transport scored as most important.

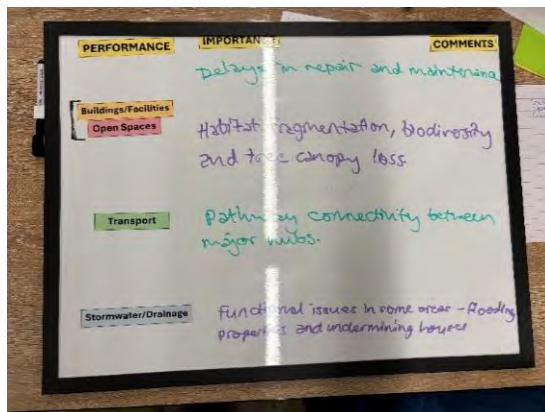
**Asset performance** – The Panellists undertook an activity to rank each asset class on their level of service performance.

The table below shows the Panellist scorings for performance, and supporting commentary on what things Council is doing well and where Council can do better. Note the lower the score the higher the ranking.

| Rank & score | Asset class           | What Council is doing well                                                   | Where Council can do better                                                                                                                                                                                               |
|--------------|-----------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1<br>5.5     | Buildings             | Overall feeling pretty good.<br>Libraries                                    | Divest unused buildings.<br>Consider ways to increase income from buildings.<br>Maintenance, especially toilets kept to a standard.<br>Delays in repairs.                                                                 |
| 2<br>9.0     | Transport             | Locals well looked after.<br>Meets expectation.<br>Pathways connecting hubs. | Potholes.<br>VicRoads lack of maintenance.<br>Fix critical road repairs first.                                                                                                                                            |
| 3<br>11.5    | Open spaces           | Top quality assets                                                           | Bird proof bins.<br>Dog poo and better waste disposal provision.<br>Loss of Basketball (Borornia).<br>Maintain grasses to bring wildlife. Reduce habitat fragmentation.<br>Preserve & protect biodiversity & tree canopy. |
| 4<br>14.0    | Stormwater & Drainage | Raingardens                                                                  | Mitigate flooding (Rowville).<br>Ban leaf blowers – block drains.<br>Increase retarding basins.                                                                                                                           |

*Consideration* - Panel discussion highlighted the need to use new technologies to capture data on asset usage rate and performance monitoring to make wise and well evidenced decisions.

**Consideration** – Performance criteria and evidence-based reporting is important when making financial decisions.



### Further findings for Council to consider

- Data driven decision making
- Future proofing buildings, road surfaces and stormwater drain
- Ensure assets are maintained and available
- Repurpose under-used facilities
- Collaboration with neighbouring Councils
- Communication with diverse groups
- Prioritise accessibility and inclusivity

***“It doesn’t matter which asset category, but it needs to be maintained, where possible utilise technology to build efficiencies, safe, accessible, lean towards trending demographics, able to flex to trends, minimal maintenance needs, smarter monitoring of assets and resilient to impacts of climate change.”***

***Panel participant***

### Limitations

The community panel represented the services needs of a diverse population which is growing rapidly. The panel should be commended on their efforts to learn about asset planning and participate in a deliberative approach. With population growth comes a change in demographics, trends and priorities. A lot can happen in four years, let alone ten years. There are limitations in predictability in the longer term. Further consultation and monitoring of assets and their service level performance are vital to stay attuned to impacts and changing trends.

### Finally

The Asset Plan Community Panellists showed their commitment the deliberative engagement through high attendance rates and the level of involvement in discussion and activities. Positive feedback has been received on the process. There is an appetite for more involvement and deeper conversations in the future. Further community involvement would assist Council with keeping pace with emergency needs, changing trends and population growth.

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 1 – Responses to Question One. Do you have any feedback on the draft Asset Plan 2026-2035.

| Have Your Say          |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Response to Have Your Say Notes/Comments |             |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                    |
|------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| Date Received          | Question                                                                                   | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Point of interest or concern             | Asset Class | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                       | Is further action recommended (Y/N) | What further action is recommended |
| Aug 03, 2025, 11:55 AM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Not specified                            |             |                                                                                                                                                                                                                                                                                                                                                                                                                                            | N                                   |                                    |
| Jul 30, 2025, 09:45 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | <p>The plan seems to have ( as expected ) a very accounting/coporate feel to it.</p> <p>At last count count over 28,000 people in knox were 60 years or older. This means that when maintaining or developing assets it is important that the needs of elder people are specifically addressed. Can they get to the shops, do they feel safe on the roads, are the parks and paths well lit, do they feel safe. Careful consideration should be given to lighting, road safety, ramps, areas close to their homes where they can walk.</p> <p>In terms of value, vandalism that is not addressed promptly significantly devalues knox assets.</p> | Safety - Elderly Vandalism               |             | <p>Section 6.4 - Gender Equality, Access, and Inclusion identifies the requirement for Council infrastructure to be usable, welcoming, relevant and safe for all.</p> <p>Council has a range of strategic documents which address the need to design for all ages and abilities. The Mobility Action Plan specifically identifies the need for a range of infrastructure needs to address the mobility needs of our ageing population.</p> | N                                   |                                    |
| Jul 30, 2025, 06:04 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | More funding required for tennis clubs to keep pace with growth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Demand forecasting                       | Recreation  | <p>Section 6.3 - Lifecycle Management - Asset planning and analysis to meet long term service needs provides greater detail is provided in the demand section within Asset Management Plans.</p> <p>The Active Knox plan also sets strategic direction for individual sporting pursuits within Knox, with four focus areas – Promote, Welcome, Partner and Adapt.</p>                                                                      | N                                   |                                    |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 1 – Responses to Question One. Do you have any feedback on the draft Asset Plan 2026-2035.

| Have Your Say          |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Response to Have Your Say Notes/Comments     |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     |                                                                                                                                    |
|------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Date Received          | Question                                                                                   | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Point of interest or concern                 | Asset Class          | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Is further action recommended (Y/N) | What further action is recommended                                                                                                 |
| Jul 30, 2025, 03:47 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | Expand the Asset Rationalisation Program by systematically identifying underutilised assets for consolidation or repurposing. Embed multi-use and modular design principles into new infrastructure projects (e.g., community halls adaptable to youth centres, coworking spaces, or emergency hubs). Partner with local organisations to program underutilised spaces with pop-up community activities, training/information hubs, markets, or festivals. Develop clear KPIs and reporting mechanisms: Establish specific Key Performance Indicators (KPIs) related to asset performance, service levels, and financial sustainability. | Optimising the asset base, asset performance | Buildings, Openspace | Section 7.5 - Investment Evaluation and Decision Making discusses the decision-making processes for new and upgrade and disposal.<br><br>Section 7.8 - Financial and Performance indicators provide financial performance measures.<br><br>Council is also progressing service planning across all key service areas delivered by Council and establishes direction on both changing service levels/standards and consideration of reducing/reviewing provision of services and assets. | Y                                   | Section 6.1 - Our Asset Management Framework - Insert <i>Service Levels</i> to the description provided for Asset Management Plans |
| Jul 21, 2025, 03:05 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | The graph of funding vs demand is fanciful and only achievable by lack of maintenance of non-sporting assets so they will easier for you to justify selling                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Opinion                                      |                      | Section 7.5 - Investment Evaluation and Decision Making discusses the decision-making processes for maintenance.<br><br>Council continually reviews its maintenance service contracts and uses this as an opportunity to review standards provided. Council's funding policy acknowledgement that servicing existing assets through maintenance and renewal will takes precedence over the provision of new assets.                                                                     | N                                   |                                                                                                                                    |
| Jul 16, 2025, 10:40 AM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Not specified                                |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N                                   |                                                                                                                                    |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 1 – Responses to Question One. Do you have any feedback on the draft Asset Plan 2026-2035.

| Have Your Say          |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Response to Have Your Say Notes/Comments                     |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |                                    |
|------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| Date Received          | Question                                                                                   | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Point of interest or concern                                 | Asset Class              | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is further action recommended (Y/N) | What further action is recommended |
| Jul 13, 2025, 07:39 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | <p>Ad a local resident impacted by much of what it contains, I thought it was a really great and engaging document that brings to life the challenges that the council faces, the good intent that it brings, and the fact you guys are scanning the horizon to see what's coming next and thinking bigger picture.</p> <p>No mention or linkage to all the planned development around the station?</p> <p>Clearly roads are a big issue.</p> <p>Stormwater as well - we live on a hill which we thought would be safe, but there aren't enough storm pits on the road and they're often blocked so we and the local residents are at risk of inundation, it's very stressful.</p> <p>The road and paths maintenance all sounds a little ad hoc, piecemeal and reactive. Would like to see a more strategic plan. Have you assessed where the most common routes for cycling are, both for commuting and getting to and from the Dandenongs, and how to join up with all the other cycle paths across Melbourne, maybe in collaboration with the other eastern councils?</p> | Residential developments and impact on roads and stormwater. | Roads, Stormwater, Paths | <p>Section 4 discusses external and internal factors impacting Council. Section 7.5 - Investment Evaluation and Decision Making discusses the decision-making processes for new and upgrade.</p> <p>Council's Road Management Plan articulates our performance standards for managing our road network, identify triggers for the maintenance and rectification of road hazards.</p> <p>The Knox Cycling and Action Plan sets out Council's near term priorities for improved cycling connections across Knox, incorporating a mix of on and off road proposals.</p> | N                                   |                                    |
| Jul 10, 2025, 11:27 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | As above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Not specified                                                |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N                                   |                                    |
| Jul 10, 2025, 09:24 AM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | The economic effects in 2029 are interesting. Some plans are already in place, some are assumed but others are not expected. Strange when some actions on your assessment are critical.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Figure 5 - Projected Total Asset Expenditure                 |                          | Section 7.6 discusses the challenges of funding provision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N                                   |                                    |
| Jul 10, 2025, 05:19 AM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | Looks great. I did question the statements describing fit for future purpose but the bar graphs depicted that the assets were assessed as fit for today but not so much for the future. They seemed to contradict each other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Fitness for purpose                                          |                          | <p>Within each Asset Profile the Asset Performance Assessments tables discuss the current performance and future fitness for purpose considerations.</p> <p>Future performance challenges recognise that as assets age, they tend to deteriorate faster, requiring</p>                                                                                                                                                                                                                                                                                               | N                                   |                                    |



Attachment 2- Community Engagement Phase Two – Have Your Say

Table 1 – Responses to Question One. Do you have any feedback on the draft Asset Plan 2026-2035.

| Have Your Say          |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Response to Have Your Say Notes/Comments |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |                                                                                                                                    |
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| Date Received          | Question                                                                                   | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Point of interest or concern             | Asset Class | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Is further action recommended (Y/N) | What further action is recommended                                                                                                 |
|                        |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          |             | additional maintenance works.<br><br>As part of budget development process, Council sought community feedback on the provision of Council's services offered to the community. This helps us inform decision making on prioritising community needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                                                                                                                                    |
| Jul 09, 2025, 11:45 AM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | There isn't sufficient information in the plan to adequately inform residents. Information that needs to be provided includes:-<br>1. What is the backlog maintenance obligations and commitments<br>2. The plan indicates intervention levels but does not inform what they are for each asset class<br>3. The plan talks to capital expenditure in many asset types without informing how it is being spent, i.e. renewal, new, expansion, upgrade.<br>4. The plan offers no information relating to asset disposal.<br>5. Information (i.e. asset valuations) hasn't been provided for a number of assets, i.e. street lighting, street furniture, trees, retaining walls.<br>6. The asset plan doesn't offer an improvement or action plan for the future and advancements in asset management.<br>7. The plan offers no information on what the service levels for maintenance and condition for each asset class will be.<br>8. The proportion of asset growth for Facilities" in the medium term appears to be unsustainable, how is the additional maintenance and renewal demand being funded.<br>9. The renewal expenditure in Open Space appears to be disproportionate for the asset value. | Varied                                   | All         | 1. Section 7.9 - Figure 7 displays the renewal funding gap<br>2. Intervention levels for each asset class are detailed in Asset Management Plans and Council's Road Management Plan<br>3. The Financial Projections in the Asset Profiles breakdown expenditure by Operational, Renewal, and Growth<br>4. Section 7.5 - Investment Evaluation and Decision Making discusses the decision-making processes for asset disposal.<br>5. Council is working at improving the data confidence in the asset registers for street lighting, street furniture, trees, and retaining walls.<br>6. Section 7.9 - Managing the Asset Renewal Funding Gap discusses options to manage the renewal gap, some of which are considered advancements in asset management. Council is also progressing service planning which analyses opportunities to | Y                                   | Section 6.1 - Our Asset Management Framework - Insert <i>Service Levels</i> to the description provided for Asset Management Plans |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 1 – Responses to Question One. Do you have any feedback on the draft Asset Plan 2026-2035.

| Have Your Say          |                                                                                            |                                                                                                   | Response to Have Your Say Notes/Comments |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                    |
|------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| Date Received          | Question                                                                                   | Notes/Comments                                                                                    | Point of interest or concern             | Asset Class | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Is further action recommended (Y/N) | What further action is recommended |
|                        |                                                                                            |                                                                                                   |                                          |             | increase/decrease service levels and consider reduction/cessation of services.<br><br>7. Intervention levels for each asset class are detailed in Asset Management Plans.<br>8. Section 7.5 - Investment Evaluation and Decision Making discusses the decision-making processes for asset maintenance and renewal. New facilities require less unplanned maintenance and renewal.<br>9. Section 7.5 - Investment Evaluation and Decision Making discusses the decision-making processes for asset renewal. The Asset Profile for Open Space assets provides information about the current performance, key challenges and choices, and fit for the future, which guide renewal investment. |                                     |                                    |
| Jul 08, 2025, 09:58 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | More multi-level parking for commuters, especially with increasing housing density and population | Parking                                  | Carparks    | Commuter parking around stations is a responsibility of State Government and administered through the Department of Transport and Planning. There has not been a strong appetite for these structures of late, with the State Government progressing its housing infill targets, including those for Knox.                                                                                                                                                                                                                                                                                                                                                                                 | Y                                   | Refer to Transport and Traffic     |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 1 – Responses to Question One. Do you have any feedback on the draft Asset Plan 2026-2035.

| Have Your Say          |                                                                                            |                                                                                                                                                                                                                                                                     | Response to Have Your Say Notes/Comments |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |                                    |
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| Date Received          | Question                                                                                   | Notes/Comments                                                                                                                                                                                                                                                      | Point of interest or concern             | Asset Class                     | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Is further action recommended (Y/N) | What further action is recommended |
| Jul 08, 2025, 06:43 PM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | Consider expansion of footpaths to allow local cafes and restaurants to accommodate outdoor dining areas; better lighting around cafe areas; grants to local businesses to allow enhancement of store front; and planting of trees that change colour in the autumn |                                          | Footpaths                       | Finding a balance between the provision of outdoor dining areas and parking provision is continually reviewed by Council. Recent streetscape projects have included Studfield, Upper Ferntree Gully and Bayswater/ Mountain Hwy. These considerations are addressed at a time when shopping strips are renewed.                                                                                                                                                                                                                     | Y                                   | Refer to Transport and Traffic     |
| Jul 07, 2025, 10:20 AM | A link to the draft Asset Plan 2026 - 2035 is above. Do you have any feedback on the draft | Prioritise transport/roads and stormwater drainage assets. No new investment into open spaces and facilities unless money is provided from state gov etc through grant, or through divested funding                                                                 | Asset funding prioritisation             | Roads, Stormwater and Openspace | Comments about prioritisation are noted Similar views arose through the community panel prioritisation process, however it was acknowledged that all assets are valued. The majority of both facilities and open space assets within Knox are owned by Knox and with that comes a responsibility to ensure they are fit for purpose, maintained to community expectations and renewed when due. The Knox community benefits from Open Space assets provided by State Government and rarely contributes financially to these assets. | N                                   |                                    |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 2 – Responses to Question Two. Do you have any comments on your level of support for the priorities?

| Have Your Say          |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Community Panel Priorities |                    |                                                 |                            |                                  |                              | Response to Have Your Say Notes/Comments |               |                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                                         |
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| Date Received          | Question                                                              | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Climate Ready              | Social connections | Enhancing information and data driven decisions | Optimising the asset base. | Retain and enhance green spaces. | Accessible transport options | Point of interest or concern             | Asset Class   | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                          | Is further action recommended (Y/N) | What further action is recommended      |
| Aug 03, 2025, 11:55 AM | Do you have any comments on your level of support for the priorities? | I think they're all great.<br><br>I am concerned about the discussion around returning to weekly landfill bin collection though. I don't see any upside whatsoever and it very much feels like a vote grab topic that is going to see my Rates increase or be redirected to something irrelevant rather than what is best for Knox, Australia and the climate in general                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                        | Yes                | Yes                                             | Yes                        | Yes                              | Yes                          | Waste collection                         |               | Waste Management sits outside the scope of this project. A community survey on waste management is currently being prepared for the Knox community.                                                                                                                                                                                                                                           | Y                                   | Refer to Waste as a comment             |
| Aug 03, 2025, 10:09 AM | Do you have any comments on your level of support for the priorities? | The children / youth of The Basin need a bicycle track to ride and spend time together. Council can either give residents a 50 year lease to build and manage area or council can Guarantee some land and provide appropriate track for the Youth.<br><br>The Vlek Family trust would also like to have a 50 year lease on an unused minimum 600m2 of council land to build a community hub to assist locals access state and federal government services and provide short term emergency accommodation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            | Yes                |                                                 |                            |                                  |                              | Recreation and Emergency Housing         | BMX track     | Council does not currently have plans for the proposal identified.<br><br>Follow on emails directed to Council on this matter have been passed on to our Active and Creative Communities and Community Strengthening teams for consideration.                                                                                                                                                 | Y                                   | Referred to Youth, Sport and Recreation |
| Jul 30, 2025, 09:45 PM | Do you have any comments on your level of support for the priorities? | I have lived in Knox since 1986, in the same house. When reading the report I started to reflect on the amenity of "the assets" and how it has changed. That beautiful drive along Mountain Highway with its wonderful trees ( no more), the local school and adjacent park (now 54 new homes). Driving down the street where no one parked that is now so difficult to pass through. The constant vandalism of bus shelters and signs and the long repair times. The beautiful treed streets and neighbourhoods that seem to be losing a new tree everyday. The constant noise from traffic on the adjacent roads and the difficulty actually getting out of my area safely. The broken roads that jar my car every time I pass over but I am told are not serious enough to fix. The night I arrived home with a queue of 8 cars all with shredded tyres from the same untreated pot hole. Finally as one of the 25,000 elderly (over 60) I minimize my night travel and avoid walking at night as it maynot be safe.<br><br>Given those reflections I wonder how the splendid "priorities" will translate into a sustained, good quality asset base. |                            |                    |                                                 |                            |                                  |                              | Parking, Vandalism, Safety, Potholes     | Trees, Roads, | Section 4 - Our changing city discusses some of the issues raised. Council's Road Management Plan identifies repair target timeframes.<br><br>Repair of bus shelters remains a State Government responsibility through an administered contract, however Council will pass on feedback received.<br><br>Being a strong voice for safety is a Council and Health and Wellbeing Plan objective. | N                                   |                                         |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 2 – Responses to Question Two. Do you have any comments on your level of support for the priorities?

| Have Your Say          |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                           | Community Panel Priorities |                    |                                                 |                            |                                  |                              | Response to Have Your Say Notes/Comments |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     |                                    |
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| Date Received          | Question                                                              | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                            | Climate Ready              | Social connections | Enhancing information and data driven decisions | Optimising the asset base. | Retain and enhance green spaces. | Accessible transport options | Point of interest or concern             | Asset Class      | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                               | Is further action recommended (Y/N) | What further action is recommended |
| Jul 30, 2025, 03:47 PM | Do you have any comments on your level of support for the priorities? | I support the first 4 priorities.                                                                                                                                                                                                                                                                                                                                                                         | Yes                        | Yes                | Yes                                             | Yes                        |                                  |                              | Not specified                            |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N                                   |                                    |
| Jul 21, 2025, 03:05 PM | Do you have any comments on your level of support for the priorities? | Knox council continues to under prioritise Arts and Culture and continues to pour most resources requiring community infrastructure funding towards sporting pavilions, putting at risk the importance of appropriate facilities, and retention of those facilities for non-sport purposes such as Arts and Culture.                                                                                      |                            | Yes                |                                                 |                            |                                  |                              | Community infrastructure                 | Arts and Culture | Section 7.5 - Investment Evaluation and Decision Making discusses the decision making processes for asset renewal and new and upgrade.<br><br>Council provides funding towards the provision and maintenance of public art, which is deemed to be an infrastructure asset. Considerations for buildings and facilities to support the arts is assessed through the development of strategic documents such as the Buildings Asset Management Plan. | N                                   |                                    |
| Jul 17, 2025, 04:46 PM | Do you have any comments on your level of support for the priorities? | I do not believe the so-called "climate change" should be a priority or a major point for consideration when Council makes decisions. Instead, the Council should protect our environment and wild animals by stopping rapid urbanization, focus on managing our assets ( roads, streets, parks, reserves), focus on retaining and enhancing our green spaces, reducing high density housing development. |                            | No                 |                                                 |                            | Yes                              |                              | Urbanisation, Wildlife protection        |                  | Section 4 - Our changing city identifies population growth and demographic change as an external factors impacting on the quantum of green spaces on both public and private land. The Asset Plan recognises the value green spaces provide to the community and the importance of seeking to protect these space while continuing to meet the needs of multiple user groups across Knox.                                                          | N                                   |                                    |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 2 – Responses to Question Two. Do you have any comments on your level of support for the priorities?

| Have Your Say          |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Community Panel Priorities |                    |                                                 |                            |                                  |                              | Response to Have Your Say Notes/Comments                                                 |                               |                                                                                                                                                                                                                                                       |                                     |                                    |
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| Date Received          | Question                                                              | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Climate Ready              | Social connections | Enhancing information and data driven decisions | Optimising the asset base. | Retain and enhance green spaces. | Accessible transport options | Point of interest or concern                                                             | Asset Class                   | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                  | Is further action recommended (Y/N) | What further action is recommended |
| Jul 16, 2025, 10:40 AM | Do you have any comments on your level of support for the priorities? | I agree with all the priorities above, except for one.<br>I understand that we need to retain and enhance green spaces, but I do not believe that trees with a high potential to cause property damage should be retained.<br>When a Council-owned tree damages residents' property, the Council should be liable.<br>If a tree is removed, new trees should be planted in the community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                        | Yes                | Yes                                             | Yes                        | Yes                              | Yes                          | Property damage by trees                                                                 | Trees                         | Liability for Council trees                                                                                                                                                                                                                           | N                                   |                                    |
| Jul 13, 2025, 07:39 PM | Do you have any comments on your level of support for the priorities? | Thanks for acknowledging that climate change will make a lot of this worse. The recent QLD state budget showed they have their heads in the sand.<br>Council advocates on behalf of the community for public transport initiatives<br><br>Green spaces are what make Knox special. And I worry about the next generation increasingly losing its social connections.<br><br>Could you have a broader point about long term cost efficiency? As it might be cheaper to patch a pothole quickly now, but is that really the best option if it'll just fail again in 12 months' time?<br><br>What about safety? Crime by teens and hoons seems to be on the rise in my part of Boronia, and it's still pretty dodgy around the station. I'm not a fan of right wing politics but you might insulate yourselves against criticism from that part of the political spectrum (who are increasingly hating on councils) if you play to the safety theme a bit more. And look at all the recent car accidents... and how dangerous the Knox roads are for cyclists and children with big aggressive utes everywhere.<br><br>How about incentivising public transport and active transport? For health and climate reasons, and to reduce big cars on the road. Multi-storey parking at the station etc. | Yes                        | Yes                | Yes                                             |                            | Yes                              | Yes                          | Climate change, social connections, cost efficiencies for maintenance treatments, Safety | Openspace, Roads              | Being a strong voice for safety is a Council and Health and Wellbeing Plan objective. Council advocates on the community's behalf for public transport initiatives.                                                                                   | N                                   |                                    |
| Jul 10, 2025, 11:27 PM | Do you have any comments on your level of support for the priorities? | Definitely the safety of roads and footpath are priority. Nothing has been considered for the council side of things in getting more productive on the plantation maintenance on the roads such as pruning, cutting, mowing etc et                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            | Yes                |                                                 |                            |                                  |                              | Safety                                                                                   | Roads, Footpaths Street trees | Target timeframes for road assets are documented in Council's Road Management Plan.<br><br>Roadside maintenance contracts are managed by Council along local roads (tree planting, pruning, pit cleaning, etc) and some shared responsibilities along | N                                   |                                    |



Attachment 2- Community Engagement Phase Two – Have Your Say

Table 2 – Responses to Question Two. Do you have any comments on your level of support for the priorities?

| Have Your Say          |                                                                       |                                                                                                                                                                                                                                                                           | Community Panel Priorities |                    |                                                 |                            |                                  |                              | Response to Have Your Say Notes/Comments     |             |                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                                                                                     |
|------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------|-------------------------------------------------|----------------------------|----------------------------------|------------------------------|----------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| Date Received          | Question                                                              | Notes/Comments                                                                                                                                                                                                                                                            | Climate Ready              | Social connections | Enhancing information and data driven decisions | Optimising the asset base. | Retain and enhance green spaces. | Accessible transport options | Point of interest or concern                 | Asset Class | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                       | Is further action recommended (Y/N) | What further action is recommended                                                                  |
|                        |                                                                       |                                                                                                                                                                                                                                                                           |                            |                    |                                                 |                            |                                  |                              |                                              |             | arterial roads, alongside Department of Transport and Planning.                                                                                                                                                                                                                                                                                                                            |                                     |                                                                                                     |
| Jul 10, 2025, 09:24 AM | Do you have any comments on your level of support for the priorities? | As the council assesses, evaluates, develops needs, prioritizes and costs the plans they are questionable in their value and objectivity.<br><br>I also question the community people who are part of the task force. How are they chosen? I doubt overall representation |                            |                    |                                                 |                            |                                  |                              | Opinion                                      |             | Section 5 - Community Engagement states that the panel reflected the broad demography of the community, Full details are provided in the Asset Plan Community Panel report.                                                                                                                                                                                                                | N                                   |                                                                                                     |
| Jul 10, 2025, 05:19 AM | Do you have any comments on your level of support for the priorities? | I don't understand how data driven decisions is a priority for asset management. Isn't this just a given input to making any decision? Which is different to priorities.                                                                                                  |                            |                    | -                                               |                            |                                  |                              | Opinion - data driven decisions              |             | Feedback from the community panel highlighted that Council could better use data to better understand how assets are utilised, what their condition is and whether they are deteriorating faster/slower than expected. Council has limited budgets to collect condition data, however technology is progressing and providing opportunity to capture greater information at reduced costs. | N                                   |                                                                                                     |
| Jul 09, 2025, 07:49 PM | Do you have any comments on your level of support for the priorities? | Don't plant more trees the ones that you planted years ago are costing money in foot path and drainage repairs                                                                                                                                                            |                            |                    |                                                 |                            |                                  |                              | Footpath and drainage damage by street trees | Trees       | Noted.                                                                                                                                                                                                                                                                                                                                                                                     | N                                   |                                                                                                     |
| Jul 09, 2025, 05:47 PM | Do you have any comments on your level of support for the priorities? | Need to upgrade Koolamarra Waters playground, it's a disgrace.                                                                                                                                                                                                            |                            |                    |                                                 |                            |                                  |                              | Playground upgrade                           | Playground  | Section 7.5 - Investment Evaluation and Decision Making discusses the decision making processes for asset renewal and new and upgrade.                                                                                                                                                                                                                                                     | Y                                   | The specific comment on the asset has been referred to Council's Open Space team for consideration. |
| Jul 09, 2025, 03:48 PM | Do you have any comments on your level of support for the priorities? | It's important not to have any real estate influence, eg, push for public land to be sold off for private housing.                                                                                                                                                        |                            |                    |                                                 |                            |                                  |                              | Governance                                   | Land        | Noted.                                                                                                                                                                                                                                                                                                                                                                                     | N                                   |                                                                                                     |
| Jul 09, 2025, 11:45 AM | Do you have any comments on your level of support for the priorities? | The draft plan does not provide sufficient information to residents to provide confidence that assets are being managed in a sustainable manor for future generations.                                                                                                    |                            |                    |                                                 |                            |                                  |                              | Asset sustainability                         |             | It is acknowledged that the document reads as a high level document, however there is not the                                                                                                                                                                                                                                                                                              | N                                   |                                                                                                     |

Attachment 2- Community Engagement Phase Two – Have Your Say

Table 2 – Responses to Question Two. Do you have any comments on your level of support for the priorities?

| Have Your Say          |                                                                       |                                                                     | Community Panel Priorities |                    |                                                 |                            |                                  |                              | Response to Have Your Say Notes/Comments |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                                    |
|------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------|--------------------|-------------------------------------------------|----------------------------|----------------------------------|------------------------------|------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| Date Received          | Question                                                              | Notes/Comments                                                      | Climate Ready              | Social connections | Enhancing information and data driven decisions | Optimising the asset base. | Retain and enhance green spaces. | Accessible transport options | Point of interest or concern             | Asset Class          | Asset Plan reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Is further action recommended (Y/N) | What further action is recommended |
|                        |                                                                       |                                                                     |                            |                    |                                                 |                            |                                  |                              |                                          |                      | capacity to provide anything other than an overview, which provides summary data about the assets under Council's responsibility.<br><br>In a general sense, Council collects data about the performance of its asset base on a 4-5 year cycle. Data collected is captured and analysed in an Asset Management System, which also captures maintenance activities undertaken on Council assets. This data all provides a industry standard baseline from which to analyse and model asset performance and develop deterioration analysis. |                                     |                                    |
| Jul 08, 2025, 09:58 PM | Do you have any comments on your level of support for the priorities? | Na                                                                  |                            |                    |                                                 |                            |                                  |                              | Not specified                            |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N                                   |                                    |
| Jul 08, 2025, 06:43 PM | Do you have any comments on your level of support for the priorities? | Support enhancing green spaces and accessible transport connections |                            |                    |                                                 |                            | Yes                              | Yes                          | Supporting                               | Openspace, transport | Noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N                                   |                                    |



## 8.6 Road Management Plan Review - Post Engagement

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

### SUMMARY

The Knox Road Management Plan (RMP) sets out Council's approach to the inspection, maintenance and repair of its public roads and road related assets. If complied with, the RMP provides Council with a policy defence against civil liability claims associated with its management of the road network.

Under the Road Management (General) Regulations 2016, Council is obligated, following the election of a new Council, to formally review its Road Management Plan by 31 October 2025. The regulations state that the purpose of the review is to assess the appropriateness of levels of service for inspection, maintenance and repair of Council's Road related assets. To achieve this purpose Council has:

- Benchmarked its levels of service against other Councils,
- Investigated its level of service performance for inspection, maintenance and repair of its public roads and road related assets during the past four years, and
- Considered recommendations from its insurers
- Considered community feedback.

### RECOMMENDATIONS

That Council:

1. Note the community feedback received via Council's Have Your Say on the Road Management Plan review and the officer responses to this feedback.
2. Endorse the Road Management Plan Review Report – 2025-2036 (attachment 1)
3. Note that any amendment of the Road Management Plan will be managed in accordance with Road Management Act General Regulations 2016.

### 1. DISCUSSION

The Knox Road Management Plan (RMP) sets out Council's service levels and approach to the inspection, maintenance and repair of its public roads and road related assets, in accordance with Section 25 of the Road Management Act. Section 39 of the Act enables Council to make a policy decision about the service standards that it will apply in managing its road network. The Road Management Plan is effectively a documentation of these standards in executing Council's Road Management responsibilities. If complied with, the RMP provides Council with a policy defence against civil liability claims associated with its management of the road network.

The first Knox Road Management Plan (RMP), was developed in 2004 in accordance with the Road Management Act (2004), supporting Regulations and Codes of Practice. Under the Road Management (General) Regulations 2016, Council is obligated, following the election of a new Council, to formally review its Road Management Plan by 31 October 2025. The regulations state

that the purpose of the RMP review is to assess the appropriateness of levels of service for inspection, maintenance and repair of Council's Road related assets.

In accordance with the regulations, RMP reviews have occurred in 2006, 2009, 2013, 2017, and 2021. The RMP has been amended four times in 2006, 2010, 2015 and in November 2023. The 2023 RMP amendment involved a major rewrite and implemented recommendations from the 2021 RMP review, addressing internal audit actions and Council insurer recommendations.

The process for this current (2025) review has included:

- Benchmarking Knox's RMP levels of service for inspection, maintenance and repair of Council's Road related assets against other Councils,
- Analysing Council's RMP service performance between the 1 January 2021 until 31 December 2024 for inspection, maintenance and repair of Council's public roads and road related assets,
- Consideration of Council's insurer recommendations, and
- Benchmarking Council's performance indicators.

Sources of information for this review include:

- A RMP benchmarking template prepared by a peer group of South Eastern Metropolitan Councils.
- A release by the Municipal Association of Victoria (MAV) RMP Template, released in 2024.
- Output from Council's Asset Management System - Confirm.
- The Local Government Performance Reporting Framework.
- The Local Government Community Satisfaction Survey.
- Knox City Council internal annual audits on RMP performance/compliance.

The RMP review report – 2025 is attached to this report for reference and summarises the results for each activity.

This review's conclusion is that Council's standards are appropriate and that it's RMP operates in accordance with the purpose (a) of the Road Management Act (2004). The review has identified a small number of administrative changes for when the RMP is next amended.

The RMP review report – 2025 presents performance results for road management activity undertaken under the road management plan. The report includes:

- Benchmarking of Council's intervention levels for inspection and maintenance of roads assets against equivalent criteria by neighbouring/similar Councils.
- Performance against current levels of service for inspection, maintenance and repair of Council's Road related assets

Overall compliance in addressing identified and articulated road management service standards across Council's 729km of roads, 1249km of footpath and 14km of offroad shared paths shows that:

- **Proactive Hazards Inspections** achieved **98%** compliance against a targeted 100% compliance target.
- **Initial Response to reactive work orders** achieved **97%** compliance against a targeted 100% compliance target.

- **Rectification Time Response to reactive work orders** achieved **99%** compliance against a targeted 100% compliance target.

The table below shows that Councils performance across the past four RMP reviews is steadily improving.

| Performance target           | 2013 | 2017 | 2021   | 2024 |
|------------------------------|------|------|--------|------|
| Proactive hazard inspection  | 95%  | 97%  | Note 1 | 98%  |
| Initial response performance | 86%  | 95%  | 94%    | 97%  |
| Rectification works          | 91%  | 96%  | 91%    | 99%  |

Note 1 – No measurement was reported in 2021.

The overall performance across each category is commendable noting that Council addressed 15,816 unique jobs across the year, however it is still short of the prescribed target, due to a number of factors including:

- Ensuring allocation of resources are actively managed through the year and that data in the system is updated in a timely manner.
- Transition from an existing to new asset management system which records and monitors RMP compliance.
- Rectification works being scheduled as a program, which can result in contracted service providers not being made aware of required work timelines.

Council's Assets team and Civil Maintenance and Construction teams continue to review opportunities for improvement to ensure compliance with Council's Road Management Plan and the review presents some specific recommendations to support overall compliance.

Noting that a significant review and rationalisation of service standards was completed in November 2023, this review concludes that in a broad sense Council's standards are appropriate and that it's RMP operates in accordance with the purpose (a) of the Road Management Act (2004). The review has identified a small number of administrative changes for when the RMP is next amended.

## 2. ENGAGEMENT

This report is being presented in advance of the consultation being completed because of the timing requirement of the Road Management Act (General) Regulations 2016 – Part 3, Division 1, Section 8(3) which states 'that a municipal council must conduct and complete a review of its road management plan within the period referred to in the Local Government Act 2020 – Part 4, Division 1, Section 90(3)', being the 31 October, in the year following a general election.

Community engagement methods for this report are using:

1. Councils Have Your Say web page for report download and feedback, and
2. A pop-up session prior to a Council meeting in late September.

The community feedback period closed on the 5 October 2025. Social media advertising including Web news articles, eNewsletters and Facebook direct viewers to Councils Have Your Say, (HYS), web page. The HYS project page asks visitors to respond to two questions:

1. Do you have any thoughts on the current Road Management Plan and how it could be improved, and
2. Is there anything else you would like to tell us about this review?

The results from the consultation on the above questions are available via Attachment 2 to this report, and capture verbatim comments as received by Council and an officer response to the commentary received, including – where appropriate, any references to changes enacted in the document based on feedback received. The majority of the comments received did not result in changes to the draft RMP Review report consulted upon, noting that one traffic matter that was raised has been referred internally to the relevant delivery team for assessment and - if required – action and other comments resulted in minor administrative adjustments to the report.

### **3. SOCIAL IMPLICATIONS**

There are no social implications identified for this report. In developing a Road Management Plan, Council articulates the service standards by which Council administers its road management responsibilities.

### **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 climate change considerations identified for this regulatory report.

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

Financial and resource estimates were obtained to implement the improved levels of service recommended by the Municipal Association of Victoria. At this stage the report recommendation is to leave Councils current levels of service unchanged.

### **7. RISKS**

There exist a range of risks of Council not being able to maintain its asset base to current service levels into the future.

As an example,

**Risk:** Lack of funding to maintain assets to community standards

**Incident:** Unavailability of Assets/Reduced service level

**Cause of Incident:** Ongoing cost escalations associated with renewal of capital infrastructure

**Risk Consequence:** Loss of asset function/access for the community

**Controls in place to mitigate risk:** Availability of other assets, potential decommissioning of asset, reinstate asset with reduced service.

Council's Risk and Insurance team have provided advice regarding this report. No new risks have been identified.

## **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.

### **Embracing connection, inclusion and diversity**

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

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

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

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

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

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

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

### **Being a strong voice for safety**

Strategy 5.2 - 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.

## **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 - RMP Review Report 2025 FINAL [8.6.1 - 27 pages]
2. Attachment 2 - Road Management Plan Review 2025 report - Community Engagement Have Your Say [8.6.2 - 3 pages]

knox



Knox City Council

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# Road Management Plan Review 2025

|                          |                   |
|--------------------------|-------------------|
| Date Updated:            | 17 September 2025 |
| Reviewed & Prepared by:  | Robin Cassidy     |
| Knox Explorer Reference: | D25-290894        |
| Version                  | 1.3               |

## Road Management Plan Review 2025



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## Road Management Plan Review 2025



# 1. Introduction

## 1.1. Executive Summary

The Knox Road Management Plan (RMP) was developed to document Council's approach to the management of public roads within the municipality. If complied with, the RMP provides Council with a policy defence against civil liability claims associated with its inspection, maintenance and repair of roads and road related assets under its management.

The RMP was developed in accordance with the Road Management Act (2004), supporting regulations and codes of practice. The RMP is now subject to a formal review in accordance with the Road Management (General) Regulations 2016. This latest review is the sixth, with previous reviews being undertaken in 2006, 2009, 2013, 2017, and 2021. The RMP has been amended four times in 2006, 2010, 2015 and in November 2023.

The latest RMP amendment involved a major rewrite and implemented recommendations from the 2021 RMP review including internal audit actions and Council's insurer's recommendations. The amendment removed non RMP related assets, significantly reduced the number of RMP maintenance activities and clarified service level standards.

For this review, Council's inspection and maintenance performance data has been extracted from the Confirm asset management system for the period 1 Jan 2021 until 31 Dec 2024. The scope of maintenance activities included is consistent with the 2021 review. The decision to keep the scope the same is due to a delay implementing system changes resulting from the last amendment of the RMP and sporadic usage of new defect types. Summary results of the investigation are tabled in section 3. The results show that although Knox is performing well across most RMP asset classes, it falls short of achieving 100% compliance.

Council's RMP inspection cycles, intervention levels and reactive response times both initial and rectification have once again been benchmarked against similar Councils. For most measures, Council's service levels conform with the majority group, however there are a very small number of instances where Council's service level may be considered an outlier.

In February 2025 Council's insurer, Municipal Association of Victoria Insurance (MAV), provided an MAV - RMP Template (template) and a key differences spreadsheet, which highlighted possible exposure for a few standards within Council's RMP, when compared to their template. The insurer recommended that in due course, Council should either adopt the MAV template or amend their own RMP's to align with the MAV template. Cost estimates to implement the template's improved standards were provided by Operations and advice from the Risk and Insurance team sought. Other Councils, having the same insurer, were asked how they intended to respond.

The review recommendation is not to transition to the MAV template at this stage. The review has determined that Council's standards are appropriate and that it's RMP operates in accordance



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with the purpose (a) of the Road Management Act (2004) which states *to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources.*

This review has identified that some administrative changes are required. These are summarised below and detailed in Appendix 4.

- Remove or make current the work order process diagram.
- Clarify proactive inspection cycles and remove notation from the Hazard Inspection Frequency table.
- Remove non RMP related asset classes from the Hazard Inspection Frequency table for consistency.
- Fix typographic errors throughout the document.
- Insert or amend content from the MAV RMP template as appropriate.

The RMP review and subsequent amendment process are outlined within the Victorian Government's Road Management (General) Regulations (2016). Although the regulations do not strictly dictate the timing for implementation of proposed amendments, it is generally expected that the RMP will be amended between twelve and eighteen months following Council endorsement of the review report.

### 1.2. Purpose of the Report

Section 50 of the Road Management Act (2004) states that the purposes of a Road Management Plan are:

- a. to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- b. to set the relevant standard concerning the discharge of duties in the performance of those road management functions.

General functions of a road authority are set out in section 34 of the Act and are reproduced below:

- (1) A road authority has the following public functions:
  - a. to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority.
  - b. to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and the environment.
  - c. to manage traffic on roads in a manner that enhances the safe and efficient operation of roads.
- c(a) to design, construct, inspect, repair, and maintain roads and road infrastructure.

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- d. to coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility or public transport services.
  - e. to undertake works and activities which promote the functions referred to in paragraphs (a), (b), (c), and (ca) and to undertake activities that promote the position in section (d).
- (2) The general functions conferred on a road authority under subsection (1) are not construed as limiting any other functions conferred on a road authority by or under this Act or any other Act.
- (3) In seeking to achieve its functions, a road authority should:
- a. consult with the community and disseminate information concerning the exercise of those functions.
  - b. take steps as are reasonably practicable to ensure the structural integrity and safety of public roads under this Act.

In essence, a Road Management Plan provides several benefits to Council including, but not limited to:

- Proactive management of road and road-related assets (asset management).
- Minimisation of public safety risk.
- Greater transparency in processes.
- Improved auditability of performance.
- Reduced insurance premiums; and
- A policy defence against civil liability claims.

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## 2. Defining the Scope of this Review

Road Management (General) Regulations 2016, Part 3 Division 1(9) states that:

*In conducting a review of its road management plan, a road authority must ensure that the standards in relation to, and the priorities to be given to, the inspection, maintenance, and repair of the roads and classes of roads to which the Plan relates are appropriate.*

Like the review undertaken in 2021, this review takes a fresh look at all aspects of the current RMP and assesses whether each element remains **appropriate**, **reasonable** and **deliverable**. All elements of Council's existing Road Management Plan (including all attachments) have been considered on this basis.

The assessment has considered changes to the Road Management Act and other relevant regulations and codes of practice enacted since the last Review in 2021.

The assessment of **appropriateness** and **reasonableness** was based on:

- Benchmarking of Road Management Plan inspection frequencies, intervention levels and repair timeframes made by neighbouring Councils.
- Consideration of the MAV Insurance – Knox – Current RMP vs MAV RMP Template recommendations.
- Benchmarking of Council's performance indicators through Local Government Victoria's Know my Council portal; and
- Customer satisfaction data and feedback from the Knox community, where available.

Assessment of **deliverability** was based on:

- Inspection, maintenance and repair performance, as recorded in Council's Work Order System (Confirm).
- Annual internal audits, as undertaken by the Asset Strategy team within Council.
- Recent audit report recommendations as reported by:
  - Council's Strategic Infrastructure Department.
  - Council's Insurer.

Feedback from Council staff responsible for the implementation of the Plan including the Director – Infrastructure, Manager - Operations, Manager - Strategic Infrastructure, Executive Engineer (Operations), Coordinator - Works, Coordinator – Asset Strategy, Asset Systems Development Officer and Asset Engineer.

Council's Instrument of Delegation, road and path hierarchies, and recommendations from relevant plans and strategies were also reviewed.

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In addition to meeting the legislated review requirements, the review process has been used to recommend work practice improvements to improve ongoing compliance with the RMP.

Where evidence suggests aspects of the RMP are unrealistic or unachievable, based on data analysis, changes to the RMP have been recommended. Care has been taken to ensure all proposed changes have a rational or plausible basis and are not unduly liberal so that the “policy defence” remains available.

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# 3. Assessment of Reasonableness and Deliverability

## 3.1. Local Government Community Satisfaction Survey

Council participates in the annual Local Government Community Satisfaction Survey (LGCSS), which is coordinated by the Department of Government Services.

The Victorian Community Satisfaction Survey (CSS) creates a vital interface between the Council and their community. Held annually, the CSS asks the opinions of local people about the place they live, work and play and provides confidence for councils in their efforts and abilities.

The CSS provides Council with feedback on community satisfaction each year. Council performance is benchmarked against the performance of seventy-seven other Victorian Councils. Although the survey is pitched at a relatively high level, it provides local government with information about how its performance is rated over time by the communities they represent.

The CSS seeks the community's satisfaction with sealed local roads. Council's score compared to the Similar Council Average and the All Council Average is displayed in Figure1. The results shows that the scores for Knox have been equal to the Similar Council Average, and favourable to the All Council Average benchmarks, for three of the past four years. The score for 2023/2024 has significantly improved in comparison to 2022/2023. This improvement is reflected in Councils asset management system with the total number of customer enquiries for road surface related issues reducing by 12% in 2023/2024 compared to 2022/2023. New community satisfaction data for 2024/2025 has just been provided to Council, with indicators showing a 1% improvement for sealed local roads. Satisfaction with VicRoads managed roads was 6% lower than Council managed roads

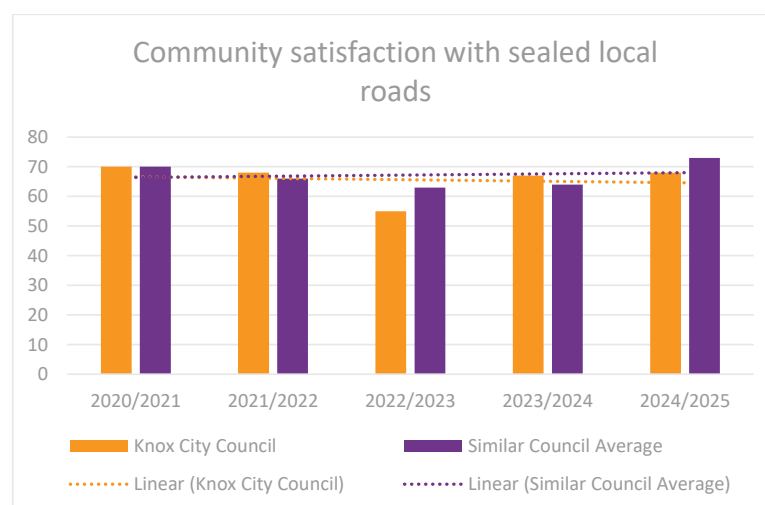


Figure 1 – Community Satisfaction with sealed local roads for the period 2020/2021 until 2024/2025

## Road Management Plan Review 2025



### 3.2. Local Government Performance Reporting Framework: 2021 - 2024

#### 3.2.1. Sealed local road requests per 100km of sealed local roads:

Council participates in the annual Local Government Performance Reporting Framework (LGPRF) coordinated by Department of Government Services. The framework ensures that all councils are measuring and reporting on their performance consistently. The LGPRF was introduced in 2012 with mandatory reporting commencing July 1, 2014. Two indicators contained within the LGPRF are relevant to the RMP Review:

An increase in rainfall in 2022/2023 resulted in a rise of pothole, edge repair and minor surface treatment requests. Apart from the unusual weather event in 2022/2023, the median value for Knox has remained consistent and favourable when compared to the Similar Council Average and All Council Average. The low number of requests suggests Councils proactive inspection programs are capturing issues and having repairs completed prior to the issues being reported by the community.

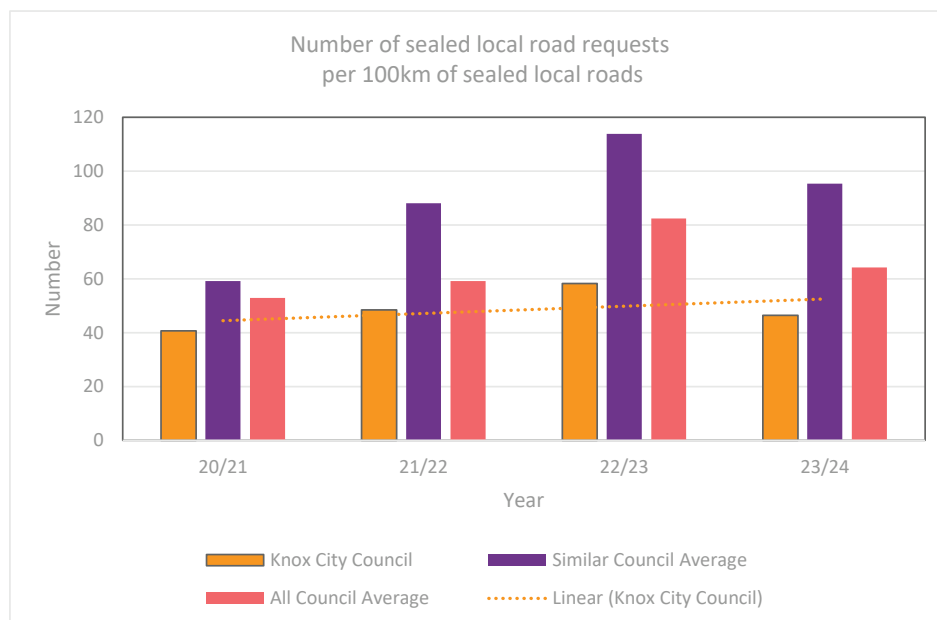


Figure 2 – Number of sealed local road requests per 100km of sealed local road – 2020/2021 to 2023/2024

## Road Management Plan Review 2025

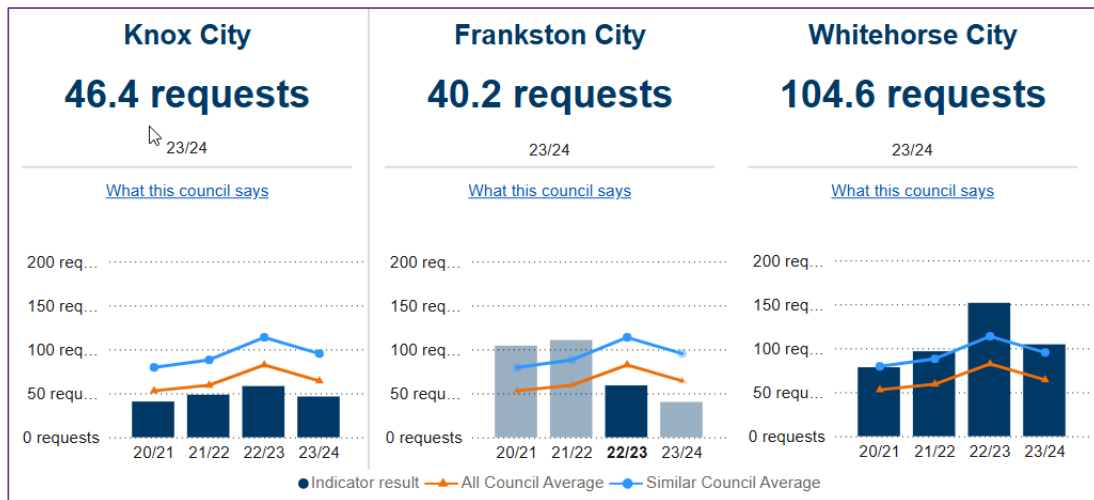


Figure 3 – Council comparison - Number of sealed local road requests per 100km of sealed local road – 2023/2024

### 3.2.2. Sealed local roads maintained to condition standards:

The second LGPRF indicator measures the percentage of sealed local roads below the renewal intervention level set by Council and therefore do not require renewal. The measure includes road surface, road pavement and kerb and channel.

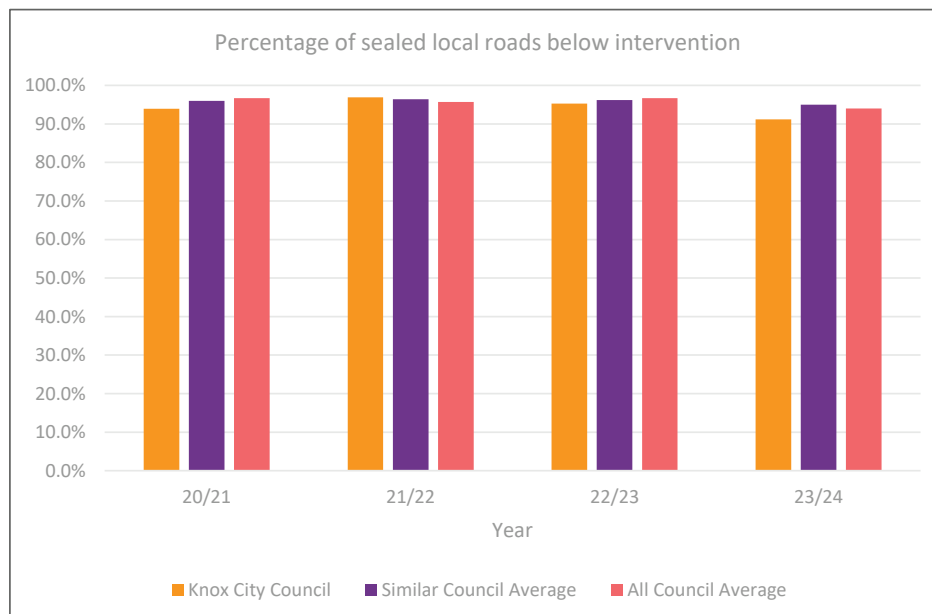


Figure 4 – Percentage of sealed local roads below intervention.

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A decrease in the percentage of local roads below intervention in 2023/2024 resulted from receiving a fresh set of condition data in 2023. Unfortunately, Knox's position across the review period remains below the Similar Council and All Council averages however this performance indicator is not solely attributable to RMP related activities.

### 3.3. RMP Service level benchmarking

Two benchmarking activities have been completed for this review:

1. Benchmarking against neighbouring councils using the South Eastern Metropolitan Capital Works and Asset Managers (SEMCAM) spreadsheet
2. Benchmarking Councils current RMP standards against the MAV template standards

#### 3.3.1. Benchmarking against neighbouring councils using the South Eastern Metropolitan Capital Works and Asset Managers (SEMCAM) spreadsheet

The South Eastern Metropolitan Capital Works and Asset Managers, (SEMCAM), group contains members from seventeen Councils across southeastern Melbourne. A key benefit of membership comes from the sharing of information for comparative purposes. Relevant to this review is a spreadsheet that captures RMP information including inspection frequencies, intervention levels and repair response times. Twelve of the seventeen SEMCAM members have provided their details. A desensitized version is attached as Appendix 1.

The spreadsheet demonstrates that in most cases Knox inspection frequencies, intervention levels and target timeframes are consistent with the majority of other SEMCAM Councils. Knox's initial response targets, which include inspection of the reported issue and a make safe process, for road potholes, footpath displacements, missing pit lids and kerb and channel issues are shorter than most other Councils. For some activities, Knox's repair response time is longer than other Councils, however the Knox standard applied is the same regardless of asset hierarchy whereas other Councils vary.

#### 3.3.2. Benchmarking Councils current RMP standards against the MAV template standards.

In February 2025, Council's insurer MAV Insurance released the MAV - RMP Template and provided comments and recommendations where standards differed between their template and Councils RMP for roads, footpaths, roadside vegetation and kerb and channel. Appendix 2 contains the insurers findings and recommendations colour coded in order of potential risk.

Recommendations coloured yellow suggests an unreasonable risk control where Council should consider the benefits of amending the standard to the MAV template. These recommendations included:

- Increase the frequency of proactive inspections for local footpaths and unsealed roads.



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- Reduce repair timeframes for potholes on link and collector roads.
- Reduce repair timeframes for key and commercial footpaths.

Funding is currently not available to implement these recommendations.

- Increasing the frequency of proactive inspections for local footpaths and unsealed roads is estimated to cost in the vicinity of \$100K. Benchmarking across South Eastern Metropolitan councils does not identify that Council's inspection frequencies for local footpaths are outliers.
- Knox's initial response targets, which include inspection and a make safe process, for road potholes and footpath displacements are shorter than most other Councils. Make safe processes usually involves filling potholes in roads and applying wedges or grinds to footpaths.
- Council's RMP operates in accordance with the Road Management Act (2004) which states the purpose of a Road Management Plan is *to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources.*

Recommendations coloured grey suggests an absent/ambiguous/unmeasurable risk control where Council should consider including the standard recommended in the MAV template. These recommendations included:

- Include repair timeframes for roadside vegetation and footpath vegetation height clearance.
- Include intervention standards for kerb and channel displacement.
- Include repair timeframes for kerb and channel.

Council will include these three recommendations the next amendment of the RMP.

### 3.4. Performance Assessment

The Road Management Act (2004) provides relevant Road Authorities a policy defence on the premise it complies with its Service Levels outlined in its RMP. If the Road Authority demonstrates compliance, this can mitigate the exposure to personal and property claims.

For this review, Council's proactive hazard inspection and maintenance performance data has been extracted from the Confirm asset management system for the period 1 Jan 2021 until 31 Dec 2024. The scope of maintenance activities included is consistent with the 2021 review. The decision to keep the scope the same is due to a delay implementing system changes resulting from the last amendment of the RMP and sporadic usage of new defect types.

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Summary results of the investigation are tabled in section 3. In summary:

- 98% (average) of proactive hazard inspections completed in accordance with the RMP
- 97% (average) of initial responses completed in accordance with the RMP
- 99% (average) of rectification works completed in accordance with the RMP

Table 1 shows that Councils performance across the past four RMP reviews is steadily improving.

| Performance target           | 2013 | 2017 | 2021   | 2024 |
|------------------------------|------|------|--------|------|
| Proactive hazard inspection  | 95%  | 97%  | Note 1 | 98%  |
| Initial response performance | 86%  | 95%  | 94%    | 97%  |
| Rectification works          | 91%  | 96%  | 91%    | 99%  |

**Table 1: Performance across the past three RMP reviews**

Note 1. Not measured

### 3.4.1. Performance Assessment – Proactive hazard inspections

Table 2 displays Councils operational approach to comply with the proactive inspection cycles contained within its RMP. The municipal area of Knox is split into 49 inspection zones to which the inspection routes are assigned. Inspection routes group asset classes and hierarchies. An annual schedule of inspections is split into two-month cycles. By analysing system data, Councils compliance with its proactive inspection cycles has been calculated at 98%.

Council's KPI target for proactive hazard inspections is 100%. Reasons for not achieving the target were investigated and included:

- Systematic issues due to incorrect data configuration when implementing Confirm or late data entry of new assets,
- A small number of Inspections being completed late, and
- A small number of inspections are missing with potential causes being either a device synchronization failure, or an operator error

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| Inspection Route                                          | Asset Category                            | Hierarchy                                                                       | Cycle   | Compliance % |
|-----------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------|---------|--------------|
| RMP Bridges and Culverts                                  | Bridges / Structures                      | All                                                                             | 6 Month | 99.5%        |
| RMP Bus Shelters                                          | Bus Shelters                              | All                                                                             | 1 Year  | 100.0%       |
| RMP Drain                                                 | Internal and External Drainage            | Collector, Industrial, Access & VicRoads                                        | 1 Year  | 99.9%        |
| RMP Road (Link) - and ext. Drain                          | External Drainage                         | Link Roads                                                                      | 6 Month | 94.9%        |
|                                                           | Kerb and Channel                          |                                                                                 |         |              |
|                                                           | Road Pavement                             |                                                                                 |         |              |
|                                                           | Signs - Regulatory and Warning            |                                                                                 |         |              |
|                                                           | Retaining Walls, Stairs, Minor Structures |                                                                                 |         |              |
|                                                           | Road Surface                              |                                                                                 |         |              |
|                                                           | Local Area Traffic Management devices     |                                                                                 |         |              |
|                                                           | Road Furniture                            |                                                                                 |         |              |
| RMP Road (Collector and Industrial, Key Access Footpaths) | Kerb and Channel                          | Collector & Industrial Roads, Key Access Footpaths                              | 1 Year  | 100%         |
|                                                           | Road Pavement                             |                                                                                 |         |              |
|                                                           | Signs - Regulatory and Warning            |                                                                                 |         |              |
|                                                           | Retaining Walls, Stairs, Minor Structures |                                                                                 |         |              |
|                                                           | Road Surface                              |                                                                                 |         |              |
|                                                           | Local Area Traffic Management devices     |                                                                                 |         |              |
|                                                           | Footpath                                  |                                                                                 |         |              |
|                                                           | Road Furniture                            |                                                                                 |         |              |
| RMP Road (Local Roads)                                    | Kerb and Channel                          | Local Roads, Footpaths (Local Access Routes, Industrial Routes, Reserve Routes) | 2 Year  | 100.0%       |
|                                                           | Road Pavement                             |                                                                                 |         |              |
|                                                           | Signs - Regulatory and Warning            |                                                                                 |         |              |
|                                                           | Retaining Walls, Stairs, Minor Structures |                                                                                 |         |              |
|                                                           | Road Surface                              |                                                                                 |         |              |
|                                                           | Local Area Traffic Management devices     |                                                                                 |         |              |
|                                                           | Footpath                                  |                                                                                 |         |              |
|                                                           | Road Furniture                            |                                                                                 |         |              |
| Footpaths (Commercial)                                    | Footpath                                  | Commercial                                                                      | 6 Month | 99.7%        |
| School Crossings                                          | School Crossings                          | All                                                                             | 1 Year  | 100.0%       |
| Shared Paths                                              | Shared Paths                              | All                                                                             | 1 Year  | 86.6%        |
| <b>Total</b>                                              |                                           |                                                                                 |         | <b>98.0%</b> |

Table 2: Summary RMP Proactive Inspections

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### 3.4.2. Performance Assessment – Reactive Works Orders

Table 3 displays Council's performance in meeting its initial response and rectification time targets for the past four years. The total column represents the total number of jobs across the four years divided by the total number of jobs completed on time. Only a small number of reactive maintenance jobs, (less than 25 per asset type), were linked to Bridge and Culverts, Unsealed Roads, Local Area Traffic Management, Bus Stops and Roadside Vegetation. Knox's initial response targets, which include inspection and a make safe process, for road potholes and footpath displacements are shorter than most other Councils. Make safe processes usually involves filling potholes in roads and applying wedges or grinds to footpaths. However, Table 3 identifies that Knox has yet to achieve 100% compliance for Initial Response and Rectification Time targets for a range of RMP related maintenance activities.

| Asset Class Targets |                    | Total | 2021 | 2022 | 2023 | 2024 |
|---------------------|--------------------|-------|------|------|------|------|
| Bridges & Culverts  | Initial Response   | 88%   | 83%  | 100% | 80%  | 86%  |
|                     | Rectification Time | 78%   | 100% | 67%  | 100% | -    |
| Bus Shelters        | Initial Response   | 100%  | 100% | 100% | 100% | 100% |
|                     | Rectification Time | 57%   | -    | 100% | 0%   | 0%   |
| Drainage            | Initial Response   | 98%   | 99%  | 97%  | 98%  | 97%  |
|                     | Rectification Time | 99%   | 100% | 99%  | 99%  | 98%  |
| Footpaths           | Initial Response   | 95%   | 95%  | 94%  | 97%  | 95%  |
|                     | Rectification Time | 99%   | 99%  | 99%  | 100% | 98%  |
| Kerb & Channel      | Initial Response   | 91%   | 84%  | 89%  | 98%  | 92%  |
|                     | Rectification Time | 99%   | 92%  | 100% | 100% | 100% |
| LATMs               | Initial Response   | 71%   | 100% | -    | 60%  | 70%  |
|                     | Rectification Time | 100%  | -    | -    | -    | 100% |
| Road Furniture      | Initial Response   | 96%   | 95%  | 94%  | 100% | 95%  |
|                     | Rectification Time | 96%   | 94%  | 93%  | 100% | 99%  |
| Road Pavement       | Initial Response   |       | -    | -    | -    | -    |
|                     | Rectification Time |       | -    | -    | -    | -    |
| Road Surface        | Initial Response   | 95%   | 95%  | 95%  | 97%  | 93%  |
|                     | Rectification Time | 100%  | 99%  | 100% | 100% | 100% |
| Road Vegetation     | Initial Response   | 98%   | -    | -    | 100% | 100% |
|                     | Rectification Time | 100%  | -    | -    | 100% | 100% |
| Shared Paths        | Initial Response   | 92%   | 95%  | 91%  | 94%  | 89%  |
|                     | Rectification Time | 99%   | 100% | 94%  | 100% | 99%  |
| Signs               | Initial Response   | 98%   | 97%  | 97%  | 100% | 99%  |
|                     | Rectification Time | 98%   | 97%  | 98%  | 100% | 99%  |
| Unsealed Roads      | Initial Response   | 85%   | 96%  | 95%  | 87%  | 68%  |
|                     | Rectification Time | 95%   | -    | 100% | 100% | 92%  |
| Total               | Initial Response   | 97%   | 97%  | 95%  | 98%  | 95%  |
|                     | Rectification Time | 99%   | 99%  | 99%  | 99%  | 98%  |

Table 3: Summary RMP Initial Response and Rectification Completion.

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Table 4 displays the total number of maintenance jobs per asset class between 1 Jan 2021 and 31 Dec 2024 in descending order of the number of jobs. In total 15,681 RMP reactive maintenance jobs were completed. 84% of the total were associated with three asset classes:

- Drainage assets (51%),
- Footpaths (19%), and
- Signs (14%).

The reactive maintenance activity that had the most jobs were clear blocked drainage pits; however, it is difficult to determine how many of these jobs were linked to drainage pits in road reserves compared to easements drains. The most prevalent RMP maintenance activities were concrete footpath maintenance, sign maintenance, and pothole repairs. The rectified on-time performance percentages for these activities were 99%, 99%, and 97% respectively.

| Asset Class         | Number of Jobs | % of Total Jobs | Main Activity (No of jobs)                      |
|---------------------|----------------|-----------------|-------------------------------------------------|
| Drainage            | 7946           | 51%             | Clear blocked drainage pits (5218 jobs)         |
| Footpath            | 2921           | 19%             | Concrete footpath maintenance (2740 jobs)       |
| Signs               | 2194           | 14%             | Sign maintenance regulatory/warning (1412 jobs) |
| Road Surface        | 977            | 6%              | Pothole repair / minor patching (680 jobs)      |
| Shared Paths        | 890            | 6%              |                                                 |
| Road Furniture      | 587            | 4%              |                                                 |
| Kerb and Channel    | 104            | 1%              |                                                 |
| Bridge and Culvert  | 23             | 0%              |                                                 |
| Unsealed Roads      | 20             | 0%              |                                                 |
| LATM                | 10             | 0%              |                                                 |
| Bus Shelters        | 7              | 0%              |                                                 |
| Roadside Vegetation | 2              | 0%              |                                                 |
| <b>Total Jobs</b>   | <b>15816</b>   | <b>100%</b>     |                                                 |

**Table 4: Summary RMP Reactive Maintenance Jobs between 1 Jan 2021 and 31 Dec 2024.**

### 3.4.3. Performance Assessment – RMP Compliance Internal Audits

The Road Management Plan Compliance Internal Audit is an annual business plan activity to assess that current processes, inspections and maintenance activities are being undertaken in accordance with Council's Road Management Plan (RMP), and to demonstrate to Council's insurer that Council has in place a process of self-regulation.

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The process focuses on a small set of randomly selected Works Orders and supporting field sheets/documentation provided by relevant Operations staff. Steps include:

- a desktop systems-based audit of the works order information, and
- an onsite validation of completed work.

Table 5 shows Councils performance across the review period for Roads, Footpaths and Shared Paths. No audit was completed in 2021 due to Covid travel restrictions. The results show a high level of compliance with this internal audit process.

| Asset Class | 2022 | 2023 | 2024 |
|-------------|------|------|------|
| Roads       | 100% | 100% | 95%  |
| Footpath    | 100% | 95%  | 100% |
| Shared Path | 100% | 100% | 80%  |

**Table 5: RMP Compliance Internal Audits**

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# 4. Conclusion and recommendations

In conclusion:

- The Road Management Plan Review has been conducted in accordance with achieving the purpose defined in the Road Management (General) Regulations 2016.
- The review has involved completing a range of activities to assess the appropriateness, reasonableness and deliverability of Council's Road Management Plan standards.
- The result of the review identifies that Council's inspection, maintenance and repair standards are appropriate and achievable.
- Council's RMP operates in accordance with the Road Management Act (2004) which states the purpose of a Road Management Plan is *to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources*.
- Comparisons to previous reviews demonstrate gradual improvement however Council has not reached one hundred percent compliance.
- This review report has been informed by community feedback.

This review has identified that some administrative changes are required. These are summarised below and detailed in Appendix 4.

- Remove or make current the work order process diagram.
- Clarify proactive inspection cycles and remove notation from the Hazard Inspection Frequency table.
- Remove non RMP related asset classes from the Hazard Inspection Frequency table for consistency.
- Fix typographic errors throughout the document.
- Insert or amend, (non-standard related), content from the MAV - RMP template as appropriate.

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# 1. Summary of Recommendations

## 1.1. Recommended amendments to Council's RMP

| No | Page     | Recommendation                                                                                                                                                                                                                                                                                                                                                   | Nature of Amendment                                                                                      |
|----|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| 1  | 12       | Update references to Confirm implementation to describe current state                                                                                                                                                                                                                                                                                            | Administrative                                                                                           |
| 2  | 13       | Remove or make current the work order process diagram                                                                                                                                                                                                                                                                                                            | Administrative                                                                                           |
| 3  | 17       | Section 2.2<br>Dot point 7 – move to new section 2.3(a)<br>Add new Dot point - On road carparks.                                                                                                                                                                                                                                                                 | Administrative                                                                                           |
| 4  | 17       | Add new subsections 2.3(a) Within road reserve and 2.3(b) Not within the road reserve.<br>Move Dot point 5 Drainage to subsection 2.3(b)<br>Dot point 7 - replace uninformed with unformed<br>Dot point 9 - replace on with in<br>Add new Dot point to section 2.3(a) – Vehicle cross overs                                                                      | Administrative                                                                                           |
| 5  | 22       | Replace words 6 months with more frequent                                                                                                                                                                                                                                                                                                                        | Administrative                                                                                           |
| 6  | 23       | Hazard Inspection Frequencies Table<br>Remove Bike racks, Bins, Fire plug markers, Miscellaneous roadside furniture and Street light infrastructure<br>Remove Signs - Other.<br>Remove Road Pavement.<br>Remove Roadside vegetation in vicinity of overhead cables.<br>Remove VicRoads arterial roads.<br>Update inspection cycles to reduce notation ambiguity. | Administrative - no change in standard as these asset classes have no associated maintenance activities. |
| 7  | 28<br>29 | Appendix 1.<br>Kerb and Channel - add vertical and horizontal displacement<br>Obstructions - add vegetation overhang                                                                                                                                                                                                                                             | Administrative - increase in standard                                                                    |
| 8  | 6        | Legislative and Statutory requirements - Add Wrongs Act 1958                                                                                                                                                                                                                                                                                                     | Administrative                                                                                           |
| 9  | 7        | Stakeholder Lists - expand to match MAV Template                                                                                                                                                                                                                                                                                                                 | Administrative                                                                                           |
| 10 | 26       | Management during emergency situations.<br>Consider whether a more formal approach is required. Refer MAV Template.                                                                                                                                                                                                                                              | Administrative                                                                                           |



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### 1.2. Recommended actions not resulting in amendments to Councils RMP

| No | Recommended Action                                                                                           | Responsibility           |
|----|--------------------------------------------------------------------------------------------------------------|--------------------------|
| 1  | Provide further training to relevant Operations staff on usage of the new RMP Subject Types and Defect types | Strategic Infrastructure |
| 2  |                                                                                                              |                          |
| 3  |                                                                                                              |                          |

Appendix 1. SEMCAM Comparisons

|                      |                      |              |        | SEMCAM Council   |         |       |                                    |              |              |             |      |              |       |              |              |
|----------------------|----------------------|--------------|--------|------------------|---------|-------|------------------------------------|--------------|--------------|-------------|------|--------------|-------|--------------|--------------|
|                      | Inspection Frequency | KNOX         | MAV    | 1                | 2       | 3     | 4                                  | 5            | 6            | 7           | 8    | 9            | 10    | 11           | 12           |
| Roads                | High                 | 6 m          | 1-6 m  | 12 m             | 6 m     | 3 m   | 6 m                                | 12 m         | 6 m          | 6 m         |      | 12 m         | 1 M   | 6 m          | 6 m          |
|                      | Medium               | 12 m         | 6-24 m | 12 m             | 6 m     | 6 m   | 12 m                               | 36 m         | 12-18 m      | 6 m         |      | 24 m         | 1M    | 12 m         | 12 m         |
|                      | Low                  | 24 m         | 6-24 m | 12 m             | 12 m    | 12 m  | 24 m                               | Reactive     | 24 m         | 13 m        |      | 24 m         | 12M   | 48 m         | 36 m         |
|                      | Night                | -            | -      | Undef            |         | Undef | 6 - 24 m                           | Nil          |              | Nil         |      | Nil          | 3Y-6Y |              |              |
| Kerb                 | High                 | 6 m          |        | 12 m             |         | 3 m   | 6 m                                | 12 m         |              | 13 m        |      | 12 m         | 1 M   | as per roads | as per roads |
|                      | Medium               | 12 m         |        | 12 m             |         | 6 m   | 12 m                               | 36 m         |              | 13 m        |      | 24 m         | 1M    | as per roads | as per roads |
|                      | Low                  | 24 m         |        | 12 m             |         | 12 m  | 24 m                               | Reactive     |              | 13 m        |      | 24 m         | 12M   | as per roads | as per roads |
| Drainage             |                      | as per roads |        | 36 m             |         | 24 m  | 3 - 36 m                           | 12-36 m      | as per roads | Undef       |      | as per roads | 5Y    |              |              |
| Footpaths            | High                 | 6 m          | 1-6 m  | 6 m              | 6 m     | 6 m   | 1-6 m                              | 6 m          | 12 m         | 6 m         | 6 m  | 3 m          | 6M    | 6 m          | 6 m          |
|                      | Medium               | 12 m         |        | 6 m              | -       | Undef | 12 m                               | 12 m         |              | 13 m        | 24 m | 6 m          | 12M   | -            | 12 m         |
|                      | Low                  | 24 m         | 6-24 m | 12 m             | 12 m    | 36 m  | 24 m                               | 36 m         | 48 m         | 39 m        | 24 m | 24 m         | 24M   | 12 m         | 36 m         |
|                      | Shared               | 12 m         |        | See Low and High |         | Undef | 6-12 m                             |              |              | Not defined |      | 12 m         |       | -            | 12-36 m      |
| Signs                |                      | As per Road  |        | Undef            |         | 12 m  | Undertake n with Roads or Pathways | as per roads |              | Undef       |      | as per roads | 3Y-6Y | as per roads | as per roads |
| Bridges              | Level 1 (defect)     | 6 m          |        | 12 m             | 6 m     | 6 m   | 6 m                                |              | 6 m          | 13 m        | 12 m | 24 m         | 18M   |              |              |
|                      | Level 2 (condition)  | 24 m         |        | As necessary     | 5 years | 60 m  | Not defined in RMP (2-3 years)     |              |              | 48 m        |      | 24 m         | 5Y    |              |              |
| Retaining walls      |                      | As per Road  |        | Undef            |         | Undef | Undertake n with Pathways          |              | Undef        | Undef       |      | 24 m         |       |              |              |
| Vegetation and trees |                      | As per Road  |        | Undef            |         | Undef | HV - 12 m                          |              |              | Undef       |      | as per roads | 6Y    |              |              |
|                      |                      |              |        |                  |         |       | LV - 24 m                          |              |              |             |      |              |       |              |              |

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|                        |                      |        |              | SEMCAM Council |       |                 |        |        |        |        |         |       |           |        |           |
|------------------------|----------------------|--------|--------------|----------------|-------|-----------------|--------|--------|--------|--------|---------|-------|-----------|--------|-----------|
|                        | Inspection Frequency | KNOX   | MAV          | 1              | 2     | 3               | 4      | 5      | 6      | 7      | 8       | 9     | 10        | 11     | 12        |
| Sealed road potholes   | Intervention level   |        |              |                |       |                 |        |        |        |        |         |       |           |        |           |
|                        | depth                | 50 mm  | 50-70mm      | 25             | 50mm  | 50mm            | >50mm  | 50 mm  | 50mm   | >50mm  | ≥ 100mm | 50mm  | 35-50mm   | 50m m  | 70mm      |
|                        | diameter             | 300 mm | 300 or >300  | 300            | 300mm | 300mm           | >300mm | 300 mm | 200mm  | >300mm | ≥ 300mm | 300m  | 150-200mm | 300m m | 150-300mm |
|                        | and / or             | and    | and          | and            | and   | and             | and    | and    | and    | Undef  | and/or  | and   | and       |        | and/or    |
|                        | Reactive Inspection  |        |              |                |       |                 |        |        |        |        |         |       |           |        |           |
|                        | High                 | 2 d    | 2-10 d       | 7 d            | 2 d   | 10 d            | 2 d    | 5 d    | 10 d   | Undef  |         | 5 d   |           | 5 d    | 14 d      |
|                        | Medium               | 2 d    |              | 7 d            | 2 d   | 10 d            | 2 d    | 5 d    | 10 d   | Undef  |         | 5 d   |           | 5 d    | 21 d      |
|                        | Low                  | 2 d    | 5-10 d       | 45 d           | 2 d   | 10 d            | 2 d    | 10 d   | 10 d   | Undef  |         | 5 d   |           | 20 d   | 21 d      |
|                        | Emergency            |        | 4 hr - 1 d   | 1 d            |       | 6 hr            |        |        | 2 d    | Undef  |         |       |           |        |           |
|                        | Repair response time |        |              |                |       |                 |        |        |        |        |         |       |           |        |           |
|                        | High                 | 32 d   | 4 -10 d      | 7 d            | 7 d   | 10 d            | 30 d   |        | 10 d   | 14 d   | 10 d    | 10 d  | 7D        | 5 d    | 14 d      |
|                        | Medium               | 32 d   | 2 w- 1 month | 7 d            | 14 d  | 10 d            | 30 d   |        | 10 d   | 14 d   | 15 d    | 10 d  | 14D       | 5 d    | 21 d      |
|                        | Low                  | 32 d   |              | 45 d           | 14 d  | 10 d            | 30 d   |        | 10 d   | 45 d   | 15 d    | 10 d  | 8W        | 20 d   | 21 d      |
| Unsealed road potholes | Intervention level   |        | -            |                |       |                 |        |        |        |        |         |       |           |        |           |
|                        | depth                | 50 mm  | -            | Undef          |       | 40 mm           | 150mm  |        | 50 mm  | Undef  | ≥ 100mm | 150mm | 50mm      |        |           |
|                        | diameter             | 300 mm | -            | Undef          |       | 20% area per km | >300mm |        | 300 mm | Undef  | 20%     | 500mm |           |        |           |
|                        | and / or             | and    | -            | Undef          |       | and             | and    |        | and    | Undef  | and     | and   | and       |        |           |
|                        | Reactive Inspection  | 3 d    | -            | Undef          |       | 10 d            | 2 d    |        |        | Undef  |         | 5 d   |           |        |           |
|                        | Repair response time | 32 d   | -            | Undef          |       | 20 d            | 30 d   |        | 20 d   | Undef  | 10 d    | 30 d  | 6M        |        |           |
|                        | Intervention level   |        | -            |                |       |                 |        |        |        |        |         |       |           |        |           |

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|                                     |                      |                     |               | SEMCAM Council |         |                   |        |       |       |        |         |       |       |      |    |
|-------------------------------------|----------------------|---------------------|---------------|----------------|---------|-------------------|--------|-------|-------|--------|---------|-------|-------|------|----|
|                                     | Inspection Frequency | KNOX                | MAV           | 1              | 2       | 3                 | 4      | 5     | 6     | 7      | 8       | 9     | 10    | 11   | 12 |
| Unsealed road rutting, corrugations | depth                | 50mm                | -             | Undef          |         | Undef             | >100mm |       | Undef | >100mm | ≥ 100mm | 150mm | 150mm |      |    |
|                                     | over length          | over 20% of surface | -             | Undef          |         | Undef             | 50%    |       | Undef | >75%   | ≥ 20%   | 3m    | 5m    |      |    |
|                                     | Reactive Inspection  | 3 d                 | -             | Undef          |         | Undef             | 2 d    |       | Undef | Undef  |         | 5 d   |       |      |    |
|                                     | Repair response time | 32 d                | -             | Undef          |         | Undef             | 30 d   |       | Undef | 360 d  | 10 d    | 30 d  | 6m    |      |    |
| Footpath displacements              | Intervention level   |                     |               |                |         |                   |        |       |       |        |         |       |       |      |    |
|                                     | High                 | 20 mm               | 20-30mm       | 25mm           | 20-30mm | 20 mm             | >25mm  | 25 mm | 25 mm | >15mm  | ≥ 25mm  | 10mm  | 30mm  |      |    |
|                                     | Medium               | 20 mm               | 20-30mm       | 25mm           | 20-30mm | Undef             | >25mm  | 25 mm | 25 mm | >15mm  |         | 20mm  | 30mm  |      |    |
|                                     | Low                  | 20 mm               | 20-30mm       | 25mm           | 20-30mm | 20 mm             | >25mm  | 25mm  | 25mm  | >20mm  |         | 20mm  | 30mm  |      |    |
|                                     | Reactive Inspection  |                     |               |                |         |                   |        |       |       |        |         |       |       |      |    |
|                                     | High                 | 3 d                 | 2 - 10 d      | 7 d            | 7-28 d  | 10 d              | 2 d    | 10 d  | 2 d   | Undef  |         | 5 d   |       | 5 d  |    |
|                                     | Medium               | 3d                  |               | 7 d            |         | 10 d              | 2 d    | 20 d  | 2 d   | Undef  |         | 5 d   |       | 20 d |    |
|                                     | Low                  | 3 d                 | 5-10 d        | 45 d           | 14-28 d | 10 d              | 2 d    | 60 d  | 2 d   | Undef  |         | 5 d   |       |      |    |
|                                     | Emergency            |                     | 4 hr - 1 d    | 7 d            |         | 6 hr              |        |       | 4 hr  | Undef  |         |       |       |      |    |
|                                     | Repair response time |                     |               |                |         |                   |        |       |       |        |         |       |       |      |    |
|                                     | High                 | 50 d                | 2 w - 1 month | 7 d            | 14 d    | 10 d              | 45 d   |       | 10 d  | 15 d   | 10 d    | 10 d  | 14D   | 5 d  |    |
|                                     | Medium               | 50 d                |               | 60 d           | 14 d    | Undef             | 45 d   |       | 10 d  | 45 d   | 15 d    | 10 d  | 8W    |      |    |
|                                     | Low                  | 50 d                | 2 w - 3 m     | 60 d           | 14 d    | 30 d              | 45 d   |       | 10 d  | 90 d   | 30 d    | 10 d  | 6M    | 20 d |    |
| Footpath cracking                   | Intervention level   |                     | -             |                |         |                   |        |       |       |        |         |       |       |      |    |
|                                     | Width                | 20 mm               | -             | Undef          |         | 20 mm (over 0.5m) | >15mm  | Undef | Undef | Undef  |         | >20mm | 20mm  |      |    |

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|                            |                      |       |     | SEMCAM Council |      |           |              |       |            |       |   |              |                       |         |    |
|----------------------------|----------------------|-------|-----|----------------|------|-----------|--------------|-------|------------|-------|---|--------------|-----------------------|---------|----|
|                            | Inspection Frequency | KNOX  | MAV | 1              | 2    | 3         | 4            | 5     | 6          | 7     | 8 | 9            | 10                    | 11      | 12 |
|                            | Reactive Inspection  |       | -   | Undef          |      | 10 d      | 2 d          | Undef | 2 d        | Undef |   | 5 d          |                       |         |    |
|                            | Repair response time |       | -   | Undef          | 14 d | 10 - 30 d | 45 d         | Undef | 10 d       | Undef |   | 10 d         | Same as displacements | 5 -20 d |    |
| Footpath undulations       | Intervention level   |       | -   |                |      |           |              |       |            |       |   |              |                       |         |    |
|                            | depth                |       | -   | Undef          |      | Undef     | >100mm       | Undef | Undef      | Undef |   | 20mm / 30mm  | 120mm                 |         |    |
|                            | over length          |       | -   | Undef          |      | Undef     | Undef        | Undef | Undef      | Undef |   | 1 m / 3m     | 1.2m                  |         |    |
|                            | Reactive Inspection  |       | -   | Undef          |      | Undef     | 2 d          | Undef | 2 d        | Undef |   | 5 d          |                       |         |    |
|                            | Repair response time |       | -   | Undef          | 14 d | Undef     | 45 d         | Undef | 10 d       | Undef |   | 10 d         | 14D                   |         |    |
| Kerb & Channel             | Intervention level   |       | -   | 50mm           |      | 80mm      | >50mm in 10m | 100mm | 100mm      | >50mm |   | >50mm in 10m | 50mm                  |         |    |
|                            | Reactive Inspection  |       | -   |                |      |           |              |       |            |       |   |              |                       |         |    |
|                            | High                 | 3 d   | -   | Undef          |      | 10 d      | 3 d          | 10 d  | 2 d        | Undef |   | 5 d          |                       | 5 d     |    |
|                            | Medium               | 3 d   | -   | Undef          |      | 10 d      | 3 d          | 10 d  | 2 d        | Undef |   | 5 d          |                       | 20 d    |    |
|                            | Low                  | 3 d   | -   | Undef          |      | 10 d      | 3 d          | 60 d  | 2 d        | Undef |   | 5 d          |                       |         |    |
|                            | Emergency            |       | -   | Undef          |      | 6 hr      |              |       | 4 hr       | Undef |   |              |                       |         |    |
|                            | Repair response time |       | -   |                |      |           |              |       |            |       |   |              |                       |         |    |
|                            | High                 | 150 d | -   | 7 d            |      | 20 d      | 120 d        |       | 60 d       | 90 d  |   | 10 d         | 12W                   |         |    |
|                            | Medium               | 150 d | -   | 45 d           |      | 20 d      | 120 d        |       | 60 d       | 90 d  |   | 10 d         | 12W                   |         |    |
|                            | Low                  | 150 d | -   | 45 d           |      | 20 d      | 120 d        |       | 60 d       | 180 d |   | 10 d         | 6M                    |         |    |
| Pit cover missing, damaged | Hazardous to public  |       | -   |                |      | 6 hr      |              |       |            |       |   |              |                       |         |    |
|                            | Reactive Inspection  | 3 d   | -   | 1 d            |      | 10 d      | 2 d          | 2 d   | 4 hr - 2 d | Undef |   | 1 d          |                       |         |    |

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|                                        |                                       |          |           | SEMCAM Council |      |              |             |      |            |       |         |         |        |      |       |
|----------------------------------------|---------------------------------------|----------|-----------|----------------|------|--------------|-------------|------|------------|-------|---------|---------|--------|------|-------|
|                                        | Inspection Frequency                  | KNOX     | MAV       | 1              | 2    | 3            | 4           | 5    | 6          | 7     | 8       | 9       | 10     | 11   | 12    |
|                                        | Repair response time                  | 120 d    | -         | 45 d           | 14 d | 10 - 30 d    | 5 d         |      | 30 d       | 5 d   | 10 d    | 1 - 5 d | 7D     |      |       |
| Signs missing, illegible, damaged      | Reactive Inspection                   | 3 d      | -         | Undef          |      | 10 d         | 2 d         | 5 d  | 2 d        | Undef |         | 5 d     |        | 10 d | 4-6 m |
|                                        | Repair response time                  | 45/150 d | -         | Undef          |      | 20 d         | 14/40 d     | 5 d  | 10-30 d    | 14 d  | 10-15 d | 5 d     | 3D-12W |      |       |
| Bridges, structures                    | Damage deterioration - risk to public |          | -         |                |      | 6 hr         |             |      |            |       |         |         |        |      |       |
|                                        | Reactive Inspection                   | 2 d      | -         | Undef          |      | 10 d         | 2 d         |      | 4 hr - 2 d | Undef |         | 5 d     |        |      |       |
|                                        | Repair response time                  | 64 d     | -         | Undef          | 28 d | 30 d         | 100 - 150 d |      | Undef      | Undef |         | 10 d    | 3D     |      |       |
| Road overhead vegetation clearance     | Clearance                             |          | 4 - 4.5m  | Undef          |      | Out of scope | < 4.5m      | 4m   | 4.1m       | Undef |         | 4.5m    | 3.75m  |      |       |
|                                        | Repair response time                  |          |           |                |      |              |             |      |            |       |         |         |        |      |       |
|                                        | High                                  |          | 1 week-3m | Undef          |      | Out of scope | 30 d        | 30 d | 20 d       | Undef |         | 20 d    | 12W    |      |       |
|                                        | Medium                                |          |           | Undef          |      | Out of scope | 30 d        | 30 d | 20 d       | Undef |         | 10 d    | 12W    |      |       |
|                                        | Low                                   |          | 2 w - 3m  | Undef          |      | Out of scope | 30 d        | 30 d | 20 d       | Undef |         | 10 d    | 6Yrs   |      |       |
| Footpath overhead vegetation clearance | Clearance                             |          | 2.5 - 3m  | Undef          | 2.5m | Out of scope | < 2.5m      | 3m   | 3m         | Undef |         | 2.5m    | 2m     |      |       |
|                                        | Repair response time                  |          |           |                |      |              |             |      |            |       |         |         |        |      |       |



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|                                  |                      |      |           | SEMCAM Council |      |              |      |      |      |       |   |      |    |    |    |
|----------------------------------|----------------------|------|-----------|----------------|------|--------------|------|------|------|-------|---|------|----|----|----|
|                                  | Inspection Frequency | KNOX | MAV       | 1              | 2    | 3            | 4    | 5    | 6    | 7     | 8 | 9    | 10 | 11 | 12 |
|                                  | High                 |      | 2 w - 3 m | Undef          |      | Out of scope | 30 d | 30 d | 20 d | Undef |   | 20 d | 1Y |    |    |
|                                  | Medium               |      |           | Undef          |      | Out of scope | 30 d | 30 d | 20 d | Undef |   | 10 d | 2Y |    |    |
|                                  | Low                  |      | 2 w - 3 m | Undef          | 70 d | Out of scope | 30 d | 30 d | 20 d | Undef |   | 10 d | 6Y |    |    |
| Procedure manual for inspections |                      | no   |           | No             |      | Undef        | No   |      |      | Undef |   | No   |    |    |    |

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Appendix 2. Knox current RMP to MAV RMP Template.

| RMP Category                                        | Knox RMP Standard vs. Template                                                                               | Comments & Recommendations                                                                                                                                                              | Recommended Minimum RMP Standard |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1 - Proactive Inspection Road - Highest             | >3-6 months                                                                                                  |                                                                                                                                                                                         |                                  |
| 2 - Proactive Inspection Road - Lowest              | >12-24 months                                                                                                | Amend proactive inspection of lowest category roads to >12 -24 months, or as close to standard as achievable. If RMP standard is not achevable, document reasoning.                     | >12-24 months                    |
| 3 - Proactive Inspection Footpath - Highest         | >3-6 months                                                                                                  |                                                                                                                                                                                         |                                  |
| 4 - Proactive Inspection Footpath - Lowest          | >12-24 months                                                                                                | Amend proactive inspection of lowest category footpaths to >6 -12 months, or as close to standard as achievable. If RMP standard is not achevable, document reasoning.                  | >6-12 months                     |
| 5 - Proactive Inspection Sealed Laneways            | >12-24 months                                                                                                | Amend proactive inspection of sealed laneways to >12 -24 months, or as close to standard as achievable. If MAV Template standard is not achevable, document reasoning.                  | >12-24 months                    |
| 6 - Proactive Inspection Unsealed Roads - Highest   | >12-24 months                                                                                                | Amend proactive inspection of highest category unsealed roads to >6 -12 months, or as close to standard as achievable. If MAV Template standard is not achevable, document reasoning.   | >6-12 months                     |
| 7 - Proactive Inspection Kerb & Channel - Highest   | >3-6 months                                                                                                  |                                                                                                                                                                                         | >3-6 months                      |
| 8 - Reactive Inspections - Highest                  | 2 days                                                                                                       |                                                                                                                                                                                         | 10 wd                            |
| 9 - Reactive Inspections - Lowest                   | 10 days                                                                                                      |                                                                                                                                                                                         | 10 wd                            |
| 10 - Emergency Response                             | 1 day                                                                                                        |                                                                                                                                                                                         | 2wd                              |
| 11 - Pothole Depth Intervention Level               | >50mm                                                                                                        |                                                                                                                                                                                         | >70mm                            |
| 12 - Pothole Diameter Intervention Level            | >300mm                                                                                                       |                                                                                                                                                                                         |                                  |
| 13 - Pothole Repair Timeframe - Highest             | >1-3 months                                                                                                  | Amend repair timeframe for highest category pothole defects to as close to standard as achievable. If MAV Template standard is not achevable, document reasoning.                       | >1-2 weeks                       |
| 14 - Pothole Repair Timeframe - Lowest              | >1-3 months                                                                                                  |                                                                                                                                                                                         |                                  |
| 15 - Veg Road Overhead Clearance - Highest          | ?                                                                                                            |                                                                                                                                                                                         |                                  |
| 16 - Veg Road Repair Timeframe- Highest             | ?                                                                                                            |                                                                                                                                                                                         | >1-2 weeks                       |
| 17 - Veg Road Repair Timeframe- Lowest              | ?                                                                                                            |                                                                                                                                                                                         |                                  |
| 18 - Footpath Intervention Level                    | 20mm                                                                                                         |                                                                                                                                                                                         |                                  |
| 19 - Footpath Repair Timeframe Highest              | >1-3 months                                                                                                  | Amend repair timeframe for highest category footpath defects to at least 4 weeks, or as close to standard as achievable. If MAV Template standard is not achevable, document reasoning. | >2-4 weeks                       |
| 20 - Footpath Repair Timeframe Lowest               | >1-3 months                                                                                                  |                                                                                                                                                                                         |                                  |
| 21 - Veg Footpaths Overhead Clearance - Highest     | ?                                                                                                            |                                                                                                                                                                                         |                                  |
| 22 - Veg Footpaths Repair Timeframe - Highest       | ?                                                                                                            |                                                                                                                                                                                         | >2-4 weeks                       |
| 23 - Veg Footpaths Repair Timeframe - Lowest        | ?                                                                                                            |                                                                                                                                                                                         |                                  |
| 24 - Kerb & Channel - Vertical Intervention Level   | ?                                                                                                            | Amend kerb & channel vertical intervention level to >75mm, or as close to standard as achievable. If MAV Template standard is not achevable, document reasoning.                        | >75mm                            |
| 25 - Kerb & Channel - Horizontal Intervention Level | ?                                                                                                            | Consider including a horizontal K&C intervention level of >75mm, or as close to standard as achievable. If MAV Template standard is not achevable, document reasoning.                  | >75mm                            |
| 26 - Kerb & Channel Repair Timeframe - Highest      | ?                                                                                                            | Consider amending highest K&C repair timeline to a maximun of 4 weeks, or as close to standard as achievable. If MAV Template standard is not achevable, document reasoning.            | >2-4 weeks                       |
| 27 - Kerb & Channel Repair Timeframe - Lowest       | ?                                                                                                            | Consider amending lowest K&C repair timeline to a maximun of 3 months, or as close to standard as achievable. If MAV Template standard is not achevable, document reasoning.            | >1-3 months                      |
| 28 - Kerb & Channel Inspection Vantage              | Unclear                                                                                                      | Document kerb and channel inspections are to be carried out from the footpath - high traffic areas as a minimum.                                                                        | From Footpath                    |
| Highly conservative risk control                    | Standard is highly conservative - Consider benefits / resource impacts of amending standard to MAV Template. |                                                                                                                                                                                         |                                  |
| Conservative risk control                           | Standard is conservative - Consider benefits / resource impacts of amending standard to MAV Template.        |                                                                                                                                                                                         |                                  |
| Adequate/Reasonable risk control                    | Standard is considered reasonable. Council's RMP is defendable in the event of a claim.                      |                                                                                                                                                                                         |                                  |
| Unreasonable risk control                           | Current standard is potentially unreasonable - Consider benefits of amending standard to MAV Template.       |                                                                                                                                                                                         |                                  |
| Highly unreasonable risk control                    | Current standard is highly unreasonable - Consider benefits of amending standard to MAV Template.            |                                                                                                                                                                                         |                                  |
| Absent / ambiguous / unmeasurable risk control      | No standard is highly unreasonable - Consider including standard recommended the MAV Template.               |                                                                                                                                                                                         |                                  |

This report compares key intervention and measurement levels documented in Council's publicly available RMP (Jan 2024) with the MAV Insurance RMP Template.



Road Management Plan Review 2025 report - Attachment 2- Community Engagement – Have Your Say

| Have Your Say          |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Response to Have Your Say Notes/Comments  |                  |                                                                                                                                                                                                                                                                                                                                                   |                                     |                                    |
|------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| Date Received          | Question                                                                                   | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Point of interest or concern              | Asset Class      | Road Management Plan 2023 reference, Notes/Comments                                                                                                                                                                                                                                                                                               | Is further action recommended (Y/N) | What further action is recommended |
| Sep 21, 2025, 03:07 PM | Do you have any thoughts on the current Road Management Plan and how it could be improved? | <p>The current plan seems effective at meeting its own targets, but the standards themselves may need review. The on-the-ground experience in my area is that many roads and footpaths are in poor condition, yet may not meet the RMP's threshold for repair, such as the 50mm depth for potholes or 20mm for footpath displacement. These levels allow for significant deterioration before action is taken.</p> <p>Additionally, a key safety issue not covered is slippery growth on park footpaths. The plan needs a proactive inspection and cleaning standard for these biological hazards, rather than relying on reactive community complaints. Lowering the intervention thresholds and adding standards for path surface safety would better align the RMP with resident expectations.</p> | Intervention levels                       | Roads, Footpaths | Appendix 1 compares intervention standards for South Eastern Metropolitan Councils. Council's intervention levels for potholes and footpath displacements are consistent with the majority of South Eastern Metropolitan Councils.                                                                                                                | N                                   |                                    |
| Sep 21, 2025, 03:07 PM | Is there anything else you would like to tell us about this review?                        | <p>The review shows Council is successfully meeting its repair timeframes, with compliance rates of 97-99%. While commendable, this can be misleading if the standards that trigger those repairs are too low. The core issue is not the speed of the repairs, but what qualifies for repair in the first place.</p> <p>Future reviews should focus more on whether the intervention levels themselves are appropriate for community safety and comfort. I note the Council's insurer (MAV) recommended tightening some of these standards. I would support adopting these higher standards to improve the overall quality and safety of our local roads and paths, even if it requires more resources.</p>                                                                                           | Intervention levels and service standards | Roads, Footpaths | <p>Section 3.3 details the two benchmarking activities</p> <p>1. Benchmarking against neighbouring Council's</p> <p>2. Benchmarking against the MAV template standards.</p> <p>The supporting data indicates that Council is reasonably in line with other Councils with regard to its maintenance standards, compared with similar Councils.</p> | N                                   |                                    |
| Sep 10, 2025, 05:05 PM | Do you have any thoughts on the current Road Management Plan and how it could be improved? | Footpaths should be clear to reduce walking hazards - many homes have tree branches sticking out over the footpath, council should check properties to ensure paths are clear.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Vegetation – private property             | Footpath         | The RMP includes a maintenance activity to manage obstructions. Hazard inspectors carry cards to place in letterboxes where private vegetation impacts the thoroughfare.                                                                                                                                                                          | N                                   |                                    |

Road Management Plan Review 2025 report - Attachment 2- Community Engagement – Have Your Say

| Have Your Say          |                                                                                            |                                                                                                                                                                                                                                                                                                                                             | Response to Have Your Say Notes/Comments |                  |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     |                                    |
|------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| Date Received          | Question                                                                                   | Notes/Comments                                                                                                                                                                                                                                                                                                                              | Point of interest or concern             | Asset Class      | Road Management Plan 2023 reference, Notes/Comments                                                                                                                                                                                                                                                                                                                                                                      | Is further action recommended (Y/N) | What further action is recommended |
| Sep 10, 2025, 05:05 PM | Is there anything else you would like to tell us about this review?                        | Carry out inspections to identify any potential risks, including trip hazards - Trees from homes sticking out.                                                                                                                                                                                                                              | Vegetation – private property            | Footpath         | The RMP includes a maintenance activity to manage obstructions. Hazard inspectors carry cards to place in letterboxes where private vegetation impacts the thoroughfare.                                                                                                                                                                                                                                                 | N                                   |                                    |
| Sep 10, 2025, 08:06 PM | Do you have any thoughts on the current Road Management Plan and how it could be improved? | My view is that though I have indicated my thoughts to the Council and Vic Roads regarding the number of pot holes, nothing has been done for the last 2 years. Many of my friends have complained that their cars have been damaged and nothing has been done. When I complained to Vic Roads, they openly said that they don't have funds | Potholes                                 | Roads            | Section 2.3 of the Road Management Plan identifies the Department of Transport (Previously VicRoads) as the coordinating road authority for Freeways and arterial roads. (Burwood Hwy, Stud Road, etc). Council has no jurisdiction over how DTP manage their roads.<br><br>The Road Management Plan Review 2025 report identifies 100% compliance in Councils rectification of road surface issues reported to Council. | N                                   |                                    |
| Sep 10, 2025, 08:06 PM | Is there anything else you would like to tell us about this review?                        | This has to be carried out immediately                                                                                                                                                                                                                                                                                                      | Potholes                                 | Roads            | The Road Management Plan Review report identifies 100% compliance in rectifying road surface issues reported to Council                                                                                                                                                                                                                                                                                                  | N                                   |                                    |
| Sep 10, 2025, 05:05 PM | Do you have any thoughts on the current Road Management Plan and how it could be improved? | Hi. I notice a few potholes on the Burwood highway opposite Knox high school when you drive from Knox school towards Westfield Knox. The potholes have been there for many-many months. In general I think the road conditions are not that good and more maintenance is required.                                                          | Potholes                                 | Roads - Arterial | Section 2.3 of the Road Management Plan identifies the Department of Transport (Previously VicRoads) as the coordinating road authority for Freeways and arterial roads (Burwood Hwy, Stud Road, etc).                                                                                                                                                                                                                   | N                                   |                                    |

Road Management Plan Review 2025 report - Attachment 2- Community Engagement – Have Your Say

| Have Your Say          |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Response to Have Your Say Notes/Comments   |             |                                                                                                                                                                                                                                                                                                                                                            |                                     |                                    |
|------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| Date Received          | Question                                                            | Notes/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Point of interest or concern               | Asset Class | Road Management Plan 2023 reference, Notes/Comments                                                                                                                                                                                                                                                                                                        | Is further action recommended (Y/N) | What further action is recommended |
| Sep 10, 2025, 05:05 PM | Is there anything else you would like to tell us about this review? | <p>1. I am not sure if speed mgmt is part of this review. Assuming it is, I would like to request some speed breakers be installed along Jenola Parade as I quite often see and hear vehicle going way above speed limit of 50 Km/h. On a few occasions, council has installed speed check devices but no concrete action taken.</p> <p>2. At the intersection of Jenola Pde and High St road, I see people taking a u turn when the sign clearly says they should not. Similarly it becomes often dangerous when going in your car from Jenola Pde to high st road towards Glen Waverley. It may be an accident waiting to happen unless the council installs a traffic light or something else to make the crossing safer.</p> <p>Thanks a lot for asking for feedback. The Knox council is doing a stellar job and we all appreciate it.</p> | 1. Driver behaviour – speeding and U-turns | Roads       | <p>Section 1.2 of the Road Management Plan discusses the obligations of road users.</p> <p>For Local Road speeding matters, the community are encouraged to contact Council's Traffic and Transport team, who can undertake investigations to determine the extent of the problem and give consideration to speed reduction measures, where warranted.</p> | Y                                   | Refer to Transport and Traffic     |
|                        |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |             |                                                                                                                                                                                                                                                                                                                                                            |                                     |                                    |

## 8.7 Community Development Fund Program Assessment Panel Recommendations 2025-2026

|                                  |                                                |
|----------------------------------|------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                        |
| <b>Paper Type:</b>               | For Decision                                   |
| <b>Author:</b>                   | Community Partnership Team Leader, Bryony Lee  |
| <b>Manager:</b>                  | Manager Community Strengthening, Kerry Jansons |
| <b>Executive:</b>                | Director Connected Communities, Judy Chalkley  |

### SUMMARY

This report presents the recommendations of the Community Development Fund (CDF) Assessment Panel for Council's 2025-26 CDF Grants Program allocation to not-for-profit community groups operating within Knox.

Of the 100 applications that were received:

- 32 applications are recommended for funding in full (refer Attachment 1);
- 19 applications are recommended for partial funding (refer Attachment 2);
- 31 applications are not recommended for funding (refer to Attachment 3); and
- 18 did not meet eligibility requirements to proceed to Panel Assessment.

### RECOMMENDATION

That Council resolve to approve the Community Development Fund Assessment Panel's recommendations for full, partial and not recommended applications for the 2025-2026 round.

### 1. DISCUSSION

#### 1.1 Introduction

The Community Development Fund (CDF) is Council's annual grants program designed to support local not-for-profit organisations in delivering activities and initiatives that benefit Knox residents. The CDF is administered under the Knox Grants Framework Policy, ensuring alignment with best-practice principles in local grant making. This year the Program has an annual budget of \$374,365 (excluding GST).

Following an internal review of the CDF Grants Program that was approved by Council in May 2025, the Program's categories and funding limits were updated to better reflect the needs of the community. Seven categories were developed for applicants to align their projects. The Table below outlines the categories and objectives.

| Community Development Fund Category | Objectives                                                                                                                                                                                         |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active Ageing<br>Up to \$5,000      | For activities, projects or programs that promote social connection, health and wellbeing, volunteer engagement for positive ageing in Knox.                                                       |
| Active Communities<br>Up to \$5,000 | To assist with capacity building of sport and leisure clubs to deliver programs and projects that promote club wellbeing, diversity, inclusion, gender equity, volunteer engagement and retention. |

| Community Development Fund Category                         | Objectives                                                                                                                                                                                                                   |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arts and Events<br>Up to \$15,000                           | To assist community organisations with the delivery of Community Festivals, Events and Creative Activities.                                                                                                                  |
| Community Strengthening<br>Up to \$15,000                   | For projects or programs that strengthen the Knox community through the support of a diverse range of activities, services and programs that are responsive to community needs and significantly benefit the Knox community. |
| Cultural Celebrations and Community Events<br>Up to \$3,000 | To support projects, programs or events that increase awareness and understanding of diverse cultures within the community and enhance social inclusion and participation for all residents of Knox.                         |
| Environment and Sustainability<br>Up to \$5,000             | To assist community organisations with projects or purchases that support the natural environment and sustainability or supports capacity building or participation numbers of an environmental group.                       |
| Small Equipment Grants<br>Up to \$5,000                     | For small, essential equipment purchases that enhance the sustainability of the organisation.                                                                                                                                |

Eligibility criteria for Councils community grants are outlined in the Knox City Council Community Grants Guidelines 2025–26. Notably grant funds cannot be used for projects that are the responsibility of other levels of government, that are requesting operational expenses such as insurance and rent or catering that exceeds 20% of total grant amount. The full set of eligibility criteria can be found on page 7 of the Guidelines in Attachment 4.

Additionally, the CDF has a set of criteria for projects that will not be supported, which are:

- Applications that are submitted after the submission period closes;
- Projects that are more appropriately funded under another Council grant program;
- Applications for the same or similar project funded by CDF for three consecutive years (except for annual community events) will only be considered if significant community need is demonstrated;
- Projects relating to capital or facility upgrades or maintenance. For example, projects that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities;
- Operating expenses relating to the day-to-day costs incurred in carrying out usual business. This includes expenses such as salaries for existing positions, insurance, utilities, cleaning and general maintenance; and
- Applications for equipment must include a co-contribution from the applicant of at least 10%.

## 1.2 Applications

The 2025-2026 round received 100 applications, requesting a total of \$787,480.03. This is a substantial increase from the 72 applications received in the previous year. This could indicate that the community grant review and subsequent program changes are achieving their intended effect by better aligning with community needs.

Applications were received across all categories, with Community Strengthening receiving the highest number of applications followed closely by Small Equipment. The breakdown of applications include:

- 6 applications for Active Ageing;
- 5 applications for Active Communities;
- 11 applications for Arts and Events;
- 35 applications for Community Strengthening;
- 6 applications for Cultural Celebrations and Community Events;
- 3 applications for Environment and Sustainability; and
- 34 applications for Small Equipment.

Panel recommendations and project details are outlined in Attachments 1 (recommended for funding in full), Attachment 2 (recommended for partial funding) and Attachment 3 (not recommended for funding).

### **1.3 Assessment Process**

An assessment process has been developed to ensure robust and transparent decision making for final funding recommendations.

The first step in the process involved members of the Community Strengthening Department undertaking checks of all applications to ensure they met eligibility criteria, confirming information and proceeding to the next stage. Of the 100 applications received, 82 were eligible to proceed to Panel assessment. Eighteen applications were ineligible due to:

- One did not meet organisational eligibility;
- One was seeking retrospective funding for a purchase that had already been made;
- One project was the core responsibility of State Government;
- One project was withdrawn prior to moving to Panel Assessments;
- Four were seeking funding solely for items that were ineligible; and
- Ten were more appropriately funded through Council's Minor Grants program as per the guidelines.

The CDF Assessment Panel Terms of Reference (approved by Council in February 2025) outlines the role that the Assessment Panel undertakes. The objectives of the Assessment Panel are:

- Ensure that CDF grant applications are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council's Community Grants Guidelines 2025-26 (Grants Guidelines);
- Advise Council on the recommended allocation of funding under the CDF; and
- Ensure that the annual recommended CDF grant allocations support the Knox Council and Health and Wellbeing Plan 2025–29.

The Assessment Panel consisted of three community members (Rebecca Redfern, Felicity Langton and Varghese Pynadath) and two Knox City Council officers (Carolyn Marinic and Emily Sykes).

As per the Terms of Reference, the community representatives were appointed following an expression of interest and interview process and the staff representatives were appointed following an expression of interest process.

The assessment process included:

- Two preliminary Panel induction sessions, which were held on 2 and 3 July 2025. These sessions included presentations from Council officers on topics that would assist Panel members to understand their roles and responsibilities and provide content on common themes of equity, inclusion and safety.
- In July following the Induction sessions, Panel members individually assessed and scored each application on the assessment criteria outlined in the Grants Guidelines, using a scoring of 1 (does not meet the criteria) through to 5 (exceeds criteria), as described below:

| Score       | 1                                                                                       | 2                                                                        | 3                                                                    | 4                                                                          | 5                                                                      |
|-------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|
| Description | The application <b>does not demonstrate</b> the minimum expectations of this criterion. | The application <b>meets some</b> of the expectations of this criterion. | The application <b>meets all</b> the expectations of this criterion. | The application <b>exceeds most</b> of the expectations in this criterion. | The application <b>exceeds all</b> the expectations in this criterion. |

- Applications were assessed and recommended on the following weighted criteria outlined in the Grants Guidelines:

| Criteria                                                                                                       | Overall Weighting of Total |
|----------------------------------------------------------------------------------------------------------------|----------------------------|
| Clear demonstration of community needs and proposed project objectives.                                        | 30%                        |
| The capacity of the applying organisation to deliver the project and manage the grant.                         | 25%                        |
| The degree to which the project is shown to have a clear financial need is feasible and is financially viable. | 20%                        |
| The level of benefit to Knox residents.                                                                        | 15%                        |
| Demonstration of consultation and partnership with others.                                                     | 10%                        |

- The Panel conducted its assessment based solely on the information provided within each application. No further clarification was sought from applicants, and the Panel evaluated each application at face value, in accordance with the established assessment criteria.
- Once each Panel member completed their individual assessments, the average of the final scores for each application was used to determine the total overall weighted score.
- Four Assessment Panel meetings were held on 6, 7, 12 and 13 August 2025, where Panel members collectively discussed and recommended proposed funding allocations for each project.

- The Panel reviewed each application by category, in order from highest to lowest scoring, based on the combined average of all Panel members' weighted scores.
- Applications that produced an overall weighted score of 50 or lower were considered to not sufficiently meet the required criteria in the application and therefore were not considered for funding. There were three applications that scored below 50.
- Proposed funding allocations can be found in Attachments 1, 2 and 3.

Alongside the Assessment Panel process, Council officers across various Teams were consulted for subject matter expertise. Staff provided feedback on alignment with relevant Council strategies and plans, providing general advice or highlighting any issues of concern in relation to the applications. Staff feedback was provided to the Panel at the Panel meetings.

The Assessment Panel is voluntary, and a considerable amount of time is given by these members. It is estimated that the time dedicated to the assessment process is approximately 100 hours per Panel member in total, Council recognises the outstanding contribution by these volunteers.

#### **1.4 CDF Assessment Panel Recommendations – Summary**

The Panel recommends the approval and allocation of 51 grants totaling \$373,512.10 (including GST). The community organisations and projects recommended represent a diverse range of projects across the Knox community and align with the Knox Council and Health and Wellbeing Plan 2025-29.

Of the 51 applications recommended, the Panel has recommended that:

- 32 applications (refer Attachment 1) be supported with full funding totaling \$268,043.32 (including GST); and
- 19 applications (refer Attachment 2) be supported with partial funding totaling \$105,468.78 (including GST).

The remaining 31 applications not recommended for funding (refer Attachment 3) are made up of:

- Three did not sufficiently meet all assessment criteria and received lower overall weighted scores compared to other applications that scored higher;
- 21 did not sufficiently meet one or more assessment criteria; and
- Seven were seeking funding for projects that were deemed ineligible in the Grant Guidelines.

In the last Panel Assessment meeting, Panel members re-visited all applications that were not funded or partially funded to see if the remaining budget could be expended. After re-visiting these applications, the Panel was satisfied that all applications had been funded to the highest amount possible based on eligibility and meeting assessment criteria.

Unsuccessful applicants will be contacted and provided with feedback to support them in strengthening future grant applications and will also be provided with options for alternative funding that may be available through other Council grant programs where appropriate.

All approved grants (for full or partial funding) will be subject to Funding Agreements, outlining the terms and conditions under which the grant is offered including reporting commitments,



acquittal and community group obligations in relation to advertising Council's support. The Funding Agreements also document the circumstances in which funding may be returned to Council.

## **2. ENGAGEMENT**

The 2025–26 CDF grant round was promoted widely through multiple channels, including:

- Council's website;
- Social media posts;
- Knox e-News;
- Digital screens at Libraries and Knox Civic Centre Customer Service;
- Community Strengthening e-Bulletin; and
- Bulk email sent to past applicants.

This campaign achieved:

- 1,660 views and 923 active users on the grant's webpage during the submission period, which is a 400% increase from the previous month;
- A reach of 22,285 across social media posts;
- Approximately 10,000 eNews subscribers; and
- Direct engagement with over 1,000 people via an e-bulletin and bulk email.

Support provided to community groups included:

- One-on-one meetings with applicants upon request;
- Phone and email support to approximately 90 community groups to discuss proposed project ideas, alignment with the Grant Guidelines, access to further information and the application process; and
- Delivery of a range of free community training sessions as part of our commitment to building the capacity of community groups, including a grant writing session, two Knox Grants information sessions and a best practice financials session.

Organisations were also sent reminders via the Smarty Grants system where an application had been commenced but not submitted, to encourage completion of applications prior to the closing date. Following submission of their application, the Community Partnerships Team undertook eligibility checks and followed up with groups to include additional information if needed, to help groups meet organisational eligibility requirements.

Consultation was also undertaken internally with other relevant Council Departments to clarify programs or strategies relevant to the applications and advise of any issues or concerns in relation to the applications.

## **3. SOCIAL IMPLICATIONS**

The CDF Grants Program enables a greater understanding of community needs and creates opportunities for collaboration and strengthening existing connections with local community groups and organisations.

The CDF Grants Program, together with the Minor Grants Program, enables Council to fund community groups and not-for-profit organisations by assisting them to support the Knox community to be active, sustainable, and resilient community members.

The funding provided by the Program will benefit and engage with a wide cross-section of the Knox community and provide opportunities for many community organisations and residents, both as service providers and participants, to enhance community wellbeing.

#### **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**

One project is targeted at improving revegetation of rare and threatened plant species.

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

The CDF Grants Program budget is \$374,365.00 (excluding GST). The amount recommended for approval totals \$365,432.99 (excluding GST), falling within the budget allocation.

The Panel recommends the remaining balance of \$8,932.01, be allocated to the 2025-26 Minor Grants Program budget.

#### **7. RISKS**

Any risks associated with administering the Community Development Fund are managed through Council's Grant Framework Policy and the Knox City Council Community Grants Guidelines 2025-2026. Council's Grant Framework Policy and Guidelines sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

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

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

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

## **9. CONFLICT OF INTEREST**

Panel Assessors have declared Conflicts of Interest (COIs) relating to several applications. These COIs have been managed under Chapter 5 of the Governance Rules of Knox City Council and Panel Assessors have not been involved in the assessment, eligibility, or recommendations for those applications outlined in this report.

## **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 - CM - CDF Projects Recommended for Funding FULL ( D 25-267830) - 2025-10-27 [**8.7.1** - 6 pages]
2. Attachment 2 - CM - CDF Projects Recommended for Funding PARTIAL ( D 25-268048) - 2025-10-27 [**8.7.2** - 5 pages]
3. Attachment 3 - CM - CDF Projects NOT RECOMMENDED for Funding ( D 25-273723) - 2025-10-27 [**8.7.3** - 6 pages]
4. Attachment 4 - Knox Community Grants Guidelines 2025-26 [**8.7.4** - 20 pages]

## Attachment 1 – Community Development Fund 2025-26

## Applications Recommended for funding in FULL

| Category                                 | App ID       | Applicant                                                     | Project Title                                                                                              | Project Description                                                                                                                                                                                | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                    |
|------------------------------------------|--------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Active Ageing - up to \$5,000            | 2526-CDF-038 | Elm St Mission                                                | 50s+ Friends                                                                                               | A project that will build connections through activities, professional-led discussions, and referrals, reducing isolation, improving mental wellbeing, and celebrating cultural diversity in Knox. | \$ 4,680.00            | \$ 4,680.00              | The Panel decided that this project addressed key health and wellbeing issues, had excellent research, local benefits, strong evidence of need.   |
|                                          | 2526-CDF-111 | Eastern Sirens Synchronised Swimming                          | Seniors Artistic Swimming Classes for Knox Residents                                                       | Artistic swimming program for older women to promote social connection, fitness, and skill-building, reducing isolation and enhancing wellbeing.                                                   | \$ 3,058.00            | \$ 3,058.00              | The Panel decided that there were clear program goals and outcomes, clearly outlined community need, significant benefit to participants.         |
| Active Communities - up to \$5,000       | 2526-CDF-029 | Ferntree Gully Netball Club                                   | Supporting community and celebrating our diversity through participation in netball                        | Loan uniforms and Indigenous bibs, promoting inclusion, diversity, accessibility, and celebration of Indigenous culture in sport.                                                                  | \$ 4,995.32            | \$ 4,995.32              | The Panel decided this project had a strong focus on inclusion and Indigenous representation. Project enhances equity and community engagement.   |
|                                          | 2526-CDF-114 | The Basin Cricket Club                                        | The Basin Cricket Club Sisters & Sixes - Enhancing our female cricket program                              | Female cricket program to expand inclusivity, provide equipment, coaching, promoting gender equity, participation, and community wellbeing.                                                        | \$ 4,000.00            | \$ 4,000.00              | The Panel decided that this was an inclusive program with strong community benefit demonstrated. Will reduce financial barriers.                  |
| Arts & Events - up to \$15,000           | 2526-CDF-046 | The Basin Music Festival                                      | The Basin Music Festival                                                                                   | Music Festival that fosters local talent, cultural diversity, and wellbeing through an annual event, strengthening community connections and supporting local businesses.                          | \$ 15,000.00           | \$ 15,000.00             | The Panel decided that this was a well-managed local event with strong partnerships, clear community benefits.                                    |
|                                          | 2526-CDF-060 | Under the Fern Trees Market                                   | Under the Fern Trees Market - connecting and supporting community, local producers, performers and artists | Monthly markets that create vibrant, inclusive spaces supporting local producers, enhancing safety, strengthening community connections, and promoting cultural participation in Knox.             | \$ 10,000.00           | \$ 10,000.00             | The Panel decided that this was a well-planned market event fostering safety, social connection, and local business support; strong partnerships. |
| Community Strengthening - up to \$15,000 | 2526-CDF-014 | Rotary Club of Fern Tree Gully- Knox Nocturnals Youth Program | Knox Nocturnals Youth Program                                                                              | Delivery of free fortnightly youth programs with recreation, meals, workshops, and transport, promoting inclusion, resilience, and community safety for participants.                              | \$ 15,000.00           | \$ 15,000.00             | The Panel decided that this was a strong, inclusive youth program with proven impact, solid partnerships, clear budget, and                       |

## Attachment 1 – Community Development Fund 2025-26

## Applications Recommended for funding in FULL

| Category | App ID       | Applicant                                 | Project Title                                                      | Project Description                                                                                                                                                               | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                                                                                                                                              |
|----------|--------------|-------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |              |                                           |                                                                    |                                                                                                                                                                                   |                        |                          | strong alignment with community needs.                                                                                                                                                                                                                                                                      |
|          | 2526-CDF-017 | St Vincent de Paul Society Ferntree Gully | Christmas hampers for families experiencing financial disadvantage | Christmas Hampers delivered to 80–90 disadvantaged families, providing food, grocery vouchers, and children's gifts, personally distributed by dedicated community volunteers.    | \$ 12,000.00           | \$ 12,000.00             | The Panel decided that this project supports Knox families in need; clear budget and impact.                                                                                                                                                                                                                |
|          | 2526-CDF-034 | Ferntree Gully News                       | The Best of Ferntree Gully News 2018 to 2026                       | To publish anthology book of Ferntree Gully newspaper stories (2018–2026), preserving community history, COVID Pandemic experiences, and showcasing local voices and photography. | \$ 8,952.50            | \$ 8,952.50              | The Panel decided that this was a well-supported local history project with clear need and impact; strong consultation.                                                                                                                                                                                     |
|          | 2526-CDF-042 | Knox Infolink                             | Local case work support for the Knox community                     | Knox Infolink case worker funding to address complex needs, supporting homelessness, family violence, and mental health beyond volunteer capacity.                                | \$ 14,968.00           | \$ 14,968.00             | The Panel decided that that this project provided a critical support service with strong partnerships and proven impact; aligns with Council priorities.                                                                                                                                                    |
|          | 2526-CDF-056 | Saint Paul's Boronia                      | Community Meal - Combined Churches of Boronia                      | Weekly free meals fostering inclusion, social connection, and wellbeing for vulnerable residents, providing nutritious food, safe spaces, and supportive volunteer engagement.    | \$ 15,000.00           | \$ 15,000.00             | The Panel decided that this project was a longstanding community meal program meeting growing need; and showed strong partnerships and impact.                                                                                                                                                              |
|          | 2526-CDF-071 | Knox Repair Cafe                          | Scaling Up Knox Repair Cafe                                        | To expand services, reduce landfill waste, support community wellbeing, increase volunteer capacity, and grow attendance through outreach and education.                          | \$ 15,000.00           | \$ 14,985.00             | The Panel decided that this was an innovative, sustainable project with strong community impact; proven model, expanding reach.<br><br>The requested amount in the application was \$15,000 although the total amount for the grant expenditure is \$14,985.00, which the Panel recommends to fund in full. |

## Attachment 1 – Community Development Fund 2025-26

## Applications Recommended for funding in FULL

| Category | App ID       | Applicant                        | Project Title                                                               | Project Description                                                                                                                                                                     | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                            |
|----------|--------------|----------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | 2526-CDF-075 | Knox Obedience Dog Club Inc.     | Pawsitive Pathways                                                          | Volunteer instructor training model to strengthen capacity, consistency, and retention, enhancing community dog training quality, responsible ownership, and safer practices in Knox.   | \$ 8,120.00            | \$ 8,120.00              | The Panel decided that this volunteer training project showed strong community impact and sustainability focus; costs well justified.                                                     |
|          | 2526-CDF-077 | Foothills Community Care Inc.    | Foothills Community Meals Outreach Support Project                          | Outreach support worker to assist vulnerable residents facing homelessness, trauma, and isolation, providing compassionate advocacy, connections, and dignity through local engagement. | \$ 15,000.00           | \$ 15,000.00             | The Panel decided that this project showed strong partnerships and proven impact; outreach worker vital to meet rising community need, full funding recommended.                          |
|          | 2526-CDF-085 | Community Music and Performances | Knox Winter Concert Series – Sunday Serenades                               | Low-cost Sunday concerts to reduce isolation, foster inclusion, and build community through diverse music performances at Boronia RSL, encouraging connection and conversation.         | \$ 2,825.00            | \$ 2,825.00              | The Panel decided that this project offers affordable concerts fostering social connection for isolated seniors, featuring engaging musicians.                                            |
|          | 2526-CDF-094 | Coonara Community House Inc      | She Connects - Equipment Component                                          | To empower women through monthly health checks, workshops, and wellness activities, building confidence, resilience, social connection, and community belonging                         | \$ 15,000.00           | \$ 15,000.00             | The Panel decided that this project empowers Knox women through monthly wellness events, health checks, and workshop. It fosters connection, wellbeing, and shows community partnerships. |
|          | 2526-CDF-095 | Anchor Community Care            | Books and Boots - reconnecting youth through learning and sports            | Tutoring program to support youth in foster care focussed on literacy, numeracy, and social inclusion, addressing educational disadvantage, trauma, and resilience-building in Knox     | \$ 15,000.00           | \$ 15,000.00             | The Panel decided that this project supports Knox youth at risk of educational disengagement, developed with community feedback and partnerships.                                         |
|          | 2526-CDF-096 | Knox Historical Society Inc.     | Knox Diamonds – A treasure trove of local history and community connections | Digitisation of 6,000 historic Knox newspaper pages to preserve heritage, enhance research access, support investigations, and to strengthen community connection to local history.     | \$ 10,000.00           | \$ 10,000.00             | The Panel decided that this project ensures long-term preservation and public access, benefiting community, researchers, and government.                                                  |

## Attachment 1 – Community Development Fund 2025-26

## Applications Recommended for funding in FULL

| Category                                                | App ID       | Applicant                     | Project Title                                                                                           | Project Description                                                                                                                                                                   | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------|--------------|-------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         | 2526-CDF-098 | Orana Neighbourhood House     | Thriving in Knox: A local approach to wellbeing, connection and resilience for social housing residents | A program targeting social housing residents in Knox to build resilience and inclusion through education, health and wellbeing initiatives and participation in community activities. | \$ 14,780.00           | \$ 14,780.00             | The Panel decided that this project empowers social housing residents in Knox through inclusive wellbeing programs, fostering connection, resilience and access to essential local supports.                                                                                       |
|                                                         | 2526-CDF-115 | The Basin Community House Inc | Men & Technology at The Basin                                                                           | 3D printing workshops to engage men, fostering creativity, skills, peer connection, confidence, and inclusion through hands-on community learning opportunities.                      | \$ 10,991.00           | \$ 10,991.00             | The Panel decided that this project provides a hands-on 3D printing workshop for Knox men, fostering skills, confidence and connection. Builds sustainability through volunteer training.                                                                                          |
| <b>Environment &amp; Sustainability - up to \$5,000</b> | 2526-CDF-005 | Knox Environment Society Inc  | Seeding the Future                                                                                      | Purpose-built polyhouse to propagate ferns, addressing revegetation gaps and improving storage, ensuring sustainable biodiversity outcomes for local environments.                    | \$ 5,000.00            | \$ 5,000.00              | The Panel decided that this was a unique initiative enhancing sustainability, volunteer safety and habitat regeneration - strong community benefit, consultation, and long-term environmental impact.                                                                              |
| <b>Small Equipment Grants - up to \$5,000</b>           | 2526-CDF-001 | Knox Wind Symphony Inc.       | Purchase musical instrument                                                                             | Funding for a high-quality French horn, supporting accessibility, excellence, and growth of community musical ensembles.                                                              | \$ 5,000.00            | \$ 5,000.00              | The Panel decided that this project removes financial barriers for young musicians by providing instrument access, enhancing community arts participation and performance across Knox.                                                                                             |
|                                                         | 2526-CDF-012 | Waverley City Soccer Club     | Line marking machine                                                                                    | To purchase spraying machine, reducing costs and ensuring effective and safe use of both full-size and junior sports pitches independently.                                           | \$ 2,821.50            | \$ 2,821.50              | The Panel decided that this project reduces costs and boosts volunteer engagement<br>Junior training and games are based at Milpera Reserve, Wantirna. The Club list Monash University for their seniors however they would not be responsible for the line marking at this venue. |

## Attachment 1 – Community Development Fund 2025-26

## Applications Recommended for funding in FULL

| Category | App ID       | Applicant                                | Project Title                                                                                            | Project Description                                                                                                                                                                     | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                                                                                                                                            |
|----------|--------------|------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | 2526-CDF-025 | Ferntree Gully Fire Brigade              | Portable Speaker set                                                                                     | Funding for audio equipment to improve safety briefings, ANZAC ceremonies, and fire station open days, reducing ongoing hire costs significantly.                                       | \$ 3,346.00            | \$ 3,346.00              | The Panel decided that this project will improve delivery of safety briefings and community events, replaces hired audio gear and will enhance outreach and efficiency.                                                                                                                                   |
|          | 2526-CDF-030 | Knox Community Gardens Society Inc       | Ride On Lawn Mower                                                                                       | A new ride-on mower to replace worn model, ensuring safe, reliable maintenance of extensive grassed areas for all community users.                                                      | \$ 5,000.00            | \$ 5,000.00              | The Panel decided that this project will maintain safe, accessible ground - supporting thousands of Knox residents through gardening, education and community connection.                                                                                                                                 |
|          | 2526-CDF-044 | Victorian Masters Athletics - Knox Venue | Implementation of Mylaps Timing System (Electronic Timing System)                                        | Electronic timing system to modernise athletics events, providing instant results, reducing volunteer workload, and improving experience for athletes, coaches, and spectators.         | \$ 5,000.00            | \$ 5,000.00              | The Panel decided that this project showed a coordinated approach, clear partnerships and could show clear benefit.                                                                                                                                                                                       |
|          | 2526-CDF-047 | St Simons Catholic Church                | To provide a hearing loop in the church.                                                                 | Hearing loop installation to enhance inclusivity, accessibility, and full participation in services for elderly parishioners and hearing-impaired community members.                    | \$ 5,000.00            | \$ 5,000.00              | The Panel decided that this project improves accessibility for elderly and hearing-impaired Knox residents during events, fostering inclusion and community connection.                                                                                                                                   |
|          | 2526-CDF-058 | Ferntree Gully Tennis Club               | VAPTR Hardcourt Drying Machine Purchase and Implementation: Maximising Tennis Court Usage in Wet Weather | Purchase of hardcourt dryer to reduce cancellations, maximising participation, supporting inclusive tennis programs, and improving operations, confidence, and experiences for players. | \$ 5,000.00            | \$ 4,999.00              | The Panel decided that this project improves wet weather court access, boosting participation, coaching continuity, and inclusion.<br><br>The requested amount in the application was \$5,000 although the total amount for the grant expenditure is \$4,999, which the Panel recommends to fund in full. |
|          | 2526-CDF-062 | Boronia Soccer Club                      | Portable Team Shelter                                                                                    | Mobile sheltered bench to enhance comfort, safety, and weather protection for soccer coaches and substitutes,                                                                           | \$ 5,000.00            | \$ 5,000.00              | The Panel decided that this equipment provides weather protection and safety for coaches                                                                                                                                                                                                                  |



## Attachment 1 – Community Development Fund 2025-26

## Applications Recommended for funding in FULL

| Category | App ID       | Applicant                                               | Project Title                                                         | Project Description                                                                                                                                                                                      | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                     |
|----------|--------------|---------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |              |                                                         |                                                                       | improving facilities and supporting local sporting participation.                                                                                                                                        |                        |                          | and substitutes, enhancing comfort, efficiency and inclusivity.                                                                                                                    |
|          | 2526-CDF-072 | German Shepherd Dog Club of Victoria Inc Eastern Branch | Agility Equipment - Training Aids to Promote Community Companion Dogs | Lightweight dog training equipment to enhance volunteer safety, support structured training, strengthen handler-dog bonds, and promote community engagement through outreach programs.                   | \$ 4,500.00            | \$ 4,500.00              | The Panel decided that this equipment improves safety for volunteers and supports responsible dog ownership through community outreach and structured activities.                  |
|          | 2526-CDF-088 | Boronia Hawks FNC                                       | Cricket Pitch Cover Spindle                                           | Purchase of cricket pitch spindle to reduce labour, increase efficiency, and ensure reliable installation and removal of a cricket pitch cover, supporting volunteer sustainability and club operations. | \$ 3,047.00            | \$ 3,047.00              | The Panel decided that this project improves volunteer safety and efficiency by replacing manual labour with equipment for safe pitch cover handling at Millers Reserve.           |
|          | 2526-CDF-103 | 2nd/3rd Bayswater Scout Group - Treasurer               | Hall equipment rejuvenation                                           | New furniture to support programs and hall hires, enhancing accessibility, safety, and resilience for Knox families.                                                                                     | \$ 4,975.00            | \$ 4,975.00              | The Panel decided that this project would replace unsafe furniture to support youth programs and hall hire - boosting safety, accessibility, and income for Knox-based Scout group |

## Attachment 2 – Community Development fund 2025-26

## Applications Recommended for Funding - PARTIAL

| Category                           | App ID       | Applicant                          | Project Title                                                    | Project Description                                                                                                                                                                         | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                 |
|------------------------------------|--------------|------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active Ageing - up to \$5,000      | 2526-CDF-026 | Knox Chinese Elderly Citizens Club | Active Healthy Ageing & Living                                   | To provide venue and activities for low-impact exercise, supporting elderly physical health, wellbeing, and vital opportunities for ongoing social interaction.                             | \$ 4,990.00            | \$ 4,000.00              | The project showed strong membership but lacked consultation with relevant stakeholders. Catering exceeded 20%. The Panel agreed to recommend partial funding. |
|                                    | 2526-CDF-068 | Coonara Community House Inc.       | Knox Community Chess Enthusiasts (KCCE)                          | Chess hubs to provide inclusive, intergenerational spaces fostering learning, mental stimulation, friendships, cultural exchange, and belonging through regular community chess activities. | \$ 4,899.35            | \$ 2,237.94              | Inclusive program addressing social connection. Some items ineligible. The Panel agreed to recommend partial funding for eligible items in expenditure.        |
| Active Communities - up to \$5,000 | 2526-CDF-016 | Upper Ferntree Gully Cricket Club  | Ready to Play: Building Safe and Inclusive Cricket Communities   | To provide cricket equipment and iPads, ensuring safe participation, digital scoring, and inclusive team experiences for all members.                                                       | \$ 5,000.00            | \$ 1,543.94              | Well-established Club that supports junior inclusion and safety. Some items ineligible. The Panel agreed to recommend partial funding.                         |
| Arts & Events - up to \$15,000     | 2526-CDF-023 | Rotary Club of Bayswater Inc.      | 52nd Annual Knox Art Show                                        | To showcase local artists and photographers, providing exhibition and sales opportunities while engaging community and supporting Rotary's charitable initiatives.                          | \$ 10,000.00           | \$ 9,714.00              | Longstanding, well-managed art show with strong partnerships. Funding for a Council permit is ineligible. The Panel agreed to recommend partial funding.       |
|                                    | 2526-CDF-051 | Knox Interfaith Network Inc        | Many Cultures, One Community: Knox Interfaith Arts Festival 2026 | Multicultural arts festival to unite 500+ community members with performances, food, art, and stories, promoting reconciliation, belonging, creativity, and intercultural understanding.    | \$ 14,950.00           | \$ 5,312.50              | Event with strong partnerships. The Panel agreed to recommend partial funding based on the strength of the application.                                        |

**Attachment 2 – Community Development fund 2025-26****Applications Recommended for Funding - PARTIAL**

| Category                                 | App ID       | Applicant                                 | Project Title                                                                | Project Description                                                                                                                                              | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|--------------|-------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | 2526-CDF-081 | Light Chapel                              | Christmas at Light Chapel                                                    | To unite community with carols, entertainment, and festive activities, fostering connection, joy, and inclusion during the holiday season.                       | \$ 13,000.00           | \$ 2,673.75              | Popular event with strong attendance history. Requesting more than 20% for catering. The Panel agreed to recommend partial funding based on the strength of the application.                                                                                                                                                                                                                                       |
|                                          | 2526-CDF-090 | Tabulam & Templer Homes for the Aged Inc. | TTHA Christmas Market - Connecting Residents, Carers, Families and Community | Christmas Market to connect 4,000+ residents, businesses, and aged care communities, fostering inclusion, joy, cultural exchange, and community pride in Knox.   | \$ 15,000.00           | \$ 8,737.00              | Inclusive event with strong community reach. The Panel agreed to recommend partial funding to cover essential items.                                                                                                                                                                                                                                                                                               |
| Community Strengthening - up to \$15,000 | 2526-CDF-009 | The Rotary Club of boronia                | The Men's Mental Health Hub – Snack & Chat                                   | To offer peer support, counselling, and referrals, reducing stigma, isolation, and barriers while fostering resilience and wellbeing.                            | \$ 15,000.00           | \$ 14,281.25             | Men's mental health project with strong potential; stakeholder engagement could improve. The Panel agreed to recommend partial funding to cover essential items.                                                                                                                                                                                                                                                   |
|                                          | 2526-CDF-010 | Glen Park Community Centre Inc            | Project STORE (Supporting Timely Outreach & Resource Essentials)             | To install dedicated storage system for emergency relief supplies, enabling safe, efficient, dignified distribution to Knox residents facing hardship or crisis. | \$ 8,442.50            | \$ 5,000.00              | Efficient upgrade with strong community impact. Better suited to equipment category. The Panel agreed to recommend partial funding to align with the \$5,000 equipment cap. It is not a fixed asset.<br><br>It is recognised that this Centre is on the border of Knox/Maroondah. The Centre provide significant support to Knox residents. They have listed 417 people, which is 50% of the people who they help. |

**Attachment 2 – Community Development fund 2025-26****Applications Recommended for Funding - PARTIAL**

| Category | App ID       | Applicant                         | Project Title                                                                                                   | Project Description                                                                                                                                                    | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                                                                     |
|----------|--------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | 2526-CDF-027 | Women's Health East               | Harmony and Strength: Promoting Mental Health and Gender Respect Across Generations in Knox Chinese Communities | Workshops to address gender-based violence impacts in Knox's Chinese community, using bilingual engagement and art to foster awareness, resilience, and mental health. | \$ 14,746.00           | \$ 11,646.00             | Culturally tailored mental health program with strong partnerships. Application included ineligible items. The Panel agreed to recommend partial funding for eligible items.                                                       |
|          | 2526-CDF-048 | The Haven Day Centre Ltd          | Rewire-The Haven Choir. A dementia inclusive community choir lead by a music therapist                          | Dementia-inclusive choir that offers music therapy, social connection, and joy for participants and carers, promoting wellbeing and reducing isolation in Knox.        | \$ 15,000.00           | \$ 14,634.00             | Project offers meaningful impact; concerns around sustainability with reliance on grants. The Panel agreed to recommend partial funding to core items to ensure the success of the project.                                        |
|          | 2526-CDF-070 | The Orchard Church of Christ Inc. | Continuing The Development of Our Play Cafes - Equipment                                                        | Equipment upgrades at play cafes, providing affordable, safe, and welcoming community spaces for parents, carers, and children in Knox.                                | \$ 11,262.16           | \$ 5,000.00              | Project will improve safety and accessibility. Better suited to equipment category as the project was solely requesting equipment. The Panel agreed to recommend partial funding to align with the \$5,000 equipment category cap. |
|          | 2526-CDF-105 | Mr Perfect Incorporated           | Mr Perfect Ferntree Gully BBQ - Equipment Component                                                             | Monthly men's BBQs to reduce loneliness, foster connection, support mental health, and create welcoming spaces for conversations, community belonging, and resilience. | \$ 4,829.53            | \$ 2,703.60              | Project offers vital support; some ineligible items. The Panel agreed to recommend partial funding.                                                                                                                                |
|          | 2526-CDF-127 | VICSES - Knox Unit                | Training Prop Enhancement Package                                                                               | Training aids to enhance emergency readiness, volunteer capability, and community safety during disasters.                                                             | \$ 14,291.50           | \$ 5,000.00              | Upgrades that support emergency readiness. Better suited to equipment category as the project was solely requesting equipment. The Panel agreed to recommend partial funding to align with                                         |

## Attachment 2 – Community Development fund 2025-26

## Applications Recommended for Funding - PARTIAL

| Category                                                 | App ID       | Applicant                              | Project Title                                                         | Project Description                                                                                                                                                                      | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------|--------------|----------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                          |              |                                        |                                                                       |                                                                                                                                                                                          |                        |                          | the \$5,000 equipment category cap.                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                          | 2526-CDF-131 | The Onemda Association                 | Youth Transition & Skills Hub                                         | Transition support program to equip young adults with intellectual disabilities for independent living, fostering skills, confidence, resilience, and community participation.           | \$ 9,110.34            | \$ 5,000.00              | An inclusive transition program supporting younger people with intellectual disabilities. Better suited to equipment category as the project was solely requesting equipment. The Panel agreed to recommend partial funding to align with the \$5,000 equipment category cap.<br><br>The training will be held at their venue in The Basin, 1221 Mountain Hwy. They have indicated there will be 54 Knox residents involved. |
| Cultural Celebrations & Community Events - up to \$3,000 | 2526-CDF-040 | Uttar Pradesh Association of Australia | India's multi-cultural festival celebration-Knox                      | Festival that celebrates India's culture in Knox, strengthening community bonds, promoting diversity, and supporting long-term Australia-India cultural understanding and relationships. | \$ 3,000.00            | \$ 2,050.00              | Multicultural festival promoting Indian culture, fostering inclusion and community wellbeing. Catering exceeds 20% limit. The Panel agreed to recommend partial funding based on the strength of the application.                                                                                                                                                                                                            |
|                                                          | 2526-CDF-059 | We Are One Club                        | Two Cultures, One Community: Chinese-Hungarian Festival of Friendship | Cultural festival to unite Chinese and Hungarian communities through performances, food, and storytelling, fostering inclusion, pride, friendship, and multicultural celebration.        | \$ 3,000.00            | \$ 2,250.00              | Festival fostering cross-cultural connection, reducing isolation, and celebrating diversity. The Panel agreed to recommend partial funding based on the strength of the application.                                                                                                                                                                                                                                         |

**Attachment 2 – Community Development fund 2025-26****Applications Recommended for Funding - PARTIAL**

| Category                               | App ID       | Applicant                             | Project Title                                             | Project Description                                                                                                                                                         | Total Amount Requested | Total Amount Recommended | Panel Comments                                                                                                                                                                                                   |
|----------------------------------------|--------------|---------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Small Equipment Grants - up to \$5,000 | 2526-CDF-067 | Australian Jazz Museum                | Critical Computer Upgrade to Support Archiving and Access | Upgrades to obsolete computers, ensuring archive preservation, cybersecurity, volunteer efficiency, and reliable digital access to nationally significant jazz collections. | \$ 4,599.00            | \$ 3,285.00              | IT upgrade to support digital archiving, volunteer productivity and cybersecurity. Lower number of Knox residents that will benefit compared with other applications. Panel agreed to recommend partial funding. |
|                                        | 2526-CDF-136 | Wantirna Jetbacks Basketball Club Inc | Community Coaching Equipment and Support Initiative       | Replenishment of equipment, uniforms, and first aid supplies, supporting safe environments, volunteers, and continued growth of players and teams.                          | \$ 2,837.58            | \$ 399.80                | Equipment upgrade to improve safety and ease volunteer burden. The application included ineligible items. Panel agreed to recommend partial funding.                                                             |

**Attachment 3 – Community Development Fund 2025-26****Applications Not Recommended for funding**

| Category                           | App ID       | Applicant                                             | Project Title                      | Project Description                                                                                                                                                             | Total Amount Requested | Panel Comments                                                                                                                                                                          |
|------------------------------------|--------------|-------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active Ageing - up to \$5,000      | 2526-CDF-082 | Polish Community Care Services Inc.                   | Seniors' Diversity Picnic          | Cultural picnic to foster connection, reduce isolation, and promote inclusion through performances, crafts, traditional food, and shared social activities.                     | \$ 5,000.00            | The Panel decided that the application could be improved with clearer budget detail, inclusion of quotes, and stronger local consultation to provide sufficient supporting information. |
| Active Communities - up to \$5,000 | 2526-CDF-032 | Boronia Bowls Club Inc.                               | Electronic Door Locks              | To upgrade the alarm to an electronic fob access system, enhancing safety, restricting entry, and addressing seniors' concerns about unattended clubroom security risks.        | \$ 5,000.00            | Considered capital works as it is an addition to a fixed asset and therefore ineligible as outlined in the Grants Guidelines.                                                           |
| Arts & Events - up to \$15,000     | 2526-CDF-054 | Tamil Community Empowerment Council Australia Inc.    | Vaanavil 2026                      | Fundraising concert to support disadvantaged families with training, wellbeing, and employment services, building independence, stability, and long-term community empowerment. | \$ 15,000.00           | The Panel decided that the event could be strengthened with Knox-specific data, a more detailed budget and closer alignment to Guidelines.                                              |
|                                    | 2526-CDF-066 | Casey Tamil Manram Inc   The Tamil Festival Australia | The Tamil Festival Australia 2026  | Festival to celebrate heritage through music, dance, food, and arts, fostering inclusion, intercultural connection, diversity, and community pride.                             | \$ 15,000.00           | The Panel decided that the application needs clearer demonstration of financial need, stronger evidence of viability and more emphasis on Knox community impact.                        |
|                                    | 2526-CDF-126 | SLAMS Music Theatre Company                           | Knox Stagescape 2026               | Festival to showcase local performing arts, supporting talent, community pride, and participation through diverse performances and gala finale.                                 | \$ 5,000.00            | The Panel decided that the application had limited planning detail and unclear on impact to Knox.                                                                                       |
|                                    | 2526-CDF-138 | Uganda the Pearl of Africa Victoria Association       | Uganda Cultural Promotion Festival | Festival to showcase heritage through music, food, and crafts, fostering intercultural understanding, inclusion, and community pride in Knox.                                   | \$ 10,000.00           | The Panel decided that the application would be stronger with a clearer budget, more local consultation and greater focus on Knox community.                                            |

**Attachment 3 – Community Development Fund 2025-26****Applications Not Recommended for funding**

| Category                                 | App ID       | Applicant                                                                              | Project Title                                                                                                                     | Project Description                                                                                                                                                                           | Total Amount Requested | Panel Comments                                                                                                                                                                                          |
|------------------------------------------|--------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Strengthening - up to \$15,000 | 2526-CDF-002 | Trk care                                                                               | Mental health packs for kids and carers for better resilience and growth mindset to face life's challenges. - Equipment Component | Project to provide mental health care packs at 4-year-old check-ups, building resilience, emotional intelligence, and family wellbeing through parent-child support.                          | \$ 15,000.00           | The Panel decided that the application would benefit from stronger evidence of consultation and partnership, along with a more detailed and complete budget.                                            |
|                                          | 2526-CDF-003 | Waterford Park Retirement Village - Waterford Park Community Garden Steering Committee | Waterford Park Community Garden - Equipment                                                                                       | To promote residents' wellbeing, social connection, and purpose; established with resident support, requires additional funding for Stage 2 development.                                      | \$ 15,000.00           | The Panel decided that the financial need was unclear, and impact limited when compared with similar applications.                                                                                      |
|                                          | 2526-CDF-019 | The Men's Table Limited                                                                | Healthy Communities for Ferntree Gully - Equipment Component                                                                      | To foster connection, reduce isolation, improve mental health, prevent violence, and build supportive, lasting communities through safe, open conversations.                                  | \$ 15,000.00           | Project ineligible as venue location has electronic gaming machines and the Grants Guidelines state that grant funds cannot be used for events or activities at venues with electronic gaming machines. |
|                                          | 2526-CDF-022 | Big Little Buddies Inc.                                                                | Younger & Older Making Music & Memories: Intergenerational Music Program - Equipment Component                                    | Weekly intergenerational music program at aged care to bring preschoolers and caregivers together with residents, reducing isolation, supporting child development, and fostering connection. | \$ 13,359.00           | The Panel decided that the application could be improved with more detailed quotes and consideration of existing local organisations delivering similar projects.                                       |
|                                          | 2526-CDF-041 | Kidsafe Victoria                                                                       | City of Knox Childhood Injury Prevention Community Champions Program                                                              | Child injury prevention program to deliver training, resources and awareness to parents and professionals, improving safety outcomes.                                                         | \$ 14,764.00           | The Panel decided that the application could be strengthened with more quotes, stronger local partnerships, and a clearer focus on delivering benefits to Knox residents                                |
|                                          | 2526-CDF-061 | Each                                                                                   | Bush foods education in schools project - Equipment Component                                                                     | School garden network to expand Indigenous bush food education through workshops and podcasts, fostering sustainability, cultural appreciation,                                               | \$ 15,000.00           | The Panel considered this project to be the responsibility of State Government, as the project will be taking place in a school and part of                                                             |



**Attachment 3 – Community Development Fund 2025-26****Applications Not Recommended for funding**

| Category                                                 | App ID       | Applicant                                               | Project Title                                                                                       | Project Description                                                                                                                                                                            | Total Amount Requested | Panel Comments                                                                                                                                               |
|----------------------------------------------------------|--------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                          |              |                                                         |                                                                                                     | curriculum integration, and community learning.                                                                                                                                                |                        | the curriculum, as outlined in the Grant Guidelines.                                                                                                         |
|                                                          | 2526-CDF-097 | Empowering Connected Communities Alliance Incorporated. | Building Community Capacity Project 1 (ECCA BCC P1)                                                 | Community networking events to foster collaboration, tackle isolation, youth disengagement, and safety issues, building resilient, connected and supportive Knox communities.                  | \$ 12,445.00           | The Panel decided that the application could be strengthened with clearer delivery plans, a more detailed budget and inclusion of quotes.                    |
|                                                          | 2526-CDF-104 | St Jude The Apostle Parish Scoresby                     | Security Project - Equipment                                                                        | To install security cameras to improve safety, deter crime, protect parish facilities, support Knox Police and safeguard children near the primary school oval.                                | \$ 12,280.00           | Considered capital works as it is an addition to a fixed asset and therefore ineligible as outlined in the Grant Guidelines.                                 |
|                                                          | 2526-CDF-123 | Koorie Academy                                          | Deadly Sport and Culture Camp - Equipment Component                                                 | Deadly Sport and Culture Camp to strengthen Aboriginal youth wellbeing through sport, cultural education, Elder engagement, and community connection in Wantirna.                              | \$ 15,000.00           | The Panel decided that the application could be improved with a clearer, more complete budget.                                                               |
|                                                          | 2526-CDF-125 | Lions Club of Rowville Inc.                             | Club's promotion materials and members uniforms upgrade - Equipment                                 | To support uniforms and promotional materials, ensuring growth, visibility, and pride for expanding community service club within Knox.                                                        | \$ 5,133.70            | Total overall score for the application was low and needs improvement across all assessment criteria.                                                        |
|                                                          | 2526-CDF-135 | Wellsprings for Women                                   | Connecting Knox Families Multicultural Playgroup & Mothers' Connection Circle - Equipment Component | Multicultural playgroup and Mothers' Circle to build parenting skills, reduce isolation, foster cultural exchange, and promote wellbeing for diverse Knox families                             | \$ 14,850.00           | The Panel decided that the application could be improved with more detailed information, inclusion of quotes in the budget and stronger risk planning.       |
| Cultural Celebrations & Community Events - up to \$3,000 | 2526-CDF-063 | Swaranjali Musical & Cultural Society Inc               | Rhythms of Unity: Celebrating Indian Musical Heritage in Knox                                       | Indian cultural series to showcase music and dance, fostering cross-cultural inclusion, intergenerational participation, community awareness, and increased understanding of Knox's diversity. | \$ 3,000.00            | The Panel decided that the application could be strengthened with a clearer budget, greater focus on benefits to Knox residents and more local consultation. |

**Attachment 3 – Community Development Fund 2025-26****Applications Not Recommended for funding**

| Category                                     | App ID       | Applicant                          | Project Title                                                                 | Project Description                                                                                                                                                                | Total Amount Requested | Panel Comments                                                                                                                                                        |
|----------------------------------------------|--------------|------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |              |                                    |                                                                               |                                                                                                                                                                                    |                        |                                                                                                                                                                       |
|                                              | 2526-CDF-100 | Shishukunj Melbourne Inc           | Janmashtami Celebration – Birth of Krishna and India Independence Day         | Inclusive Krishna Janmashtami and Independence Day celebration with music, rituals, storytelling, food, and workshops, fostering cultural learning, harmony, and community spirit. | \$ 3,000.00            | The Panel decided that the application could be improved with a more detailed budget and increased local consultation.                                                |
|                                              | 2526-CDF-128 | Hindi Niketan Inc.                 | Indian Festival of Colours - Holi 2026                                        | To celebrate Holi festival and showcase Indian culture through rituals, colours, dance, and food, fostering joy, unity, and multicultural understanding across Knox.               | \$ 3,000.00            | The Panel decided that the application could be strengthened by aligning catering costs with grant limits, increasing local consultation and addressing budget gaps.  |
|                                              | 2526-CDF-139 | Hindu Cultural & Community Network | Bridging Cultures, Building Connections – A Multicultural Celebration in Knox | Holi Celebration to foster cultural exchange, unity, and social cohesion through colourful festivities, music, food, and storytelling, celebrating Knox's diverse community.       | \$ 3,000.00            | The Panel decided that the application could be improved with more financial detail, stronger local consultation and clearer planning.                                |
| Environment & Sustainability - up to \$5,000 | 2526-CDF-033 | Kilsyth South Baptist Church       | Purchase & Installation of Sprinkler System at The Patch Community Garden     | Automated sprinkler and drainage system for Patch Community Garden to ensure sustainable watering, reduce volunteer workload, support growth, and enhance gardening efficiency.    | \$ 5,000.00            | Project could be strengthened by addressing budget discrepancies and ensuring eligibility regarding capital works and infrastructure upgrades.                        |
|                                              | 2526-CDF-049 | Planting Seeds Projects            | The Knox B&B Highway                                                          | Knox B&B Highway to engage students in biodiversity audits, habitat creation, and citizen science, supporting pollinators, STEM learning, and Gardens for Wildlife.                | \$ 5,000.00            | The Panel considered this project to be the responsibility of State Government, as the project will be taking place in a school, as outlined in the Grant Guidelines. |
| Small Equipment Grants - up to \$5,000       | 2526-CDF-035 | Knox United Soccer Club            | Shipping container with roller door for on-site storage                       | Shipping container storage, to resolve inadequate space and reliance on personal homes to safely store club equipment.                                                             | \$ 3,700.00            | The Panel decided that the application could be strengthened by demonstrating greater financial need and providing more evidence of consultation and partnership.     |

**Attachment 3 – Community Development Fund 2025-26****Applications Not Recommended for funding**

| Category | App ID       | Applicant                                  | Project Title                                                                                             | Project Description                                                                                                                                                             | Total Amount Requested | Panel Comments                                                                                                                                                                                                                                                                                                         |
|----------|--------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |              |                                            |                                                                                                           |                                                                                                                                                                                 |                        |                                                                                                                                                                                                                                                                                                                        |
|          | 2526-CDF-039 | Swaranjali Musical & Cultural Society Inc. | Swaranjali Sound System Upgrade – Creating Lasting Community Impact Through Music and Cultural Activities | Sound equipment to reduce hire costs, enhance programs, support cultural inclusion, nurture talent, and improve community wellbeing through music.                              | \$ 5,000.00            | The Panel decided that the application could be improved by addressing budget inconsistencies and demonstrating greater benefit to Knox residents.                                                                                                                                                                     |
|          | 2526-CDF-057 | Knox Environment Society                   | Records for Conservation                                                                                  | To computerise propagation records, streamlining data entry, improving accuracy, efficiency, and supporting sustainable management of Knox's environmental restoration efforts. | \$ 4,518.85            | The Panel decided that the application could be strengthened by providing clearer evidence of need. Noting that another equipment application from same applicant has already been recommended for funding based on the strength of the other application as two applications can't be approved for the same category. |
|          | 2526-CDF-108 | Upper Ferntree Gully Football Club         | Medical Kits and First Aid- Massage tables                                                                | To replace first aid kits and medical tables to ensure safety, reduce costs and support football and netball players' wellbeing across all teams.                               | \$ 5,000.00            | The Panel decided that the application could be improved with a more satisfactory budget that excludes ineligible items. The application indicated 'no' to partial funding and the budget included items that were ineligible.                                                                                         |
|          | 2526-CDF-109 | Global Organisation For Divinity           | Tongue Tempt Community Kitchen Expansion for Cultural Catering and Youth Training                         | Volunteer-run kitchen upgrades to expand capacity, ensure food safety and foster cultural connection through shared meals.                                                      | \$ 4,940.00            | Total overall score for the application was low and needs improvement across all assessment criteria.                                                                                                                                                                                                                  |
|          | 2526-CDF-118 | Ferntree Gully Falcons                     | Ferntree Gully Falcons Storage Upgrade and Venue Signage Improvement Project                              | Uniform shop upgrades and signage improvements to enhance accessibility, organisation, efficiency, and inclusivity.                                                             | \$ 5,000.00            | The Panel decided that the application could be strengthened by providing more information and ensuring all expenditure aligns with eligibility requirements.                                                                                                                                                          |

**Attachment 3 – Community Development Fund 2025-26****Applications Not Recommended for funding**

| Category | App ID       | Applicant                   | Project Title                                                                                           | Project Description                                                                                                                                                  | Total Amount Requested | Panel Comments                                                                                                                                                                                                                                                                           |
|----------|--------------|-----------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |              |                             |                                                                                                         |                                                                                                                                                                      |                        |                                                                                                                                                                                                                                                                                          |
|          | 2526-CDF-119 | Bangla Art Centre, Victoria | Strengthening Cultural Engagement and Organizational Sustainability through Vital Equipment Acquisition | BACV seeks essential equipment to improve sustainability, efficiency, and capacity of cultural events, reducing hire reliance and supporting community celebrations. | \$ 3,000.00            | Total overall score for the application was low and needs improvement across all assessment criteria.                                                                                                                                                                                    |
|          | 2526-CDF-124 | Wantirna South Cricket Club | POS Upgrade                                                                                             | Club seeks upgraded POS systems to improve efficiency, reduce delays and enhance service during meals, fundraisers, and community events.                            | \$ 3,057.00            | The Panel decided that the application could be improved by aligning the application with the Grant Guidelines and ensuring proposed expenditure is eligible. As the club has a liquor license as per the Guidelines, Council cannot fund items that support the consumption of alcohol. |

# Knox City Council Community Grants Guidelines 2025-2026

April 2025



Image Credit: Outer East Food Share Pop Up Market

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## Introduction

Knox Council provides an annual budget to a range of grant programs designed to capture the priorities of the community and enable or community to thrive. All our grant programs are underpinned by the following principles:

- Funded projects/activities will provide benefit to the Knox community and help meet Council's objectives.
- Co-operation and collaboration between groups is encouraged.
- Grants processes will be consistent, equitable and transparent; and
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

The community grants outlined in these guidelines are:



**We welcome and encourage applications from a wide range of groups, including but not limited to:**

**First Peoples, LGBTQI+, Seniors, Organisations representing or supporting diverse cultural communities and people with a disability.**

**We also encourage partnership and collaboration between organisations.**



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## Who can apply?

Organisations who meet the following criteria are eligible to apply for the Minor Grant Program, Emergency Relief Fund or Community Development Fund:

- **Operational location:** the organisation must operate within the boundaries of Knox or provide services to Knox residents.
- **Not-for-profit status:** The organisation must be a not-for-profit legal entity that provides services, support, or activities to the Knox community.
- **Australian Business Number:** The organisation must have an Australian Business Number (ABN) or complete a Statement by Supplier form.
- **Public liability insurance:** The organisation must hold adequate public liability insurance appropriate for the activity outlined in the application.
- **Governing body:** The organisation must have a Committee of Management or similar governing body that accepts responsibility for administering the grant.
- **Required permits and plans:** The organisation must have obtained any necessary permits or plans required by law specific to the activity.
- **Working With Children:** Employees, contractors, and volunteers (aged 18 and over) involved in the organisation must hold a valid and current Working with Children Check if the organisation provides services, facilities, or activities for children or young people under 18 years old. A signed statutory declaration is required as part of the application.
- **Electronic Gaming Machines policy:** The organisation must not operate Electronic Gaming Machines, in accordance with Council's Electronic Gaming Machine Policy.
- **Previous grant expenditure:** The organisation must have provided evidence to Council's satisfaction regarding the expenditure of any previous grants received from Council.
- **No outstanding debts:** The organisation must have no outstanding debts to Knox City Council.

The Knox logo is displayed in a bold, lowercase, sans-serif font.

# Application Process

## How to apply

All our grant programs are accessed through the Smartygrants online platform where you can read more about the grant and view the application form. Once you begin your application, you can upload documents and save and return to your application as often as you like before submitting to us.

## When will I know the outcome of my application?

All applicants will be notified of the outcome of their application by email. If approval is required at a Council meeting, you will be notified of the outcome in the days following the meeting.

## What happens if my application is successful?

Successful applicants will be required to enter into a formal funding agreement which sets out the details of the grant. The agreement will clearly define what the grant is for and specify the terms and conditions to foster effective project delivery and the protection of public funds.

## What happens if my application is unsuccessful?

If you are not successful, we encourage you to talk to us and seek feedback on your application and make further applications in the future.

## Your Privacy

As part of the Information Privacy Act Statement of Consent, Council collects information from grant applicants for the purpose of registering and administering grant applications for the specified funding period. The information may also be used to send you relevant associated information and to ascertain satisfaction with our services. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes.

## Administrative Updates

Occasionally, circumstances may require minor administrative updates to this document. If the change doesn't significantly affect the guidelines, it can be made administratively and approved by the CEO. Examples include changes to department or position names, government department names, or minor legislative amendments with no major impact. Any change that could materially alter the intent of the procedure must be considered by Council.

## I need help!

If you are having difficulty applying online, we are here to help. Contact the Community Partnerships Team on 03 9298 8000 or email [cdf@knox.vic.gov.au](mailto:cdf@knox.vic.gov.au).

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## What can't grant funds be used for?

- **Organisations, projects or programs outside Knox** unless they offer clear benefits to Knox residents.
- **Projects run by political or religious groups** to promote core beliefs.
- **Retrospective payments or expenses** for activities or expenses undertaken before Council approval.
- **General fundraising or funding** for prizes sponsorships, donations, trophies, or gifts.
- **Electronic Gaming Machines** – for events or activities at venues with electronic gaming machines.
- **State or Federal government responsibilities** – projects may not be an event or activity that is the core funding responsibility of another level of government.
- **Alcohol** – grant funds cannot be used for the purchase of alcohol in any circumstances. This includes items that support the consumption and/or storage of alcohol.
- **Operating expenses** – items that usually form part of your reasonable operating budget such as wages, rent, maintenance, utilities, cleaning, insurance etc) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration. For sporting clubs, this includes routine or everyday equipment required for playing sport (i.e., balls).
- The use or hire of **inflatables, amusement rides, or fireworks**.
- **Camps for children or young people under 18** that include overnight stays.
- **Transport costs** unless transport is a significant barrier that can only be addressed with grant funding.
- **Printed merchandise or branded materials** primarily used to promote another organisation.
- **Expenditure contributing to carbon emissions** when more sustainable options are available, such as single use plastics or excessive printing.
- **Recurring applications** – for the same or substantially same project, event, activity or equipment purchase that has been approved for two previous consecutive financial years unless significant community need can be demonstrated.
- **Catering expenses** that exceed 20% of the total grant amount being requested.
- For any **items of equipment** without a co-contribution of at least 10%.
- **Educational institutions and State or Federal Government departments** and agencies are excluded from Knox Grant programs.

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## Funding Conditions

### Funding agreements

All successful applicants are required to enter into a funding agreement. Funding agreements detail the terms and conditions of the grant, the relevant accountability requirements relating to the delivery of the project and financial reporting expectations.

### Use of grant funds

Funding may only be used for the purpose stated in the grant application and funding agreement, unless exceptional circumstances prevent delivery of agreed projects. In which case, grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.

### What happens if circumstances change impacting the delivery of our project?

We understand from time to time, circumstances may change. Please contact the Community Partnerships Team on 03 9298 8000 to discuss your project and any foreseeable impacts to the delivery of your project.

### Child Safe Standards

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children. Obligations are detailed on the Commission for Children and Young People (CCYP) website. Council will request information and evidence from your organisation in support of these obligations as part of the Funding Agreement.

### The role of an Auspice

An auspice arrangement occurs when a larger organisation helps a smaller group apply for and manage a grant. The larger organisation, known as the auspice, manages the grant funds and provides public liability insurance for the event or activity.

To use an auspice, you'll need to provide proof of their agreement, typically in the form of a letter, which should be uploaded with your grant application on SmartyGrants. The auspice must meet the Eligibility Criteria in the "Who Can Apply" section of the guidelines.

### Events or artwork on Council owned sites

If your event or project is being planned on Council land or installed in/on a Council owned building, you will need to ensure that all relevant permits and/or event applications are submitted prior to submitting your grant application.

### Alignment with the values of Knox City Council

Grant recipients must demonstrate behaviour that aligns with and supports the core values of Knox City Council. This includes, but is not limited to, conducting activities in a manner that promotes respect, integrity, inclusivity, accountability, and responsibility. Organisations that don't adhere to these values may be required to return grant funds to Council and may not be eligible for future grant funding.

### Alignment with Knox Council and Health and Wellbeing Plan

All applications for funding must demonstrate benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council and Health and Wellbeing Plan.

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## Definitions

|                                     |                                                                                                                                                                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Acquittal</b>                    | Means the information provided by the grant recipient that proves that funds have been spent responsibly and in line with the guidelines of each grant program.                                            |
| <b>Assessment Panel</b>             | A specific purpose committee to provide recommendations to Council on the Community Development Fund grant allocations.                                                                                    |
| <b>Auspice</b>                      | An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.                  |
| <b>Chief Executive Officer</b>      | Means the Chief Executive Officer of Knox City Council.                                                                                                                                                    |
| <b>Community Group/Organisation</b> | Means a legal entity which provides services, support or activities to the Knox community.                                                                                                                 |
| <b>Community Representative</b>     | A member of the community appointed by Council to participate in the Panel Assessments.                                                                                                                    |
| <b>Council</b>                      | Means Knox City Council, whether constituted before or after the commencement of these Guidelines.                                                                                                         |
| <b>Delegate(s)</b>                  | Means a Council Officer selected by the Chief Executive Officer to administer the Grant Programs.                                                                                                          |
| <b>Event</b>                        | Means an event, celebration, conference, performance or exhibition open to the community and held within the boundaries of Knox City.                                                                      |
| <b>Funding Agreement</b>            | Means an agreement between the grant recipient and Council that documents the agreed objectives of the grant and the accountability requirements of the grant.                                             |
| <b>Grant</b>                        | Means a sum of money given to an organisation with the expectation that the money will be used for an agreed and specific purpose.                                                                         |
| <b>GST</b>                          | Goods and Services Tax.                                                                                                                                                                                    |
| <b>Individual</b>                   | Means a resident of the Knox Municipality.                                                                                                                                                                 |
| <b>Legal Entity</b>                 | An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.                                 |
| <b>Not-for-Profit Group</b>         | A group or organisation that is not operating for the profit or gain of its individual members and any profit or surplus is directed back into the operation of the organisation to carry out its purpose. |

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## Minor Grants Program

The Minor Grants Program provides accessible funding to support community-led activities in Knox that promote volunteer effort, civic participation, and align with the Knox Council and Health and Wellbeing Plan.

Grants are available for small, short-term projects, equipment purchases, or repairs, with a maximum grant of \$2,500. Applications are assessed and allocated monthly.

Minor Grants operate under three tiers based on the amount requested as follows:

| Application Amount        | Assessment and Determination                                                                             | Grant Accountability and Acquittal                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Up to and including \$500 | Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council. | Electronic Funds Transfer consent for payment and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement).       |
| \$501 to \$1,000          | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.       | Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant. |
| \$1,001 to \$2,500        | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.       | Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant. |

### Minor Grant Applications that may be supported

- Small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- Applications that support groups to minimise waste or adapt to climate change are encouraged.
- Be for funds that will be expended within 12 months from receipt of the grant.
- Be for an amount of no more than \$2,500.

### Minor Grant Applications that won't be supported

- Applications that are more appropriately funded under another Council grant program.
- For the same, or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year unless significant community need can be demonstrated.
- Items typically included in an organisation's operating budget (e.g., salaries, rent, maintenance, utilities, insurance) will not be funded unless exceptional circumstances are demonstrated to the Council's satisfaction.
- For Sporting clubs, grant funding will not support the purchase of routine or everyday sports equipment required for playing sport (i.e. balls)
- Requests for catering costs of more than 20% of the total grant amount being requested.

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### Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or it's delegate may waive specific clauses in this document to enable appropriate support to community organisations.

### Budget Allocation

If the Minor Grants Program budget allocation is exhausted before May, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year.

### Application Submission Deadlines

Applications must be submitted at least 15 working days before the Council meeting to allow time for assessment. Late applications for the May Council meeting will be carried over to the new financial year. No Minor Grants will be awarded in June due to end-of-year processes. Applicants will be notified if their application is delayed until the new financial year.

### Minor Grants Program Oversight

The Minor Grant Program and any allocation and payment of Minor Grants will be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.

### Minor Grant Program Application Process

All applications must be completed through the Smartygrants Online Portal, which can be found here:

[Minor Grants Application](#)

| Dates to Remember        |                                                   |
|--------------------------|---------------------------------------------------|
| <b>23 June 2025</b>      | Submission deadline for July Council Meeting      |
| <b>14 July 2025</b>      | Council Meeting                                   |
| <b>21 July 2025</b>      | Submission deadline for August Council Meeting    |
| <b>11 August 2025</b>    | Council Meeting                                   |
| <b>18 August 2025</b>    | Submission deadline for September Council Meeting |
| <b>8 September 2025</b>  | Council Meeting                                   |
| <b>22 September 2025</b> | Submission deadline for October Council Meeting   |
| <b>13 October 2025</b>   | Council Meeting                                   |
| <b>20 October 2025</b>   | Submission deadline for November Council Meeting  |
| <b>10 November 2025</b>  | Council Meeting                                   |
| <b>17 November 2025</b>  | Submission deadline for December Council Meeting  |
| <b>8 December 2025</b>   | Council Meeting                                   |

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## Emergency Relief Fund

The Emergency Relief Fund is a new grant program at Knox Council that offers accessible funding to local service providers in Knox or those servicing Knox residents, enabling them to deliver **immediate and essential support** to individuals in need within the Knox community.

Immediate and essential support may include the provision of food, bedding, clothing, vouchers, medication and other vital services, along with community meals and new initiatives aimed at addressing immediate and essential needs of individuals requiring support in Knox.

All Emergency Relief Fund Applications are assessed and allocated monthly with applications completed through the Smartygrants Online Portal.

The Emergency Relief Fund operates under two tiers based on the amount requested as follows:

| Application Amount        | Assessment and Determination                                                                             | Grant Accountability and Acquittal                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Up to and including \$500 | Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council. | Electronic Funds Transfer consent and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement). |
| \$501 to \$20,000         | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.       | Funding Agreement and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement).                 |

### Emergency Relief Fund Applications that can be supported:

- Projects that focus on assisting people in Knox with an immediate crisis or those with unmet essential needs.
- Initiatives focusing on acquiring and distributing food and other emergency supplies such as bedding and clothing.
- Projects that involve purchasing items to store rescued food.
- Capacity building of services in Knox to enable and expand continued support of people in Knox.

### Emergency Relief Fund Applications that won't be supported:

- Multiple applications from the same applicant.
- Funding requests for individuals.
- Projects that don't demonstrate community wellbeing or enhance access and inclusion.
- Projects from applicants whose primary mission does not align with the purpose of this fund, which is enabling the delivery of **immediate and essential relief and support** to individuals in need Knox.
- Applications for costs relating to core business activities, such as wages, salaries, rent, utilities etc.
- Fundraising activities.



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### Emergency Relief Fund Application Process

All Emergency Relief Fund Applications will first be reviewed by Council Officers for eligibility outlined in these guidelines and the Grant Framework Policy and recommended to Council based on the following criteria.

- ✓ **Clear Organisational Need or Opportunity** – the project addresses a specific, evidence-based need or opportunity within Knox – 30%.
- ✓ **Consultation and Partnership** – The application demonstrates consultation and collaboration with other organisations – 20%.
- ✓ **Organisational Capacity** – The organisation has the capacity to effectively deliver the project 25%.
- ✓ **Project Budget** – The project budget is well structured and reasonable – 25%.

Applications will be presented to Council each month for consideration and decision. Applications must be completed through the Smartygrants Online Portal, which can be found here: [Emergency Relief Application](#)

| Dates to Remember        |                                                   |
|--------------------------|---------------------------------------------------|
| <b>23 June 2025</b>      | Submission deadline for July Council Meeting      |
| <b>14 July 2025</b>      | Council Meeting                                   |
| <b>21 July 2025</b>      | Submission deadline for August Council Meeting    |
| <b>11 August 2025</b>    | Council Meeting                                   |
| <b>18 August 2025</b>    | Submission deadline for September Council Meeting |
| <b>8 September 2025</b>  | Council Meeting                                   |
| <b>22 September 2025</b> | Submission deadline for October Council Meeting   |
| <b>13 October 2025</b>   | Council Meeting                                   |
| <b>20 October 2025</b>   | Submission deadline for November Council Meeting  |
| <b>10 November 2025</b>  | Council Meeting                                   |
| <b>17 November 2025</b>  | Submission deadline for December Council Meeting  |
| <b>8 December 2025</b>   | Council Meeting                                   |

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### **Emergency Relief Fund Application Submission Deadlines**

For applications to be considered at a Council meeting, they must be received at least 15 working days prior to the meeting date to provide enough time to assess and report the application to Council.

Applications received after the closing date for presentation to the May Council meeting, will be held over until the new financial year. No Emergency Relief Fund applications will be awarded in June to allow for end of financial year processes.

### **Emergency Relief Fund Funding Requirements**

Projects that request funding in excess of \$10,000 will be required to have a co-contribution achieved either via cash or in-kind contributions.

Recipients of the Emergency Relief Fund grants are strongly encouraged to participate in Knox Emergency Relief Network.

### **Emergency Relief Fund Program Oversight**

The Emergency Relief Fund and any allocation and payment of Emergency Relief Fund Grants will be temporarily suspended prior to any Council election of by-election in accordance with Council's Election Period Policy.

### **Emergency Relief Fund Budget Allocation**

If the Emergency Relief Fund budget allocation is exhausted before May, the Program will be suspended immediately. Applicants will be advised if their applications cannot be processed.

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## Community Development Fund

The Community Development Fund is an annual grant program designed to capture the priorities of the Community and enable our community to thrive. It provides grants to develop, enhance and support the sustainability of not-for-profit organisations in the delivery of projects or programs that benefit the Knox community. The funding period is November 2025 to November 2026. Council will provide an allocation in each annual budget to fund the Community Development Fund program. The 2025-2026 Funding Categories are outlined below:

| Community Development Fund Category                                 | Objectives                                                                                                                                                                                                                   | Requirements                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Active Ageing<br/>Up to \$5,000</b>                              | For activities, projects or programs that promote social connection, health and wellbeing, volunteer engagement for positive ageing in Knox.                                                                                 | Applications should provide participation outcomes and encourage intergenerational connections that value the contribution of older people in Knox.                                                                                                 |
| <b>Community Strengthening<br/>Up to \$15,000</b>                   | For projects or programs that strengthen the Knox community through the support of a diverse range of activities, services and programs that are responsive to community needs and significantly benefit the Knox community. | Applications will need to demonstrate significant benefit to Knox residents and include strategies for sustainable delivery (if required) of the project beyond the grant program.                                                                  |
| <b>Cultural Celebrations and Community Events<br/>Up to \$3,000</b> | To support projects, programs or events that increase awareness and understanding of diverse cultures within the community and enhance social inclusion and participation for all residents of Knox.                         | Applications should demonstrate collaboration and partnership where possible.<br>A community event usually attracts less than 500 people.                                                                                                           |
| <b>Arts and Events<br/>Up to \$15,000</b>                           | To assist community organisations with the delivery of Community Festivals, Events and Creative Activities                                                                                                                   | Applications should demonstrate engaging with and showcasing local artists, musicians, theatre performers etc.<br>To qualify as an eligible event in this category, the event must be open to the wider community and attract more than 500 people. |
| <b>Environment and Sustainability<br/>Up to \$5,000</b>             | To assist community organisations with projects or purchases that support the natural environment and sustainability or supports capacity building or participation numbers of an environmental group.                       | Applications will need to demonstrate positive biodiversity and/or sustainability outcomes in alignment with Council strategies.                                                                                                                    |
| <b>Active Communities<br/>Up to \$5,000</b>                         | To assist with capacity building of sport and leisure clubs to deliver programs and projects that promote club wellbeing, diversity, inclusion, gender equity, volunteer engagement and retention.                           | Applications will need to show consideration of diverse communities and contribute to the sustainability of the club.                                                                                                                               |
| <b>Small Equipment Grants<br/>Up to \$5,000</b>                     | For small, essential equipment purchases that enhance the sustainability of the organisation.                                                                                                                                | Applications will need to show a minimum co-contribution of 10% of the cost of the equipment contributed by the applicant.                                                                                                                          |




### **Community Development Fund Applications that may be supported**

- Applications demonstrating clear project goals, defined outcomes, and a detailed plan and budget.
- Applications that clearly support Council's strategic objectives and priorities captured in the Council Plan and Health and Wellbeing Plan 2025-2029.
- Community need is demonstrated and addressed within the application.
- Projects and events that demonstrate collaboration with other local organisations and services, share resources within the community, and involve volunteers will be favourably considered.

### **Community Development Fund Applications that won't be supported**

- Applications that are submitted after the submission period closes will not be eligible.
- Projects that are more appropriately funded under another Council grant program.
- Applications for the same or similar project funded by CDF for three consecutive years (except for annual community events) will only be considered if significant community need is demonstrated.
- Projects relating to capital or facility upgrades or maintenance. For example, projects that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities.
- Operating Expenses relating to the day-to-day costs incurred in carrying out your usual business. This includes expenses such as salaries for existing positions, insurance, utilities, cleaning and general maintenance.
- Applications for equipment must include a co-contribution from the applicant of at least 10%.




### Community Development Fund Application and Assessment Process

All Community Development Fund Applications must first be discussed with the Community Partnerships team for eligibility outlined in these guidelines. You can contact the team on 03 9298 8000.

The 2025-2026 Community Development Fund information sessions, opening and closing dates are shown below, and we encourage you to attend the Grant Information Sessions.

| Dates to Remember                   |                                                              |
|-------------------------------------|--------------------------------------------------------------|
| <b>14<sup>th</sup> May 2025</b>     | Grant Writing Training Session                               |
| <b>30<sup>th</sup> May 2025</b>     | <b>Applications open (9am)</b>                               |
| <b>29<sup>th</sup> May 2025</b>     | Knox City Council Grant Program Information Session (online) |
| <b>12<sup>th</sup> June 2025</b>    | Knox City Council Grant Program Information Session (online) |
| <b>30<sup>th</sup> June 2025</b>    | <b>Applications close (midnight)</b>                         |
| <b>27<sup>th</sup> October 2025</b> | Council meeting (endorsement of Panel recommendations)       |

### Community Development Fund Assessment Criteria

All Community Development Fund applications are assessed on the following weighted criteria:

- Clear demonstration of community need and proposed project objectives – 30%.
- The capacity of the organisation applying for the grant to deliver the project and manage the grant – 25%.
- The degree to which the project is shown to have a clear financial need, is feasible and financially viable – 20%.
- The level of benefit to Knox residents – 15%.
- Demonstration of consultation and partnership with others – 10%.

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### **Community Development Fund Application Process**

The annual Community Development Fund submission round will be widely publicised and promoted to the Knox community.

All applications are to be submitted via the Knox City Council Smartygrants Portal, and must include:

- ✓ Your current Public Liability Insurance Certificate of Currency
- ✓ Your most recent full year financials
- ✓ Quotes to support the proposed expenses/budget.
- ✓ Evidence of your organisation's legal status
- ✓ Project Plan

### **How are Community Development Fund applications assessed?**

Applications are evaluated by the Community Development Fund Assessment Panel, which consists of approved Community Representatives, with support from Council Officers.

The assessment is conducted in accordance with the Community Development Fund Assessment Panel Terms of Reference.

In addition, expert advice is gathered from relevant Council Officers who provide subject matter expertise on specific submissions. This Officer advice is presented to the Assessment Panel as an additional resource to assist in their thorough review and consideration of each application.

### **How are Community Development Fund applications decided?**

After the funding round, a report is presented to Council, summarising the recommendations from the Community Development Fund Assessment Panel. Council will then consider and endorse these recommendations.

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## Acquittals

### What is an acquittal?

An acquittal is a report that the successful grant applicant submits, showing how the grant was spent and the outcomes of the funded activity. This report helps confirm that the funding was used as intended. Submitting an acquittal is required. If you don't complete it or provide the necessary documentation, it may affect your ability to apply for future grants.

### Why is an acquittal important?

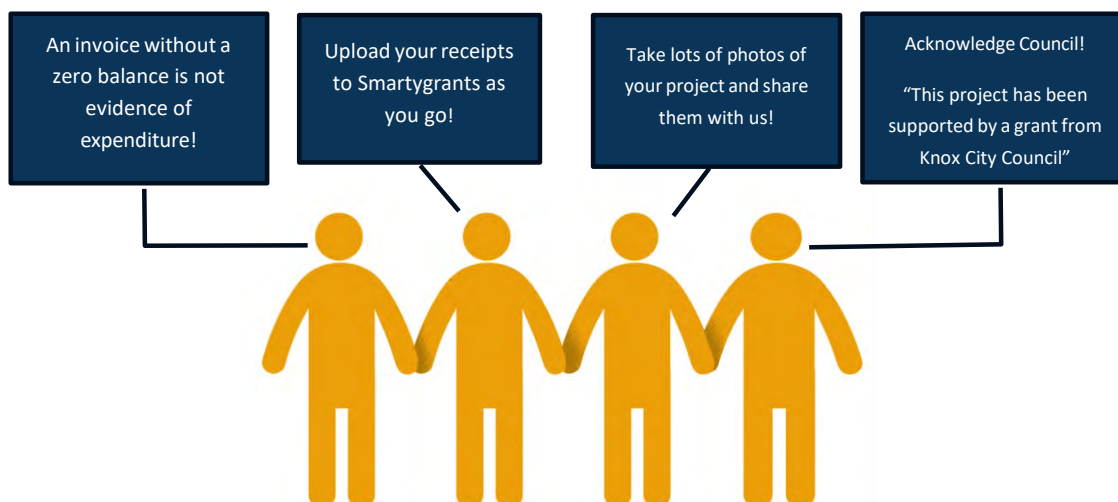
An acquittal is important to ensure public funds are used responsibly, according to the Funding Agreement and grant program guidelines. Applicants must provide evidence of purchases and confirm the funds were spent on approved items.

If the acquittal report is incomplete or missing, your organisation may not be eligible for future Knox City Council grants. Additionally, any unreported funds will need to be returned to the Council.

### Tips for a successful acquittal

- ✓ Complete and submit the acquittal online using the Smartygrants Portal
- ✓ Submit the acquittal as soon as possible at the completion of your project/event.
- ✓ Upload evidence of acknowledgement of council funding
- ✓ Include your receipts or other evidence of payment to the value of the grant. Remember – these need to show payment or a zero balance!
- ✓ Attach photos or videos of your project/event.
- ✓ Provide a summary of the benefit to the community. We love to hear your stories!
- ✓ If required – return any unspent grant funds to Council.

### Top Tips for a successful acquittal!



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## References

### **Knox City Council Plans**

- Knox Council and Health and Wellbeing Plan 2025-2029

### **Relevant Legislation**

- Local Government Act 2020
- Child Wellbeing and Safety (Child Safe Standards Compliance and Enforcement) Amendment Bill 2021

### **Charter of Human Rights**

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

### **Related Council Policy**

- Council Grant Framework Policy (April 2025)
- Election Period Policy
- Electronic Gaming Machine Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework
- Child Safe Policy

### **Related Council Documents**

- Knox City Council Fraud and Corruption Control Procedure
- Community Development Fund Assessment Panel Terms of Reference
- Community Events in Knox – Information Pack



## 8.8 Contract 3444 - Recycling Processing

|                                  |                                                 |
|----------------------------------|-------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                         |
| <b>Paper Type:</b>               | For Decision                                    |
| <b>Author:</b>                   | Coordinator Waste Management, Nick Dunstan      |
| <b>Manager:</b>                  | Manager Green Spaces & Environment, Andrew Dodd |
| <b>Executive:</b>                | Director, Infrastructure, Grant Thorne          |

### SUMMARY

This report details the procurement process and recommends a contractor for the delivery of Contract 3444 - Provision of Recyclables Processing Services. This contract will commence 1 December 2025 and replace the current contract for these services (2601), which expires 30 November 2025.

The scope of works includes the receipt, sorting, processing and marketing of recyclables (with and without the inclusion of glass), that are collected as part of council's kerbside collection services.

### RECOMMENDATION

That Council:

1. Awards Contract 3444 - Provision of Kerbside Recyclables Processing services to Re.Cycle Operations Pty Ltd (Regroup) (ABN 49984541896) for a schedule of rates-based contract, for an initial period of three years commencing 1 December 2025.
2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and
4. Advise all tenders accordingly.

### 1. DISCUSSION

Council delivers kerbside waste collection services to approximately 65,000 households within the municipality including:

- General garbage collection
- Recycling collection
- FOGO collection
- Hard waste collection
- Bundled green waste collection

Contract 3444 – Provision of Recycling Processing Services is the successor to Council's current recycling processing (Contract 2601) which expires 30 November 2025. This contract is to ensure council maintains a reliable and effective service through which to recycle material collected through its kerbside collection service. The Service is currently delivered by Re.Group Pty Ltd who are one of the four main service providers of recycling processing services within Victoria.

In 2020, the Victorian Government released *Recycling Victoria - Victoria's Circular Economy Policy* and Action Plan (Policy), including proposals to introduce a Container Deposit Scheme (CDS) in 2023 (which has occurred) and the introduction of a four-stream waste and recycling system. This

legislation also allows for the development of service standards (currently in draft form) that will greatly influence the requirements of kerbside recycling processing for all Councils within Victoria, which in part relate directly to recycling including:

- Requirements for CDS value sharing and processing of CDS material.
- Provision of Glass only recycling and corresponding rates for processing.
- Provision of options for soft plastics recycling via the kerbside process.
- Changes to the materials listed as 'contamination' within recycling contracts (for example glass will be considered a 'contaminant' in the material collected from co-mingled bins).

Contract 3444 contains options and requirements to ensure services will be able to meet all legislated obligations.

### **1.1. Procurement (Tender) Process**

A full competitive tender process was conducted as detailed in the Tender Evaluation Report (Confidential Attachment 1). A summary of this process is provided below.

Council advertised a public tender for this contract, with a notice placed in The Age newspaper on 19 July 2025. The tender closed on 15 August 2025. Four submissions were received from the following suppliers;

- The Trustee for Southern Paper Converters Trust T/A VISY Paper Pty Ltd.
- Cleanaway Pty Ltd.
- A.P.R Kerbside Pty Ltd.
- Re.Cycle Operations Pty Ltd (Regroup).

All submissions were assessed for their compliance in accordance with the evaluation criteria as per the tender documentation including the below mandatory compliance criteria.

- Quality Management System certification - Evidence of accredited (ISO 9001 or equivalent) Quality Management systems in accordance with tender schedule.
- Occupational Health and Safety certification - Evidence of current, accredited OHS Management systems (ISO 45001, Safety MAP or equivalent).
- Environment Management System - Evidence of accredited environmental management systems (ISO 14001 or equivalent) if separate from QMS.
- Demonstrated current insurances - \$20 Million Public Liability Workcover Comprehensive motor vehicle insurance.
- EPA Approval for site - Current EPA approval/permit to operate the site (if required).

All responses were identified as conforming with the above mandatory criteria and were detailed and considered in their approach warranting further assessment by the panel.

The tender evaluation panel then conducted evaluation, scoring each tender independently based on the comparative criteria and weighting listed in table 1.

**Table 1**

| <b>Comparative Criteria</b> | <b>Weighting</b> |
|-----------------------------|------------------|
| 1. Capacity & Capability    | 45%              |
| 2. Experience               | 10%              |
| 3. Sustainability           | 15%              |
| 4. Price                    | 30%              |

The Tender panel scored the comparative criteria 1-3 independently prior to confirm consensus scoring.

Pricing criteria was assessed separately, using a model based on current tonnages and known contamination rates and estimates on the impact of the potential glass only collection service (acknowledging that uncertainty remains around the future of this new service).

After assessments were completed on all submissions received, the evaluation panel identified the submission from Re.Cycle Operations Pty Ltd (Regroup) as the preferred supplier as their submission;

- Met all mandatory criteria regarding certification, insurances, permits and processes.
- Provided the lowest price based on modelling of the Schedule of Rates.
- Provided confidence in delivery through extensive experience, capacity and proposed resources.
- Displayed a proven track record of delivery and investment and innovation in delivery of services and adaptation to change.
- Detailed strong OHS, risk and contingency management responses and a commitment to business continuity.
- Proposed positive environmental and waste education outcomes including a partnership approach to managing contamination in place of any contamination gate fees.

Reference checks, a financial assessment and a site visit were completed to confirm the capability of Re.Cycle Operations Pty Ltd (Regroup) to deliver on its submission. All provided confidence to the panel in their assessments of this submission.

Overall, the response from Re.Cycle Operations Pty Ltd (Regroup) provided best value and a high level of confidence in delivery of reliable and effective outcomes for Knox and the Community, which will manage the risks associated with this important service.

## **2. ENGAGEMENT**

The procurement process was conducted via public tender with applications open for the required timeframes and advertised via Council's Tender portal and The Age newspaper. No public engagement was required or undertaken.

## **3. SOCIAL IMPLICATIONS**

The service outlined in this report provides positive benefit to the community and reflects positively on Council. Providing reliable and effective recycling services gives the community

confidence in our services and their role in helping to achieve better environmental outcomes and promoting inter-generational equity.

Procurement of best value, low costs services also ensure equity and positive outcomes for the community, helping to keep waste fees and charges as low as possible given the current cost of living pressures.

#### **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.

Provision of effective Recycling services as outlined in this report will:

- Positively impact on Council's Net Zero 2030 target and the Community Net Zero 2040 target by ensuring recyclable material is effectively and efficiently processed to allow resource recovery and diversion of waste to landfill (resulting in reduced methane creation and lower greenhouse gas emissions).
- Create opportunities for Council or the community to adapt to climate change through continuous improvement of processes and positive behaviour change associated with waste reduction and resource value. As education and awareness increases in this space, Victoria will shift from a linear waste model to a circular, climate-resilient economy.

#### **5. ENVIRONMENTAL IMPLICATIONS**

Increasing the diversion of resources from landfill and thereby reducing the waste required to be managed into the future not only aligns with Federal and State policy settings, but also with the Knox Climate Response Plan 2021-2031, which identifies organic waste as a major contributor of greenhouse gas emissions.

Efficient, well planned, and universally available services with a strong education focus also improve service utilisation and can improve local amenity through reduction in dumped rubbish and litter generation.

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

As a schedule of rates contract the financial assessment was conducted using a model based on current tonnages and known contamination rates and estimates on the impact of the potential glass only collection service (acknowledging that uncertainty remains around the future of this new service). The model was reviewed and approved by Councils finance team.

As detailed in the Evaluation report the financial impact of this Tender is positive for Council, with estimated contract gate fee costs to recycle Knox's material estimated to reduce on current rates. This saving will result in approximately a \$5.80 saving on the annual waste charge.

Estimated costs are well within the funding allocated for the service with funding for this contract sourced from operational Waste Management budgets and recovered through the annual standard waste charge. These are developed annually, and draft budgets are considered by Council via the annual budget process.

#### **7. RISKS**

Waste management and Recycling is a highly regulated industry, and carries risks associated with legislative compliance and resulting reputational impacts. The service also carries significant

environmental and financial risks due to the scale of the services concerned and the nature of waste management markets.

These risks are managed and reduced via a strong public tender process, requiring detailed and extensive risk management measures and certification from applicants. Comprehensive contract management, including monthly meetings and daily feedback from collection service providers provides risk mitigation and management on a day-to-day basis during the operation of the contract.

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

### **Caring for and enhancing our environment**

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

Strategy 3.3 - Minimise waste to landfill through access to a suite of waste services and education.

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

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

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

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

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

## **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**

Confidential Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- private commercial information, that if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors or other reasons may be available.

## **ATTACHMENTS**

Nil

## 8.9 Knox City Council 2024-2025 Annual Report

|                                  |                                                          |
|----------------------------------|----------------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                                  |
| <b>Paper Type:</b>               | For Decision                                             |
| <b>Author:</b>                   | Head of Strategy and Business Intelligence, Jen Reid     |
| <b>Manager:</b>                  | Manager Strategy and Transformation, Liesl Westberry     |
| <b>Executive:</b>                | Interim Director Customer and Performance, Matt Kelleher |

### SUMMARY

Knox City Council's 2024-2025 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 2020.

The 2024-2025 Annual Report showcases to the Knox community, Council's delivery on its services, initiatives and performance. It supports public transparency with Council's operations and shares the achievements and challenges faced during the financial year.

The Annual Report 2024-2025 includes the financial and performance information achieved for that year. Upon completion of the external audit of the financial and performance statements, the Victorian Auditor-General's Office report was received on 12 September 2025 and have received an unqualified report with the financial statements or the performance statement.

### RECOMMENDATION

That Council resolve to:

1. Endorse the 2024-2025 Annual Report (Attachment 1) in accordance with Sections 98 and 99 of the Local Government Act 2020.
2. Note the 2024-2025 Annual Report will be made available via Council's website.

### 1. DISCUSSION

The 2024-2025 Annual Report provides an opportunity to report to the Knox community on Council's services, initiatives and performance. It supports public transparency with the Council's operations and shares the wins made and challenges faced during the year.

The preparation of the Annual Report 2024-2025 has included the collation and review of Council's financial and performance information. On 8 September 2025, Council approved, in principle, the year-end financial statements and the performance statement in advance of the Auditor-General's consideration. The report from the Auditor-General on the financial statements and performance statement was received on 12 September 2025 and found no indication of any material issues with the financial statements or the performance statement.

The Annual Report has been prepared in accordance with Section 98 of the Local Government Act 2020 (Vic) (the Act), requiring Council to prepare an Annual Report containing:

- a) A report of operations of Council
- b) An audited Performance Statement
- c) Audited Financial Statements
- d) A copy of the Auditor's Report on the Performance Statement

- e) A copy of the Auditor's Report on the Financial Statements under Part 3 of the Audit Act 1994 (Vic)
- f) Any other matters prescribed by the Regulations.

Section 100 of the Act requires the Mayor to report on the implementation of the Council Plan by presenting the Annual Report at a Council Meeting open to the public. Following presentation of the Annual Report, the document will be available to the community in electronic format via the Knox City Council website, with hard copies available upon request.

This is the final year of delivery for the Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan) which has been superseded by the new Council and Health and Wellbeing Plan 2025-2029. Of the 35 initiatives listed in the Council Plan 2021-2025, 29 have been completed and six initiatives are behind schedule. These initiatives will continue to be delivered until finalised through Service Plans. Future reporting will focus on the initiatives identified in the Annual Budget 2025-2026. Therefore, the six incomplete initiatives will not be included in future quarterly performance reporting.

The structure of the Annual Report document is as follows:

#### **Introduction**

This includes the 10-year Community Vision, fast facts about our services, and the Mayor and Chief Executive Officer message.

#### **Report of Operations**

This section includes a Financial Summary, details of the Capital Works Program, major achievements, organisational changes, information about our Councillors and our staff, Knox's planning framework and key services, and documents Council's performance by key direction against the Council Plan 2021-2025. The service performance indicators of the Local Government Performance Reporting Framework (LGPRF) are also included in this section.

#### **Governance and Statutory Information**

This section includes the Governance and Management Checklist, captures annual statutory reporting requirements, Councillor Meeting attendance, documents available for inspection, audit operations, and contracts.

#### **Performance Statement**

This is the Statement prepared under Sections 98 and 99 of the Act and reports on the LGPRF. The Regulations require an explanation of any material variations for all relevant indicators. Materiality thresholds have been set at +/- 10%.

#### **Financial Statements**

This section contains the Financial Statements, as well as a guide to assist readers in understanding their nature and content. These Statements have received an unqualified report from the Victorian Auditor-General's Office.

## **2. ENGAGEMENT**

Under Section 100 of the Local Government Act 2020, for the purposes of Section 18(1)(d), the Mayor must report on the implementation of the Council Plan by presenting the Annual Report at a Council Meeting open to the public.

## **3. SOCIAL IMPLICATIONS**

Information about Council's achievements and aspirations for the community and social impacts are contained in the Annual Report 2024-2025.

## **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 2024-2025 Climate Response Plan Annual Report which was presented at the 29 September 2025 Council meeting.

## **5. ENVIRONMENTAL IMPLICATIONS**

Information about Council's achievements and aspirations for the environment are contained in the 2024-2025 Annual Report. Producing the report in a primarily electronic format saves paper resources and printing costs.

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

An overview of Council's financial performance is presented in the 2024-2025 Annual Report. The Annual Report contains a guide on how to understand the detailed financial report which includes audited Financial and Standard Statements.

## **7. RISKS**

Council has well established processes to ensure the Annual Report is prepared accurately and on time, mitigating the key risk of legislative non-compliance. These processes include a range of controls, including external audit reviews, to ensure the Annual Report is an accurate, transparent and comprehensive overview of Council's performance over the previous financial year.

An accessible and detailed Annual Report provides the community insight into how public resources have been managed and how effectively Council has delivered on its commitments; mitigating risks to Council's reputation by fostering transparency and accountability which builds trust between the Council and its stakeholders.

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

### **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 - Knox Annual Report 2024-25 [**8.9.1** - 218 pages]

# Annual Report 2024-2025



knox





## Acknowledgement of Traditional Land Owners

### Yana djerring ba ngarrnga djerring\* - Walking together and listening

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land in Knox. The Knox Aboriginal and Torres Strait Islander communities come from a variety of different nations within Australia including the Torres Strait, the Traditional Custodians and Stolen Generation. As such, we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's histories.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin Nation. Important cultural and historical sites within Knox hold both the traditional knowledge of First Nations peoples and the traumatic stories of colonisation. Reconciliation and truth telling are inseparable when healing and

relationships are the goal. Deep listening to the stories of the Dreaming, cultures, histories and the impact of colonisation on First Peoples and Country is the first step in understanding, respect, relationships and healing.

The journey ahead for Knox involves the land, the Traditional Custodians, the local First Peoples communities, and the wider community. Walking together and listening together to create a culturally safe and culturally rich community for all.

\* Woi-wurrung language used with permission of Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation



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## Our 10-year Community Vision

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





# Who we are

The municipality of Knox is approximately 25 kilometres from the Melbourne central business district. It covers an area of 114 square kilometres and consists of the suburbs of Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Sassafras, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.



Number of people who call Knox home **163,302**

Number of working residents who are employed in Knox

**29.4%**



40 is the median age of residents



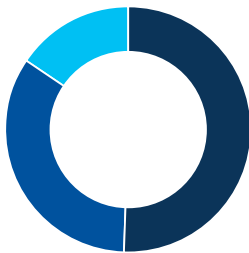
|         |       |
|---------|-------|
| ● 0-14  | 17.0% |
| ● 15-24 | 12.0% |
| ● 25-39 | 19.9% |
| ● 40-54 | 20.3% |
| ● 55-64 | 12.9% |
| ● 65+   | 17.8% |

33% of residents were born overseas



|                  |      |
|------------------|------|
| ● China          | 5.3% |
| ● United Kingdom | 3.8% |
| ● India          | 3.2% |
| ● Malaysia       | 2.5% |
| ● Sri Lanka      | 2.4% |

We have a mix of family compositions



|                                  |       |
|----------------------------------|-------|
| ● Couple family with children    | 37.1% |
| ● Couple family without children | 25.0% |
| ● One-parent family              | 11.2% |



## Fast facts about our services in 2024-2025

**91,715**

telephone calls received



**88.7%**

calls resolved at first point of contact



**68,321**

online service requests



**13,793**

visits to Customer Service Centre



**34,333**

hard waste bookings



**1,074**

animal management requests



**4,568**

children provided with MCH services



**1,427**

four-week old MCH age and stage visits



**6,811**

infants and children immunised



**31,672**

meals delivered



**4,837**

participants in Youth Services events and programs



**9,640**

community transport trips made





2,248

trees planted



1,250.5kms

of footpaths maintained



39,689

drainage pits maintained



729.6kms

of local roads maintained



64

sportsgrounds and major reserves maintained



283

Council-owned buildings maintained



209

playgrounds maintained



19,751m<sup>2</sup>

of graffiti removed from Council's assets



362,973

visits to aquatic facilities



824

planning applications received



941,078

physical library items loaned



594,891

digital library items loaned







# The year in review

**Our Knox community has much to be proud of as we review what has been achieved in the 2024–2025 financial year, where we worked together to deliver the Annual Budget and the final year of our Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan).**

In 2024-2025 we continued to put our customers – residents, non-resident ratepayers, business owners, local workers, visitors and community service users – at the centre of everything we do. In March 2024, we heard from over 1,100 members of our community who shared their current challenges, aspirations and priorities to reaffirm our 10-year community vision and we worked closely with a representative community panel to develop the new Council and Health and Wellbeing Plan 2025-2029 which was adopted in June 2025.

Every four years, Knox residents and ratepayers vote to elect Councillors to represent our community, with the most recent election occurring in October 2024. The new Council has begun working together to set and guide strategic direction and decisions using insights from the community to inform the Annual Budget 2025-2026. Councillors look forward to continued engagement with our community over the remainder of their four-year term.

This year we continued to implement actions under Our Customer Strategy to enhance our service delivery, including updates to our online forms, updating our complaints procedure and building staff capability. Each year we ask our community through a community satisfaction survey how they think we have been performing. We are pleased to see that satisfaction with our overall performance remained at a good level in 2024-2025.

Knox residents continue to reduce the amount of rubbish going to landfill with the waste diversion rate remaining strong at 71%. This places Knox as a leading council in reducing waste to landfill and in a good position to achieve state and Council goals on this key environmental indicator.

Cost-of-living pressures continue to affect the Knox community, and in 2024-2025 Council provided funding support to Knox Infolink, Ferntree Gully Village Pantry, and Ben's Place Food Pantry to assist Knox residents in crisis. Outer East Foodshare, located in a Council-owned facility in Wantirna, has grown significantly over the past three years and supports and provides food to 46 outer east food relief providers.

Council remains committed to the supply of social and affordable housing being increased in Knox. In collaboration with our partners, 67 Knox residents were supported to submit housing applications. To further support our community's housing needs, the developments at Boral Quarry and Norvel Quarry have either been amended or are in the process of being amended to include 10% affordable housing instead of the target of 5%, doubling the affordable housing planned to be delivered.

Our commitment to respect and inclusion for all ages in the Knox community was demonstrated through age awareness presentations at local clubs and Probus groups and intergenerational programs at the Knox Children and Family Centres. A program to bring together residents of Glengollan Village and kinder students from Windermere Reserve Kindergarten was piloted in 2024-2025 and this was so successful a similar program was piloted between Boronia Residential Aged Care and Boronia K12 College.



**Cr Lisa Cooper**  
Mayor



**Bruce Dobson**  
Chief Executive Officer

In 2024-2025 Council continued its work to raise community awareness and increase support for Knox residents living with dementia and for their carers. The dementia inclusive choir, called The Haven Rewire Choir, was launched in October 2024 at The Haven Day Care Centre in Boronia, supported by music therapists, The University of Melbourne's Rewire Choir, and community volunteers. Council has also partnered with Knox Community Gardens to develop a dementia-friendly sensory garden, designed to support visits from small community groups and offering a curated sensory experience.

Council is committed to the recognition of and respect for our First Nations community on whose land we live and work. During 2024-2025 we facilitated training for community groups on 'Building Aboriginal Cultural Competency', participated in the Eastern Regional Group discussion of procurement and economic development for First Nation businesses, and met with Bunurong Land Council and representatives from Parks Victoria to discuss cultural burns and the management of sites. More than 200 people, including stolen generation families and members of the First Peoples' Assembly, attended the Sorry Day Ceremony held at Knox Civic Centre.

Responding to climate change is a key Council priority. Our commitment to emissions reduction saw the addition of an electric vehicle charging station at Studfield shopping centre, completion of the Major Road Streetlight light-emitting diode (LED) program, with a total of 1,657 lights installed across Knox, and installation of 50kW of solar and 47kW of batteries in four community facilities. Council has also continued promotion and engagement with small to medium-sized businesses on the Business Energy Saver

Program, and actively promoted the Business Power Purchase Agreement program through the Business Renewables Buying Group.

The new Knox Library, Ngarrgoo, has been a great success. Library membership across the municipality rose by more than 8% in 2024-2025, a jump of nearly 14,000 new members, and our libraries received more visits than ever before. Ngarrgoo means 'knowledge' in Woi-wurrung, the traditional language of the Kulin Nation, and we are delighted to see the enthusiasm with which all members of our community are using our library facilities to increase their knowledge.

Sporting clubs are a vital component of a healthy and connected community. In 2024-2025 Council made infrastructure improvements and developed programs to support and promote sport in our community. These included the introduction of new sporting lines at Knox Regional Netball Centre to facilitate transition from a predominantly netball venue to a multisport venue, installation of re-purposed rings, backboards and new scoreboards at Rowville Community Centre, and the conversion of disused and run-down tennis courts at Knoxville Tennis Club to new, state-of-the-art pickleball courts. These new courts are very popular and provide a more accessible means of participation, particularly for older residents.

The rising costs of delivering services and improving infrastructure, and the cumulative effects of rate capping, continue to put pressure on our budget. Council has sought to direct spending to the areas our community has told us are important. Council has also achieved operational savings over the 2024-2025 period and will continue to carefully plan and prioritise future spending.



The year in review (continued)

Our 2024-2025 capital works program delivered:

\$16.3m

for sporting and leisure facilities

\$6.9m

for drainage and stormwater

\$4.1m

for paths

\$2.8m

for car parks

\$2.4m

for plant and machinery

\$2.0m

for open space

\$1.8m

for sustainability initiatives

\$1.4m

for playgrounds

\$1.0m

for bridges

\$0.3m

for arts and culture

419

small-to-medium scale renewal projects across Council’s extensive portfolio of community buildings

66

individual small-to-medium scale road resurfacing projects across Council’s local road network.

On behalf of Councillors and the organisation, we are proud to recognise the achievements of our Council over the past year. While we have collectively faced challenges, we have worked to meet these with resilience and compassion to achieve great outcomes for our community.

Cr Lisa Cooper  
Mayor

Bruce Dobson  
Chief Executive Officer







# How to read this report

Knox City Council's 2024-2025 Annual Report is organised under nine main headings:

|          |                                            |                                                                                                                                                                                                                                                                                                                                                                                        |
|----------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Report of Operations</b>                | A comprehensive report of Council's operations over the 2024-2025 financial year, including a financial summary, major achievements, details of the capital works program, details of Councillors and Council staff, Council services, and performance against the Council Plan 2021-2025.                                                                                             |
| <b>2</b> | <b>Governance and Management Checklist</b> | A list of Council's governance and management plans and mechanisms as set out in <i>Local Government (Planning and Reporting) Regulations 2020 (Vic) sch 1</i> .                                                                                                                                                                                                                       |
| <b>3</b> | <b>Council Operations</b>                  | A list of Meetings of Council in 2024-2025, Councillor attendance, committee meetings and attendance, and Councillor expenses for the 2024-2025 financial year.                                                                                                                                                                                                                        |
| <b>4</b> | <b>Audit Operations</b>                    | A description of the membership, purpose and activities of Council's Audit and Risk Committee during 2024-2025, as well as details of Council's internal and external auditors.                                                                                                                                                                                                        |
| <b>5</b> | <b>Public Transparency</b>                 | A description of the ways in which Council information is made publicly available in accordance with the <i>Local Government Act 2020 (Vic) s 57</i> .                                                                                                                                                                                                                                 |
| <b>6</b> | <b>Statutory Information</b>               | A list and brief descriptions of the major statutes under which Knox City Council conducts its operations.                                                                                                                                                                                                                                                                             |
| <b>7</b> | <b>Contracts</b>                           | A description of contracts with external suppliers entered into by Knox City Council over the 2024-2025 financial year.                                                                                                                                                                                                                                                                |
| <b>8</b> | <b>Performance Statement</b>               | A statement of Council's performance in 2024-2025 against the service, financial, and sustainable capacity indicators mandated by the <i>Local Government Act 2020 (Vic) s 98(4)</i> .                                                                                                                                                                                                 |
| <b>9</b> | <b>Financial Report</b>                    | Five key financial reports – Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works – with accompanying notes, including budget comparison notes, to show how Council performed financially during the 2024-2025 financial year and the overall position at the end of the financial year on 30 June 2025. |



11 Annual Report 2024-2025



# Knox City Council

## Report of Operations

For the year ended 30 June 2025





# Financial summary

**Council’s financial position continued to remain sound throughout the 2024-2025 financial year, while noting that the forward outlook remains challenging.**

A summary of our performance is outlined below while detailed information is included within the financial statements and performance statement sections of this report.

## Operating Result

| Summary of financial performance as at 30 June 2025 | Budget \$'000 | Actual \$'000 |
|-----------------------------------------------------|---------------|---------------|
| Total income                                        | 222,059       | 217,061       |
| Total expenses                                      | 202,428       | 204,822       |
| Surplus/(deficit) for the reporting period          | 19,631        | 12,239        |

The operating surplus reported in the 2024-2025 financial statements is \$12.2 million, which compares to a budgeted surplus of \$19.6 million.

The variance has primarily resulted from a timing difference in land sales, with these sales set to proceed during the 2025-2026 financial year. The other major variance is grant income totalling \$5.0 million that has been received but treated as

unearned income as it has yet to be expended. This income is expected to be recognised during the 2025-2026 financial year. This has been partially offset by the timing of the receipt of the Victoria Local Government Grants Commission General Purpose Grant and Local Road Funding, where the entire 2024-2025 funding was received during the 2025 financial year, while 50% of the 2025-2026 funding was received prior to 30 June 2025. However, these timing differences have not negatively impacted Council’s underlying financial position.

## Income

Total income for the 2024-2025 financial year was \$217.1 million. Overall income increased by \$16.2 million compared to the previous year, which represents an 8.1% increase. The increase was largely due to the timing of receipt of the 2024-2025 Victoria Local Government Grants Commission General Purpose Grant and Local Road Funding, together with the increase in income derived from rates and charges.



|                              |     |
|------------------------------|-----|
| Rates and charges            | 70% |
| Grants – operating           | 13% |
| User fees                    | 6%  |
| Grants – capital             | 3%  |
| Contributions – monetary     | 3%  |
| Other income                 | 2%  |
| Statutory fees and fines     | 2%  |
| Contributions – non-monetary | 1%  |



The decrease in monetary contributions compared to 2023-2024 is offset by the increase in user and statutory fees.

The rates and charges received, which totalled \$151.0 million, represents 69.6% of the total income generated. Other major sources of income included grants of \$34.4 million, user fees of \$13.6 million and monetary contributions of \$6.6 million.

User fees were up \$1.2 million on budget primarily due to the reclassification of contract income from monetary contributions, while statutory fees were up \$0.2 million. Operating grants were up \$5.0 million on budget largely due to the timing of the receipt of the Victoria Local Government Grants Commission General Purpose Grant, while capital grants were down \$4.5 million on budget due to the timing of capital projects. Other income was \$2.8 million up on budget due to an increase in interest income and reimbursements received. Monetary contributions were down \$2.0 million on budget, partially due to the reclassification of contract income.

A breakdown of Council's income sources is shown in the chart on the previous page, which highlights Council's reliance on rate income to fund community services and the renewal of community assets.

Expenses

Total expenses for 2024-2025 were \$204.8 million. Overall expenditure increased by \$11.2 million, a 5.8% increase from the previous financial year. The increase primarily relates to the timing of land sales leading to a loss on disposal of property, infrastructure, plant and equipment.

Employee costs were down on budget by \$3.8 million. This was largely due to the separation payments being lower than budget, together with grant funded programs being ceased. This was partially offset by employee costs carried out on capital projects, which totalled \$2.3 million, being considered operational in nature and therefore not capitalised.



|                             |     |
|-----------------------------|-----|
| Employee costs              | 39% |
| Materials and services      | 37% |
| Depreciation/Amortisation   | 14% |
| Net Loss on Disposal        | 4%  |
| Contributions and donations | 3%  |
| Borrowing/Finance Costs     | 2%  |
| Other Expenses              | 1%  |





## Financial summary (continued)

Materials and services were down on budget by \$4.0 million, with \$2.7 million of this reduction being linked to operating project expenditure for capital works. This was mostly offset through increased employee costs relating to operating project expenditure for capital works.

A breakdown of Council's expenditure categories is shown in the following chart. It highlights that the majority of total expenses consisted of employee costs of \$80.7 million and materials and services of \$76.4 million.

### Overall Financial Position

Council ended the 2024-2025 financial year with net assets of \$2.3 billion, an increase of \$104.6 million when compared to the budget.

| Summary of financial position as at 30 June 2025 | Budget \$'000    | Actual \$'000    |
|--------------------------------------------------|------------------|------------------|
| Total assets                                     | 2,293,509        | 2,661,181        |
| Total liabilities                                | 147,224          | 137,404          |
| <b>Net assets</b>                                | <b>2,146,285</b> | <b>2,523,777</b> |

The variance in total assets is primarily due to the net-asset revaluation increment of \$253.0 million through the revaluation of land, buildings and infrastructure since the 2024-2025 budget was adopted.

The Balance Sheet reflects a satisfactory position with working capital ratio (liquidity) of 1.51:1 or 151%, meaning Council has \$1.51 of current assets for each \$1.00 of current liabilities.

Total trade and other receivables were \$24.3 million (the 2023-2024 figure was \$20.8 million). Included in this was rates debtors, which increased to \$19.8 million in 2024-2025 from \$17.0 million in 2023-2024.

### Cash Position

| Summary of cash flows for the year ended 30 June 2025 | Budget \$'000 | Actual \$'000 |
|-------------------------------------------------------|---------------|---------------|
| Cash flows provided by/(used in) operating activities | 39,817        | 53,669        |
| Cash flow provided for/(used in) investing activities | (53,181)      | (31,981)      |
| Cash flow provided for/(used in) financing activities | 7,351         | (3,981)       |
| Net increase/(decrease) in cash and cash equivalents  | (6,013)       | 17,707        |
| Cash at beginning of the financial year               | 47,339        | 36,616        |
| <b>Cash at end of the financial year</b>              | <b>41,326</b> | <b>54,323</b> |

Council's cash position as at 30 June 2025 was \$54.3 million, with there being a further \$2.5 million in investment accounts. This result represents an increase in cash holdings, including other financial assets, from the previous year of \$10.2 million.

### Debt Position

Council borrowed \$10.0 million, which was \$11.8 million less than budget. Borrowings were used to fund works within the capital works program. Interest-bearing liabilities totalling \$83.8 million was \$11.5 million less than budget.



# Capital works program

The City of Knox was largely developed between the 1960s and 1980s, with most of its roads, footpaths, drains and community buildings constructed during that time.

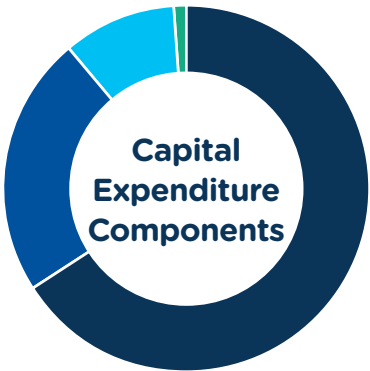
Detailed condition assessments of many of Knox’s major assets indicate that Council needs to continue to allocate renewal funding to meet current infrastructure requirements and avoid increased costs in the future. To achieve long-term financial sustainability, effective asset management is essential.

## Capital Expenditure

Council allocates funding on an annual basis for the renewal of the community’s assets, which are

valued at over \$2 billion. Funding is also allocated for the new, upgrade, asset expansion and legal requirement programs to deliver a range of works that enhance the city and its infrastructure.

In 2024-2025, Council delivered capital works to the value of \$55 million, which met the accounting requirements for capitalisation. The following chart details the proportional allocation of the capital works expenditure for 2024-2025 for each program and the Asset Renewal program.



|                      |     |
|----------------------|-----|
| ● Asset Renewal      | 66% |
| ● New and Upgrade    | 23% |
| ● Major Projects     | 10% |
| ● Legal Requirements | 1%  |



|                                |       |
|--------------------------------|-------|
| ● Sport and Leisure Facilities | 30%   |
| ● Roads                        | 16%   |
| ● Drainage and Stormwater      | 12.5% |
| ● Community Buildings          | 12.5% |
| ● Paths                        | 7%    |
| ● Car Parks                    | 5%    |
| ● Open Space                   | 4%    |
| ● Plant and Machinery          | 4%    |
| ● Playgrounds                  | 3%    |
| ● Sustainability Initiatives   | 3%    |
| ● Bridges                      | 2%    |
| ● Arts and Culture             | 1%    |



## Capital works program (continued)

### Major Projects in 2024-2025

During 2024-2025, the major capital works included the following:

#### Major Roads LED Streetlight Replacement

As part of the Climate Response Plan 2021-2031 Council has committed to replacing streetlights with LED lighting. In 2024-2025 an additional 1,657 streetlights were replaced. This action helps to deliver Councils' sustainability goals while providing cost savings on energy running costs in electric bills and creates other benefits such as increased safety.

#### Lewis Park, Masterplan Implementation, Wantirna South

Council worked closely with Melbourne Water to improve Lewis Park by making the waterway more accessible and enhancing the following:

- Returning Blind Creek to a natural creek between Scoresby Road and the retarding basin,
- Creating wetlands for water quality treatment and habitat, and
- Improving access and connectivity through landscaping, pedestrian bridges and boardwalks.

The upgrades feature three new wetlands, footpaths, a boardwalk, bench seating, and viewing platforms.

#### Green Spine Corridor (Chandler Road), Boronia

To create better access for cyclists and walkers and provide more homes for native wildlife, Council has invested in a new shared pathway connecting Tormore Reserve to Albert Avenue in Boronia. The works are well progressed and due for completion in November 2025.

### Asset Management

Council continues to invest in its assets – both existing and new – to achieve a quality service standard that meets community needs and ensures financial sustainability into the future. Council's capitalised works expenditure for 2024-2025 was \$55 million, which included a component of projects carried forward from 2023-2024. This also included \$36.5 million for asset renewal, which incorporated funding to support the renewal of existing assets, such as roads, bridges, buildings, drainage, footpaths, shared paths, car parks, street trees, open space and recreation facilities.

Council adopted an asset plan in 2021-2022, which incorporated a strategic lens across a 10-year period, defining the current condition/performance of Council's physical assets and identifying the financial investment required to provide fit-for-purpose assets that would meet the continuing needs of the community. Having implemented its initial suite of asset management plans, Council is now developing the second generation of asset plans, which will bring a stronger service lens to the planning and management of Council's assets. These plans will ensure that key management directions have been defined and costed across all asset infrastructure categories.



## Asset Renewal Program Highlights

Road pavement, kerb and channel, drainage and footpath/shared-path reconstruction programs that were completed during 2024-2025 included:

- Road reconstruction of Templeton Road, Wantirna; Chandler Road, Boronia and Station Street, Ferntree Gully, as well as further work on Harley Street, Knoxfield, in addition to numerous designs to inform the 2025-26 program.
- \$4.5 million for road-resurfacing works throughout Knox.
- \$3 million for footpath improvements and \$0.8 million for shared-path improvements.
- \$3.8 million for drainage renewal works across Knox.

The Active Open Space program included the following works during 2024-2025:

- Tennis court renewals at Scoresby (Exner) Reserve, Scoresby.
- Renewal of sports fields, including completion of Wally Tew Reserve Oval 1, Ferntree Gully and Lewis Park Oval 2, Wantirna South, Egan Lee Reserve Top Pitch Renewal, Knoxfield, and the Knox Athletics Track (track, field, paths, shade sails, lighting), Knoxfield.
- Renewal of cricket nets to provide a modern and safe facility at Fairpark Reserve, Ferntree Gully, Windermere Reserve, Ferntree Gully and Bayswater Oval, Bayswater.
- Cricket net renewal (designs) for Knox Gardens Reserve, Wantirna South, and Lakesfield Reserve, Lysterfield.
- Fencing enhancements at various sporting grounds across Knox, including Tormore Reserve, Boronia.

Council also delivered \$6.3 million various renewal works to Council buildings as part of the 2024-2025 program.

## New and Upgrade Program Highlights

Council has delivered several new and upgrade projects within the 2024-2025 program.

These include but are not limited to the following:

- Delivery of a new 4-changeroom module pavilion at Park Ridge Reserve, Rowville, and a new Squash Centre at Carrington Park, Knoxfield.
- Major pavilion works underway for a new pavilion at Tormore Reserve, Boronia, and upgrade of the existing pavilion at Wally Tew Reserve, Ferntree Gully.
- Completion of two new wetlands at R. D. Egan Lee Reserve, Knoxfield, and Gilbert Park, Knoxfield.
- Car park works completed at the Carrington Park Reserve, Knoxfield, expansion of the car park at Knox Skate and BMX Park, Gilbert Park, Knoxfield, and expansion of the car park at Egan Lee Reserve, Knoxfield.



# Major achievements

| At a glance                              |   |                                                 |   |
|------------------------------------------|---|-------------------------------------------------|---|
| Emergency Relief                         | → | Council and Health and Wellbeing Plan 2025-2029 | → |
| Knox Park Athletics Track Transformation | → | Bayswater Renewal Strategy                      | → |
| New Wetlands                             | → | Boronia Renewal Strategy                        | → |
| Knox Central                             | → | Our Customer Strategy                           | → |
| Blind Creek Upgrade                      | → | Knox Fest                                       | → |

## Emergency Relief

In April 2025 Council responded to surging community need for food and other emergency relief by entering into a five-year lease with Outer East Foodshare to operate a food relief distribution centre in Wantirna. This followed an 18-month trial with the volunteer group using the Council building in Templeton Street to collect rescued food, surplus products and ‘ugly’ farm produce to distribute to local food relief agencies.

Outer East Foodshare is using Council’s building to sort, store and distribute supplies from Foodbank and other agencies to 46 local services who support residents in need. The amount of food each year needed to support people in Knox is estimated to be 167,138 kilograms. Outer East Foodshare is able to provide 109,500 kilograms of food, significantly reducing this shortfall.

The Outer East Foodshare hub is having a positive and significant impact on food relief in Knox, both for the community and for those who work and volunteer their time in these organisations.

Council also awarded a \$20,000 Community Development Fund grant to Knox Infolink Boronia. Knox Infolink provides emergency food and material aid and confidential, impartial information, referral and community support. The funding will enable a professionally trained case worker to provide short-term interventions and support for community members facing more complex issues such as housing insecurity or homelessness, or struggling with addiction issues, mental health complexities and family violence.





### Knox Park Athletics Track Transformation

Home to many local clubs and over 90 local school athletic carnivals per year, Knox Park's much-loved athletics track has undergone a major redevelopment. Works included:

- Track renewal,
- Footpath renewal.
- LED sports lighting renewal,
- Additional shade sails,
- A new scoreboard, and
- Public address system upgrade.

The improvements undertaken have enhanced the facility significantly with benefit to all users, whether they are casual users or club members. With top-tier facilities for athletics, triathlons and general fitness, all ages and abilities can now explore the new track and improve their health.



### New Wetlands

Council has established new wetlands at both Gilbert Park and R. D. Egan Lee Reserve in Knoxfield. The new wetlands improve local water quality and biodiversity by providing habitat for local plant life, animals and insects.

The spaces have been designed for recreational activities such as walking, running, cycling, bird watching and social gatherings.



## Major achievements (continued)



### Knox Central

In August 2024 Council adopted the Central Precinct Land Use Plan for its Knox Central precinct. The plan provides a framework for the development of Council land to become a 'Heart of Knox' including housing and a future civic and cultural precinct. Council cemented the precinct vision, design and open space guidelines, reflecting community ideas and feedback. A comprehensive site survey was undertaken to confirm and locate services, features and infrastructure across the site, providing an accurate baseline for future development. Council has continued its work with Scentre Group, co-owners of Westfield, planning improvements for pedestrian and bicycle connections between the future civic and cultural precinct and Westfield Knox in line with Knox Central Structure Plan and the Land Use Plan directions.



### Blind Creek Upgrade

In late 2024, Council completed work at Lewis Park in Wantirna South to make the waterway more accessible. We returned Blind Creek to a natural creek between Scoresby Road and the retarding basin, created wetlands for water quality treatment and habitat, and improved access and connectivity through landscaping, pedestrian bridges and boardwalks. The upgrades feature three new wetlands, footpaths, a boardwalk, bench seating and viewing platforms. This work was made possible through funding provided by Melbourne Water and the Victorian Government.





### **Council and Health and Wellbeing Plan 2025-2029**

Our Council and Health and Wellbeing Plan 2025-2029 is our promise to the Knox community. Endorsed on 23 June 2025, it sets out what we will do to respond to the changing needs and priorities for the Knox community. It is shaped by the community's aspirations, needs, values and priorities, and informs long term financial planning.

To ensure the new Council and Health and Wellbeing Plan responds to our community's changing needs and priorities we heard from more than 1,100 community members and worked with Our Knox Community Panel, a representative panel of our community to confirm our Community Vision and provide recommendations for the new Council and Health and Wellbeing Plan.

Through this plan, we are committed to addressing the key challenges and opportunities facing our community, fostering growth and development, and ensuring that the health and wellbeing of our residents are at the forefront of everything we do.



### **Bayswater Renewal Strategy**

The Bayswater Renewal Strategy was adopted by Council on 26 August 2024. The Council resolution included a request to seek authorisation to prepare and exhibit a planning scheme amendment to implement the recommendations of the Strategy.

Implementation was subsequently delayed following advice from the Department of Transport and Planning that planning reforms may reshape a future amendment, including the introduction of the Built Form Overlay, walkable catchment provisions, and the possible nomination of Bayswater in the next list of 25 activity centres. The project resumed in early 2025 following confirmation from the State Government of the final 25 pilot activity centres for planning. Bayswater is not included in the list, which means Council will now progress the work as a local amendment.

The planning scheme amendment documents have been prepared (Amendment C204knox) and will be lodged in July 2025 to seek authorisation from the Minister for Planning to prepare and exhibit the amendment. Preparing the Bayswater Renewal Strategy Planning Scheme Amendment for implementation into the Knox Planning Scheme has been included as an action in the 2025-2026 Annual Budget to progress the Council and Health and Wellbeing Plan 2025-2029.





## Major achievements (continued)



### Boronia Renewal Strategy

The Boronia Renewal Strategy was adopted by Council on 27 May 2024. A key aspect of the Strategy is to create a healthy, active, and connected community by reducing reliance on cars and improving safety for pedestrians and cyclists in the area. Consultation with the local community told us that improving safety and mobility in central Boronia was important. To meet this need we are upgrading the shared path and roads in the main activity centre to create a green spine with increased tree canopy, and an enhanced street scape.

Construction works along Genista Avenue towards Dorset Road commenced in January 2025. At the same time, works were completed on the shared path within Chandler Park, east of Allandale Road. Shared path and road pavement works are now essentially complete up to Floriston Road. Stage 1 of the project is expected to be completed by the end of 2025.



### Our Customer Strategy

This year we made significant strides in strengthening our customer-focused culture across the organisation. Every new staff member now participates in a newly developed customer-focused learning package, embedding our customer-first approach from day one. More than 150 staff were trained in handling difficult customer interactions, reflecting Council's commitment to continuous improvement. We have significantly increased access to customer insights across the organisation, with enhanced sharing of data from complaints, our telephone interactions, and our expanded Voice of the Customer program. These insights are helping us to understand our customers better and to act on their feedback in more targeted, meaningful ways.

Our endorsed complaints management procedure is now embedded organisation-wide, creating a more consistent experience for both customers and staff and reinforcing our belief that managing complaints is a shared responsibility. Independent analysis showed significant improvements in how staff perceive our customer centricity. We also lifted our internal capability to better understand how our customers experience using our services, equipping us to identify and resolve customer pain points. These efforts contributed to our ranking in the top four councils nationwide for customer centricity — a testament to our progress and ongoing commitment to providing the best possible service.



## Knox Fest

Knox Fest 2025 lit up Ferntree Gully's Wally Tew Reserve on Saturday 1 March with a joyous celebration under the theme 'Vibrant Community'. With 21,000 attendees across the day, the festival was a huge success, a showcase of local talent, filled with wonderful performances, activities and community spirit. The festival brings together the people of Knox for a day of fun and connection.

Knox Fest 2025 included 41 food vendors, both community and commercial and 100 community and commercial stallholders.

Three music stages celebrated local musicians and artists, both from Knox and from greater Melbourne. The daytime program featured arts, outdoor play zones, the show 'n' shine car show, carnival rides, community and market stalls, a youth hub, and a 'come and try' sports hub. Community cuisine took centre stage with the 'Global Kitchen Ready Steady Cook' competitions, featuring teams from the Mullum Mullum Indigenous Gathering Place, the Country Fire Authority versus the State Emergency Service, and others battling it out in cook-off fun.

In the evening, the extended program kept energy high with live music, a night market, food trucks and carnival rides.



With **21,000 attendees** across the day, the festival was a **huge success**, a showcase of local talent, filled with wonderful performances, activities and community spirit. The festival **brings together** the people of Knox for a day of fun and connection.”



# Organisational changes

**Throughout 2024-2025, Knox City Council undertook several organisational change processes. These change processes were carried out in accordance with Clause 13: Change Management of Council's Enterprise Agreement.**

The following areas underwent change:

## City Liveability

The Business Support team forming a part of the City Safety and Health (CS&H) department underwent a realignment to address identified challenges and enhance operational efficiencies. This change took effect from March 2025.

The City Futures department underwent a change management process with reporting line changes to support and enhance service delivery. This change took effect from June 2025.

## Chief Financial Office

The Financial Operations and the Strategic Procurement and Property teams underwent a change management process to streamline processes and re-focus on service provisions for improved customer and employee experience. This change took effect from December 2024.

## Connected Communities

The Youth Services team underwent a change management process to respond to a service review which included consultation with the community and staff. The changes in the Youth Services structure came into effect on the 1 October 2024 and amongst other identified benefits, provides a realigned structure to continue to support young people and improve annual programming and evaluation.

Effective from 31 December 2024, Council transitioned out of stand-alone sessional kindergarten services. Council worked closely with the Department of Education regarding the procurement tender process. This process actively sought alternative providers to deliver the stand-alone sessional kindergarten services for 3- and 4-year-old children from Council's 26 stand-alone kindergarten facilities.

To support the exiting and cessation of stand-alone kindergarten services, the Early Years Department underwent a restructure to align and support overall Early Years Services. This process took place concurrently with the transition of Council's stand-alone kindergarten services during December 2024.

The Early Years and Maternal and Child Health department undertook changes with the cessation of the State Government's funding for the information group of the Sleep and Settling Program. The cessation was effective from 1 July 2025.

All change processes were carried out effectively and, as a result, now better support Knox City Council's strategic objectives and enhance its overall performance.



## Our Councillors



**Cr Peter Lockwood**  
**Baird Ward**

Current term: Nov 2024 – current  
t. 0499 111 639  
e. Peter.Lockwood@knox.vic.gov.au



**Cr Paige Kennett**  
**Chandler Ward**

Current term: Nov 2024 – current  
t. 0498 880 807  
e. Cr.Paige.Kennett@knox.vic.gov.au



**Cr Chris Duncan**  
**Collier Ward**

Current term: Nov 2024 – current  
t. 0492 032 772  
e. Cr.Chris.Duncan@knox.vic.gov.au



**Cr Robert Williams**  
**Dinsdale Ward**

Current term: Nov 2024 – current  
t. 0488 333 975  
e. Cr.Robert.Williams@knox.vic.gov.au



**Cr Meagan Baker**  
**Dobson Ward**

Current term: Nov 2020 – current  
t. 0437 808 011  
e. Cr.Meagan.Baker@knox.vic.gov.au



**Cr Parisa Considine**  
**Friberg Ward**

Current term: Nov 2024 – current  
t. 0499 444 850  
e. Cr.Parisa.Considine@knox.vic.gov.au



**Cr Lisa Cooper, Mayor**  
**Scott Ward**

Current term: Mar 2015 – current  
Mayoral term: Nov 2024 – current  
t. 0407 240 275  
e. Cr.Lisa.Cooper@knox.vic.gov.au



**Cr Susan Pearce**  
**Taylor Ward**

Current term: Nov 2024 – current  
t. 0499 660 084  
e. Cr.Susan.Pearce@knox.vic.gov.au



**Cr Glen Atwell**  
**Tirhatuan Ward**

Current term: Nov 2024 – current  
Deputy Mayoral term: Nov 2024 – current  
t. 0499 884 585  
e. Cr.Glen.Atwell@knox.vic.gov.au



# Our people

## Executive Leadership Team

The following information is representative of the Executive Leadership Team in place at Knox as at 30 June 2025.



**Bruce Dobson**  
**Chief Executive Officer**

Bruce Dobson joined Knox City Council as Chief Executive Officer on 8 September 2021. As Chief Executive Officer, Bruce was appointed by Council and is responsible for leading the organisation in delivering on Council's objectives.



**Judy Chalkley**  
**Director Connected Communities**

Judy's directorate consists of:

- Active and Creative Communities
- Community Access and Support
- Community Strengthening
- Early Years



**Greg Curcio**  
**Director Customer and Performance**

Greg's directorate consists of:

- Chief Information Office
- Customer and Communications
- Governance and Risk
- People, Culture and Development
- Strategy and Transformation



**Matt Kelleher**  
**Director City Liveability**

Matt's directorate consists of:

- City Futures
- City Planning and Building
- City Projects
- City Safety and Health



**Navec Lorkin**  
**Chief Financial Officer**

Navec's portfolio consists of:

- Finance Operations
- Rates and Valuations
- Strategic Procurement and Property



**Grant Thorne**  
**Director Infrastructure**

Grant's directorate consists of:

- Engineering Services and Operations
- Green Spaces and Environment
- Major Projects and Facilities
- Strategic Infrastructure





# Organisation chart

The following chart sets out the organisational structure of Knox City Council as at 30 June 2025.





# Workplace report

As at 30 June 2025, Council employed 846 employees, consisting of full-time, part-time, temporary and casual positions, equivalent to 613.95 full-time employees. Overall, 102 permanent, temporary and casual staff joined Council during the year to fill vacant positions and to meet legislative, project and operational requirements.

## Staff by Functional Area in 2024-2025

Full-time Equivalent (FTE) as at 30 June 2025

| Directorate              | Full-time     |               |                                  | Part-time     |              |                                  | Casual      |             |                                  | Gender Total  |               |                                  | Grand Total   |
|--------------------------|---------------|---------------|----------------------------------|---------------|--------------|----------------------------------|-------------|-------------|----------------------------------|---------------|---------------|----------------------------------|---------------|
|                          | Female        | Male          | Persons of Self-described Gender | Female        | Male         | Persons of Self-described Gender | Female      | Male        | Persons of Self-described Gender | Female        | Male          | Persons of Self-described Gender |               |
| Chief Executive Office   | 1.00          | 1.00          | -                                | -             | -            | -                                | -           | -           | -                                | 1.00          | 1.00          | -                                | 2.00          |
| Chief Financial Office   | 12.00         | 3.00          | -                                | 5.50          | -            | -                                | -           | -           | -                                | 17.50         | 3.00          | -                                | 20.50         |
| City Liveability         | 42.00         | 47.00         | -                                | 28.90         | 9.13         | 0.20                             | 0.79        | 0.26        | 0.03                             | 71.69         | 56.39         | 0.23                             | 128.31        |
| Connected Communities    | 85.00         | 15.00         | -                                | 65.73         | 4.99         | -                                | 0.89        | 0.13        | -                                | 151.62        | 20.12         | -                                | 171.74        |
| Customer and Performance | 60.00         | 34.00         | -                                | 27.26         | 4.76         | -                                | 0.11        | 0.05        | -                                | 87.37         | 38.81         | -                                | 126.18        |
| Infrastructure           | 41.00         | 115.00        | -                                | 8.07          | 1.07         | -                                | 0.05        | 0.03        | -                                | 49.12         | 116.10        | -                                | 165.22        |
| <b>Grand Total</b>       | <b>241.00</b> | <b>215.00</b> | <b>0.00</b>                      | <b>135.46</b> | <b>19.95</b> | <b>0.20</b>                      | <b>1.84</b> | <b>0.47</b> | <b>0.03</b>                      | <b>378.30</b> | <b>235.42</b> | <b>0.23</b>                      | <b>613.95</b> |



|                            |        |
|----------------------------|--------|
| ● Connected Communities    | 171.74 |
| ● Infrastructure           | 165.22 |
| ● City Liveability         | 128.31 |
| ● Customer and Performance | 126.18 |
| ● Chief Financial Office   | 20.50  |
| ● Chief Executive Office   | 2.00   |



Council Staff

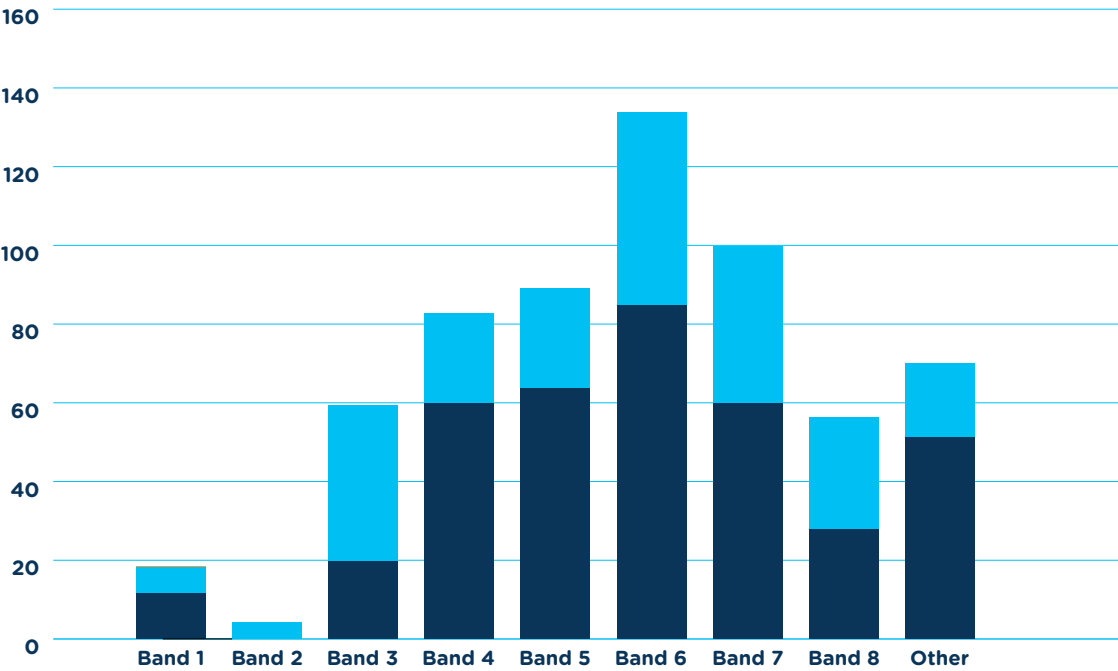
A summary of the number of full-time equivalent (FTE) staff categorised by employment classification and gender are detailed in the following table and graph.

| Employee Classification | Female | Male   | Persons of Self-described Gender | Total  |
|-------------------------|--------|--------|----------------------------------|--------|
| Band 1                  | 11.49  | 6.97   | 0.23                             | 18.69  |
| Band 2                  | 0.03   | 4.20   |                                  | 4.23   |
| Band 3                  | 19.68  | 39.77  |                                  | 59.45  |
| Band 4                  | 59.90  | 22.80  |                                  | 82.70  |
| Band 5                  | 63.66  | 25.38  |                                  | 89.04  |
| Band 6                  | 84.77  | 49.00  |                                  | 133.77 |
| Band 7                  | 59.95  | 39.80  |                                  | 99.75  |
| Band 8                  | 27.79  | 28.50  |                                  | 56.29  |
| Other*                  | 51.03  | 19.00  |                                  | 70.02  |
| Total                   | 378.30 | 235.42 | 0.23                             | 613.95 |

\* 'Other' includes non-banded workforce members, including health professionals and nurses, teachers, assistants and senior executive officers.

Employee Classification by Gender

Female Male Persons of Self-described Gender



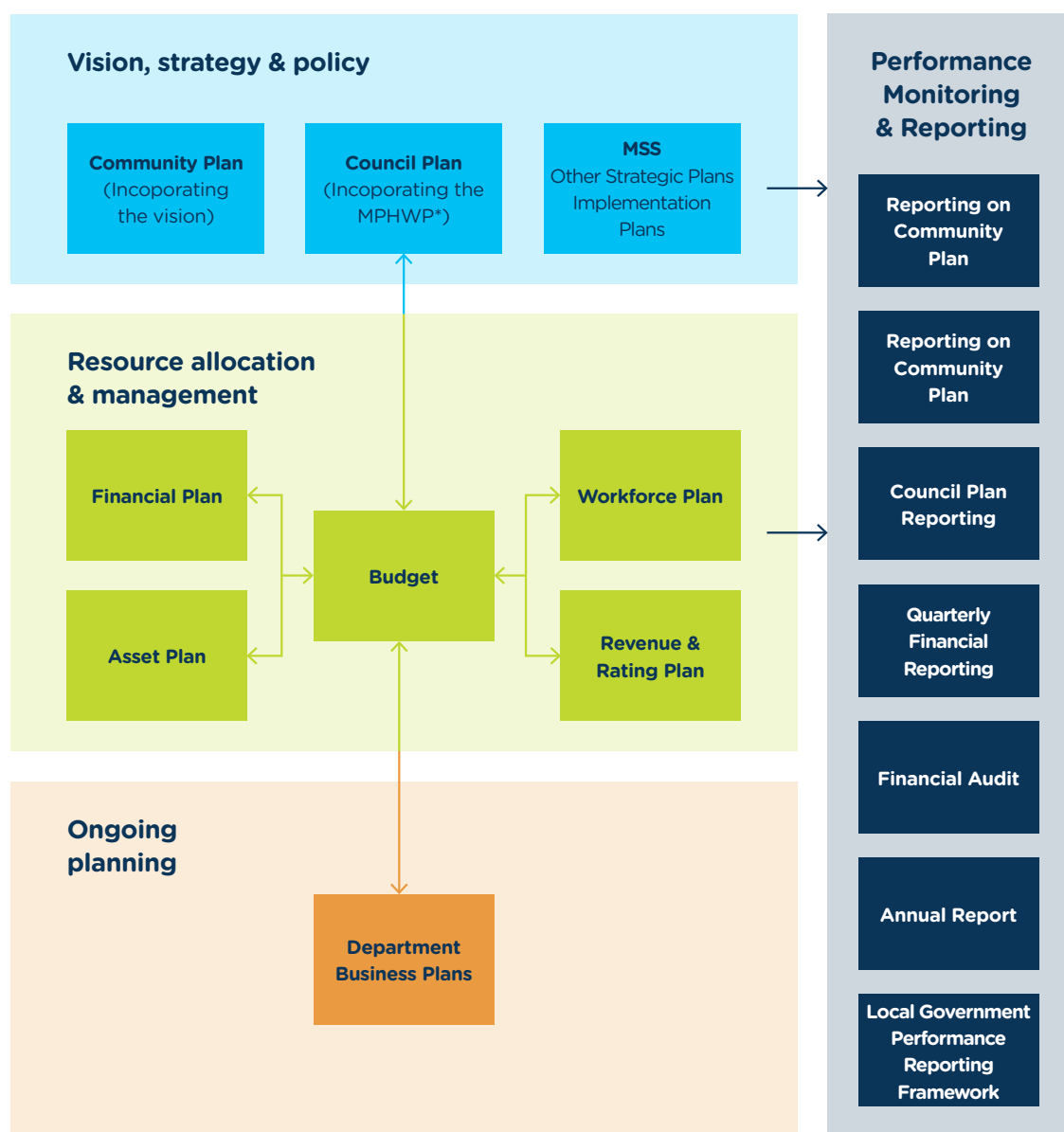




# Our performance

## Our Plans

All of Knox City Council's work in 2024-2025 was shaped by two key guiding documents: our Community Plan 2021-2031 and our Council Plan 2021-2025.



\* Municipal Public Health and Wellbeing Plan



The Community Plan 2021-2031 represents the voices of our community and stakeholders. It includes the Community Vision and describes what we, as a collective, need to focus on to achieve that vision.

The Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan) represented our commitment and contribution to achieving the Community Vision from 2021 to 2025. In 2024-2025 it was Council's key strategic plan and provided direction to the organisation.

Knox's Municipal Public Health and Wellbeing Plan was integrated into the Council Plan. This ensured the priorities for supporting, protecting and improving the health and wellbeing of our community were at the forefront of everything we did and were integrated into all Council services and initiatives.

These plans formed an integral part of Knox's integrated strategic planning and reporting framework, which illustrates the medium and long-term plans that we produce to guide and manage our city.







## Our performance (continued)

### Our Key Directions

Using the information we gained through research and talking to the community about their needs and aspirations, we developed five Key Directions that will help achieve the Community Vision.

In the Community Plan 2021-2031, each Key Direction describes the outcomes our community want to see over the next 10 years and what we need to focus on to get there.

These Key Directions also drive the work of Council. The Council Plan 2021-2025 articulated the strategies that Council employed to achieve these outcomes, the initiatives we undertook over this four-year period and what we would start to see should we be successful.





### **Key Direction 1**

#### **Opportunity and innovation**

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



### **Key Direction 2**

#### **Neighbourhoods, housing and infrastructure**

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



### **Key Direction 3**

#### **Natural environment and sustainability**

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



### **Key Direction 4**

#### **Connection, resilience and wellbeing**

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



### **Key Direction 5**

#### **Civic engagement and integrity**

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



Our performance (continued)

Our Detailed Performance

This section of the Annual Report 2024-2025 provides an overview of the achievements of the final year of the Council Plan 2021-2025.

Our Initiatives

The initiatives earmarked to be completed or to have had significant work undertaken in the 2024-2025 financial year were identified in the Annual Budget 2024-2025. The progress against these initiatives is listed in the following pages under the Key Directions.

We have flagged the initiatives that will contribute to the health and wellbeing of our community with a ♦ symbol. When you see this symbol, you will know these initiatives will help us become a healthier, stronger, more resilient and connected community.

Each Key Direction also has a major initiative. The major initiatives are those that were identified by Council as priorities to be undertaken during the 2024-2025 financial year.

The progress status is reported based on the following colour coding:

| Complete | Behind schedule | Closed |
|----------|-----------------|--------|
|          |                 |        |

The assessment of progress against the milestones relates to Year 4 (2024-2025), the final year of the four-year Council Plan 2021-2025. Items behind schedule are detailed below with accompanying commentary.

How We'll Know We're Making a Difference

In the Council Plan 2021-2025, we identified a number of indicators that will tell us if the work that we have been undertaking has been contributing to a positive change in our community. Council has sole control over the achievement of some of these indicators; for others, Council can influence in partnership with other organisations (for example, other levels of government, service providers). Different data sets are collected over differing reporting timeframes and, as such, some data will not change in this report. Updated data for these indicators will be reported in future annual reports when it becomes available.

Our Ongoing Work

The everyday work that Council performs and the services we provide are listed under each Key Direction. Our services may contribute to more than one Key Direction; however, they have been placed under the Key Direction to which they contribute the most.

Local Government Performance Reporting Framework

The Local Government Performance Reporting Framework (LGPRF) was established by the Victorian Government in 2014 and is a mandated reporting requirement for all councils. The LGPRF is a comparative reporting framework that aims to ensure measuring and reporting on performance is done in a consistent way across local government in Victoria.

Four indicator sets have been developed across three thematic areas – service performance, financial performance and sustainability – to provide a comprehensive picture of Council's performance. These indicators and measures are reported on throughout the following sections of this report. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox City Council has set its material variation threshold at +/-10% of the previous year's results.



## Opportunity and innovation

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

### Strategies We Have Undertaken to Achieve Success in This Area

- Maximising the local economy by supporting existing businesses and attracting new investment.
- Encouraging and supporting opportunities for skills development and lifelong learning for all people in Knox.
- Supporting organisations in Knox to navigate recovery and new ways of working.

### Highlights

- Implementation of Council's kindergarten review decision, including leases for not-for-profit kindergarten providers to use Council facilities and an effective transition for children and families.
- Increased participation in Knox's business education program.







## Opportunity and innovation (continued)

# What we achieved in 2024-2025

## Progress of our initiatives identified in Year 4 of the Council Plan 2021-2025

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

| Initiative                                                                                                                                                                                                                                                                                              | Progress        | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Status Symbol |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</p> <p>Undertake stakeholder engagement on the draft Spatial Plan for the Bayswater Business Precinct (BBP) and seek Council endorsement of the final plan.</p> | Behind schedule | <p>The draft Issues and Opportunities paper has been prepared to inform the Spatial Plan. Targeted stakeholder engagement is proposed to be undertaken on the draft paper in August 2025. The outcomes of this engagement will inform the draft Spatial Plan which is expected to be presented to Council for endorsement in January 2026. This initiative has not been achieved by 30 June 2025 due to delays in the procurement process in engaging a consultant to assist in the development of the Spatial Plan.</p>                                                                                                                                                                                                                                                                                             | ●             |
| <p>Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.</p> <p>Finalise and endorse the economic strategic plan to inform the future work program and priorities of the Knox's Economic Development service.</p>                         | Behind schedule | <p>The Economic Development service continues to monitor the local economy to inform the strategic direction of economic activities, relying on economy.id data and other datasets. Extensive research has also been undertaken to gain insight and an understanding of the economic profile of the City of Knox, as well as detailed benchmarking against similar Local Government Areas. The Economic Strategic Plan is intended to inform the service plan priorities for Economic Development. The Lewis Road Industrial Precinct project is a pilot review that has commenced and will inform the scope and methodology of the broader Strategic Plan. The finalisation of the strategic plan has been delayed due to other service priorities including finalisation of the Boronia grant funded projects.</p> | ●             |



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

| Initiative                                                                                                                                                                                                                                                                                      | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Status Symbol |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Implement Council's decision regarding kindergarten review.                                                                                                                                                                                                                                     | Completed | As of 31 December 2024, Knox City Council ceased being a kindergarten service provider for all stand-alone sessional kindergartens. From 1 January 2025, the 18 stand-alone sessional kindergartens that operated in 2024 were transferred to not-for-profit kindergarten providers who have entered into lease arrangements for Council's facilities. Council will continue to provide funded kindergarten programs at the Bayswater and Wantirna South Early Years Hubs and will manage the central registration system for sessional kindergarten within the municipality to ensure that children and families in Knox have fair access to kindergarten places. | ✓             |
| Finalise alternative sessional kindergarten providers to operate from Council kindergarten facilities from January 2025 and commence implementation of a transition plan to support an effective transition for children and families and the continuity of sessional kindergarten within Knox. |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |
| Major Initiative 2024-2025                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |

### Council Plan initiative closed

On rare occasions Council may decide to close an incomplete Council Plan initiative. This may be due to factors beyond Council's control or because priorities have shifted in the years since the adoption of the Council Plan. Closing an initiative means that it will formally be removed from all future Council Plan Quarterly Reports.

| Initiative                                                                                                                         | Progress | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status Symbol |
|------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Research and review supply chain connectivity and networks, to enable and advance the circular economy.                            | Closed   | As noted at Q3 2023-24, this milestone will not be reached and the action will not be achieved based on the 2024-2025 operating budget for City Futures. Council's in-house economic and demographic resource, REMPLAN, cannot by itself provide the depth of information required to develop a meaningful briefing paper. As noted in the update for Q1 2023-2024, Council did not receive funding from Sustainability Victoria to engage specialist resources to supplement REMPLAN. Council has explored other options, including the engagement of senior supply chain students from Swinburne University of Technology, but none of these can provide the expertise required at a manageable cost. | ●             |
| Prepare a briefing paper to advise of opportunities to improve supply chain connectivity and support circular economy initiatives. |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |

(Knox City Council (2024), 'Item 4.8: Quarterly Performance Report for the Quarter Ended 30 June 2024', Minutes of Meeting of Council 9 September 2024, p. 23. [Minutes and Agenda - 9 September Meeting.pdf](#).)





## Opportunity and innovation (continued)

# The difference we're making

## Progress against the indicators identified in the Council Plan 2021-2025

| Council Plan Indicator                                        | Measure                                                                                              | Reporting Timeframe | 2023-2024 Result   | 2024-2025 Result   | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maintaining the number of existing businesses in Knox.</b> | The total number of businesses registered in Knox.                                                   | Annual              | 14,859 (2023)      | 15,096 (2024)      | The figure is for the 2024 calendar year.                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>An increase in new businesses in Knox.</b>                 | The total number of new businesses registered in Knox.                                               | Annual              | 1,038              | 1,172              | 1,172 new businesses were registered in 2024-2025. Five subsequently cancelled business registration during 2024-2025, leaving 1,167 active registrations. While all are or were GST active (which signifies registration of a 'real' rather than a micro business), 915 remained GST active on 30 June 2025.<br><br>(Data extracted from the Australian Business Register (ABR) on 24 July 2025 for the period 1 July 2024 – 30 June 2025.) |
| <b>More residents employed in Knox.</b>                       | The percentage of Knox residents who work in Knox.                                                   | 5-yearly            | Data not available | Data not available | This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.                                                                                                                                                                                                                                                                                                                   |
| <b>More people with need for assistance employed in Knox.</b> | The percentage of Knox residents (community of interest – people with need for assistance) employed. | 5-yearly            | Data not available | Data not available | This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.<br><br>Note: this measure relates to people with a disability who are in the labour force (i.e. working or looking for work) and does not include all people with a disability. This measure also excludes children under 15.                                                                                     |



| Council Plan Indicator                                               | Measure                                                                                                                                  | Reporting Timeframe | 2023-2024 Result   | 2024-2025 Result   | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>An increase in Knox's Gross Regional Product/capita.</b>          | An estimate of the total value of all final goods and services produced in the economy based on final market value for the end consumer. | Annual              | \$76,215 (2023)    | \$74,102 (2024)    | Knox's Gross Regional Product (GRP) was \$74,102 per capita in June 2024. Council's economic data provider (.id) advises that GRP data is based on a dataset which is updated each financial year and that differences in some of the numbers previously reported can be expected. The comparative figure for 2023, as adjusted, is \$74,336 per capita. (Data from .id economic profile, based on National Institute of Economic and Industry Research (NIEIR) data, 2025.)<br><br>Note: June 2024 is the most recent data available. |
| <b>Improved secondary school completion rates.</b>                   | Percentage of population 15+ years with Year 12 or equivalent                                                                            | 5-yearly            | Data not available | Data not available | This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Increased participation in Knox's Business Education program.</b> | Number of businesses who participated in Knox education programs.                                                                        | Annual              | 393                | 421                | 421 people attended business networking and education programs and events in 2024-2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>More community education programs run by Knox.</b>                | The number of community training workshops run by Knox.                                                                                  | Half-yearly         | 16                 | 15                 | 15 community training sessions were held in 2024-2025 with a total of 266 attendees.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Participation in funded 3-year-old kindergarten.</b>              | Percentage of eligible children enrolled in Government funded 3-year-old kindergarten.                                                   | Annual              | 85.00% (2024)      | Data not available | The 2024 figure is the most recent available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Participation in funded 4-year-old kindergarten.</b>              | Percentage of eligible children enrolled in Government funded 4-year-old kindergarten.                                                   | Annual              | 90.00% (2024)      | Data not available | The 2024 figure is the most recent available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



Opportunity and innovation (continued)

# Services

The services funded in the 2024-2025 Budget.

|                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Net cost of providing this service in 2024-2025 |        |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------|
|                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Budget                                          | Actual |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Variance                                        |        |
| Service              | Description                                                                                                                                                                                                                                                                                                                                                                                           | \$'000                                          |        |
| Early Years          | These services are designed to support children's development and family needs, including Maternal and Child Health (MCH), Early Childhood Education and Care, playgroups, and inclusion support services.                                                                                                                                                                                            | Budget                                          | 8,092  |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Actual                                          | 4,448  |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Variance                                        | 3,644  |
| Economic Development | This service provides advice and support to help businesses grow and succeed. In addition, this service supports the development of the local economy by attracting businesses and investment in key areas. It includes but is not limited to providing an initial point of contact for business permit support, providing advice and information, managing and promoting business networking events. | Budget                                          | 853    |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Actual                                          | 754    |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Variance                                        | 99     |



# Neighbourhoods, housing and infrastructure

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

## Strategies We Have Undertaken to Achieve Success in This Area

- Planning for and supporting diverse housing to meet changing community needs.
- Creating, enhancing and maintaining places and spaces for people to live, work, play and connect.
- Providing, maintaining and advocating for accessible and sustainable ways to move around Knox.

## Highlights

- Doubling the amount of affordable housing to be delivered in new developments.
- Connection and resilience initiatives across housing estates, including resident maintenance of the community garden.
- Completion of shared path works and a significant increase in their use by cyclists.
- Significant expansion and uptake of our community transport program.





Neighbourhoods, housing and infrastructure (continued)

# What we achieved in 2024-2025

## Progress of our initiatives identified in Year 4 of the Council Plan 2021-2025

### Plan for and support diverse housing to meet changing community needs

| Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status Symbol |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Implement the Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox.</p> <p>Progress the Year 2 actions of the Social and Affordable Housing Strategy, including exploring policy options for reinvesting financial contributions received through developer negotiations to maximise social housing outcomes, consulting with registered housing providers to explore partnership models, and undertaking community education and advocacy activities ahead of the Federal election. ♦</p> | Completed | <p>2024-2025 developments at Boral Quarry and Norvel Quarry have either been amended or are in the process of being amended to include 10% affordable housing instead of the target of 5%, doubling the affordable housing planned to be delivered. A working group from the Regional Local Government Homelessness and Social Housing Charter Group has been planning an event for National Homelessness week 2025. The webinar, entitled 'More Than Shelter', will feature speakers from services that offer alternative supports for people experiencing homelessness. A dedicated project role was completed in November 2024 to engage residents living in public and social housing to build community connections and resilience. As a result, there are lasting initiatives across various estates, including resident maintenance of the community garden, with an ongoing program being run by a community house to support residents to cook healthy food using the garden produce. All teams involved in work regarding social and affordable housing have adopted and continue to use the definitions of social and affordable housing and minimum supply of social housing targets outlined in the strategy. Preparation has begun for the mid-term review of the Social and Affordable Housing Strategy due in the second half of 2025.</p> | ✓             |



| Initiative                                                                                                                                                                                                                                                                                                                                                                                    | Progress        | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status Symbol |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Commence review of the Knox Housing Strategy 2015.</p> <p>Undertake community and stakeholder public engagement on a draft Issues and Opportunities report to inform the preparation of a new or revised Knox Housing Strategy. ♦</p> <p>Major Initiative 2024-2025</p>                                                                                                                    | Behind schedule | <p>Commencement of the project has been delayed due to various State Government planning reforms that impact the development of a housing strategy and distribution of State Government led housing targets. A project scope has been developed for the housing strategy review based on the current status of the planning reforms and continued uncertainty over the direction of local housing strategies from the State Government. The project will be discussed at a Councillor briefing on 11 August 2025. In the meantime, the State Government needs to issue Access To Opportunities and Services (ATOS) modelling so councils have a direction for how the State Government is contemplating the housing targets being implemented. Commencing preparation of the Knox Housing Strategy review has been included as an action in the 2025-2026 Annual Budget to progress the Council and Health and Wellbeing Plan 2025-2029.</p> | ●             |
| <p>Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA).</p> <p>Continue to progress the Eastern Affordable Housing Alliance (EAHA) Strategic Plan and Communications Plan to strengthen the Alliance's impact on advocating for increased supply of social and affordable housing in the region ahead of the Federal election. ♦</p> | Completed       | <p>Council staff continue to represent Knox at the Eastern Affordable Housing Alliance (EAHA) to explore advocacy opportunities, provide updates to EAHA participating Councils on Knox's Social and Affordable Housing mid-term review and case studies, planning for Homelessness week for 2025, with a Council officer engaged in the working group focusing on planning, delivery and evaluation. Council has also gained value from partnering and engaging with other EAHA Councils to build knowledge and explore further partnership opportunities.</p>                                                                                                                                                                                                                                                                                                                                                                              | ✓             |



## Neighbourhoods, housing and infrastructure (continued)

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

| Initiative                                                                                                                                                                             | Progress        | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status Symbol |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Facilitate and support the implementation of the Boronia Renewal program.<br><br>Deliver Stage 1 of the Green Spine Corridor project within the Boronia Renewal Strategy.              | Behind schedule | The contractor commenced construction works in January 2025 for Stage 1 along Genista Avenue towards Dorset Road, temporarily stopping works at the railway line overpass. Council received a Memorandum of Authorisation (MOA) from VicRoads with extremely limited day-work hour conditions. This has delayed completion of the works on-site. In the meantime, works were completed on the shared path within Chandler Park, east of Allandale Road. The scope of pavement construction works was then slightly amended to allow for an easier progress of works and reduced requirements to allow for easier accordance with VicRoads' MOA conditions. This involved temporary road closure between Dorset Road and Floriston Road as well as Night-Works for a short section until the pavement works were completed. The contractor then continued works on Chandler Road east of Dorset Road with shared path and road pavement works essentially completed up to Floriston Road. Works are continuing along Chandler Road east of Floriston Road and it is now expected that Stage 1 of the Green Spine Corridor project will be completed by late November/early December 2025. | ●             |
| Progress implementation of the Knox Central program.<br><br>Develop an Expression of Interest package for prospective developers of the development of the Knox Central precinct land. | Behind schedule | A needs analysis for future civic and community facilities is underway. The feature and level survey was completed in Q4 2024-2025. A comprehensive suite of datasets has been uploaded and checked against Council's Geographic Information System (GIS) layers to provide an accurate baseline for future development. Interim development advice has been finalised. The timing for an Expression of Interest has been pushed out several years while a needs analysis for future civic and community facilities, along with community engagement, is completed. The imposition of Windfall Gains tax by the state government also requires a different financial strategy from the one originally envisaged in the timeline for development of the land.                                                                                                                                                                                                                                                                                                                                                                                                                             | ●             |



| Initiative                                                                                                                                                                                                                                                                                                                  | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status Symbol |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years.</p> <p>Continue using the Community and Social Infrastructure Modelling (CASIMO) tool and undertake service and place-based analysis to inform community infrastructure planning. ♦</p> | Completed | <p>Data and needs analysis are underway with the support of the supplier of CASIMO who has been contracted to aid in the delivery of Community Infrastructure Needs Assessments (CINAs) for Library, Maternal and Child Health (MCH), and Playgroups. Council staff are working to ensure that all the data in CASIMO is current and consistent to allow a thorough CINA process. Knox's subscription with CASIMO will continue over the 2025-2026 financial year and probably over the 2026-2027 financial year. The completed CINAs will provide the evidence base for a Community Infrastructure Plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ✓             |
| <p>Review and develop the Knox Domestic Animal Management Plan.</p> <p>Progress implementation of the Year 3 actions of the 2022-2025 Domestic Animal Management Plan (DAMP) and review the current DAMP in preparation for the next iteration.</p>                                                                         | Completed | <p>In 2024-2025, Council continued to implement Year 3 actions of the current Domestic Animal Management Plan (DAMP) while also commencing the review process for the next iteration of the plan. Community engagement for the new 2026-2029 DAMP began in early 2025, with adoption of the updated plan anticipated in December 2025. In 2024-2025 Council: conducted proactive patrols in Council parks and reserves to address dogs off lead, unregistered pets, and dog litter issues; reviewed animal registration data of non-residential areas to identify non-declared guard dogs; continued delivery of a Council and state government initiative to provide discounted cat and dog desexing services to eligible vulnerable and/or disadvantaged residents; promoted responsible pet ownership at the annual 'Pets in the Park' community event held in April 2025; investigated all reported animal management issues, ensuring responsive and consistent enforcement; provided cat traps to residents experiencing cat nuisance issues; and delivered staff training covering animal management practices, conflict management, situational awareness, and harm reduction strategies. The planned activity to reconcile data contained in national microchip registries with Council's registration database was not undertaken during the reporting period due to unforeseen IT issues that affected data processing. This issue has been rectified and the activity is now scheduled to occur during 2025-2026.</p> | ✓             |





## Neighbourhoods, housing and infrastructure (continued)

## Create, enhance and maintain places and spaces for people to live, work, play and connect (continued)

| Initiative                                                                                                                                                                                                                                                                                                             | Progress        | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status Symbol                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p>Finalise and implement the Bayswater Renewal Strategy.</p> <p>Undertake public exhibition of the planning scheme amendment associated with implementation of the Bayswater Renewal Strategy and refer and report to Council on the outcomes of the public exhibition process.</p> <p>Major Initiative 2024-2025</p> | Behind schedule | <p>Public exhibition of the planning scheme amendment associated with Bayswater Renewal Strategy has been delayed due to State Government announcements for state-led activity centre planning. It was initially thought that Bayswater Activity Centre would form part of the activity centres nominated by State Government for future planning under new planning controls. Drafting of the package of planning controls to form part of an authorisation request to the Minister for Planning to commence the planning scheme amendment process was consequently delayed. It has now been confirmed that the activity centre has not been nominated. Officers have now advanced the preparation of planning scheme amendment documents (Amendment C204knox). The amendment will be lodged in July 2025 to seek authorisation from the Minister for Planning to prepare and exhibit the amendment. Once negotiations with the Department of Transport and Planning have been finalised, officers will bring a report to Council recommending adoption of the amendment documents to be exhibited. Preparing the Bayswater Renewal Strategy Planning Scheme Amendment for implementation into the Knox Planning Scheme has been included as an action in the 2025-2026 Annual Budget to progress the Council and Health and Wellbeing Plan 2025-2029.</p> | <span style="color: red;">●</span> |



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

| Initiative                                                                                                                                                                                                                                                                                                                                               | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status Symbol |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Advocate to State Government for improved public transport and arterial road connectivity in Knox.</p> <p>Continue to participate in the Eastern Transport Coalition, develop Project Specific Advocacy material for Council's Transport priorities, and advocate for Long Term Public Transport priorities including bus services across Knox. ♦</p> | Completed | <p>Eight strategic and operational meetings to discuss key pipeline, traffic engineering and road safety matters were held in 2024-2025 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. Key matters considered include Infrastructure Victoria's Draft 30-Year Infrastructure Strategy, and the ETC 2025 advocacy work plan, including gearing up for State election advocacy. Other ETC matters covered included: revision of ETC terms of reference; review of the Federal election commitments; meeting with Harriet Shing MP, Minister for the Suburban Rail Loop, the Doncaster Road Corridor in Manningham, and Working with Bus Association Victoria where our goals align. 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.</p> | ✓             |



## Neighbourhoods, housing and infrastructure (continued)

## Provide, maintain and advocate for accessible and sustainable ways to move around Knox (continued)

| Initiative                                                                                                                                                 | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status Symbol |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Enhance sustainable transport utilisation through delivery of active transport infrastructure.                                                             | Completed | The newly adopted Knox Cycling Action Plan is being used to inform priorities in the shared path program from 2025-2026 onwards. Construction works started on the Green Spine off-road shared path in Chandler Road, Boronia, and on-road bike treatments and off-road shared paths in Harold Street, Wantirna. Construction work is to start soon on a footpath along Mount View Road, Upper Ferntree Gully. Council's in-house Civil Construction Group has completed the construction of five concrete pads for the installation of Bike Repair Stations. The following projects are currently in their design phase: a Shared Zone for Macauley Place, Bayswater; a shared path in Brennock Park Drive, Ferntree Gully; footpaths in High Street Road, Wantirna South; and Mountain Highway, The Basin, between Wicks Road and Claremont Avenue. Scoping and investigation are underway on possible future shared path projects in Railway Parade, Upper Ferntree Gully, between Burwood Highway and Quarry Road. | ✓             |
| Adopt the Knox Cycling Action Plan 2025-35 and continue to deliver the Footpath Program, and the Shared Path and On Road Bicycle infrastructure program. ♦ |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |



| Initiative                                                                                                                                                                                                                                                          | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status Symbol |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Provide new and innovative community transport programs for the Knox community.</p> <p>Continue to deliver an accessible and affordable community transport service for the Knox community, with a focus to investigate inclusion of an on-demand service. ♦</p> | Completed | <p>Community Transport has successfully delivered on its goal of expanding and innovating service delivery for the Knox community. Building on the momentum from Term 2, which saw the introduction of 30 tailored winter outings and a restructure of membership areas to improve scheduling and accessibility, the program continues to grow in scale and relevance. New bookings for senior club outings have been received for 2025-2026, with 81 confirmed bookings to date. This reflects an increase of approximately 58% compared with the typical 48-50 bookings received in previous years. Almost all senior clubs took advantage of the opportunity to secure a second booking, as permitted under the revised guidelines introduced in Term 2. Term 3 of the Knox Outings Program is scheduled to commence in September 2025, in alignment with the calendar-year format of this initiative. Feedback from the community has been overwhelmingly positive, with many expressing appreciation of the variety of destinations and the value of the service in reducing social isolation and improving access. Internal departments have also increased their utilisation of Community Transport buses to support broader community events, such as the recently held Radiant Light Festival shuttle service, which further embeds Community Transport as a vital and visible community asset. In the light of increased demand, including club bookings, regular outings, and the fortnightly shopping trips, the proposed on-demand Community Transport service will not be pursued at this time. Recent discussions with an external provider, already well-equipped to deliver such a service within Knox, have reinforced this decision. The 2024-2025 outcomes clearly demonstrate our commitment to delivering accessible, innovative, and responsive transport solutions that evolve with the community's needs.</p> | ✓             |



## Neighbourhoods, housing and infrastructure (continued)

# The difference we're making

## Progress against the indicators identified in the Council Plan 2021-2025

| Council Plan Indicator                                                                                                   | Measure                                                                                                   | Reporting Timeframe | 2023-2024 Result   | 2024-2025 Result   | Comment                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More social and rental housing that is affordable to low-income households in Knox.</b>                               | The proportion of need that can be met with existing local social housing and affordable private rentals. | 5-yearly            | Data not available | Data not available | The Minimum Supply of Social Housing methodology is reviewed periodically in line with the availability of Census and Population and Household forecasts. The 2021 figure remains the most recent available. |
| <b>A reduction in the median household incomes needed to purchase a typical house.</b>                                   | The average number of household incomes needed to purchase a typical house.                               | 5-yearly            | Data not available | Data not available | This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.                                                                                   |
| <b>Increased public transport usage.</b>                                                                                 | Percentage of weekday trips made by public transport.                                                     | 2-yearly            | 3.38% (2024)       | Data not available | 19,302 public transport trips originated in Knox in 2023-24, the number representing 3.38% of all trips made.                                                                                                |
| <b>More one- and two-bedroom dwellings approved for construction in Knox.</b>                                            | The number of one- and two-bedroom dwellings approved for construction in Knox.                           | Annual              | 52                 | 78                 | Two one-bedroom and 76 two-bedroom dwellings were approved for construction in Knox in 2024-2025.                                                                                                            |
| <b>An increase in the number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.</b> | The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.        | Annual              | 1,300              | 1,516              | 2024-2025 saw positive growth in shared path usage.                                                                                                                                                          |
| <b>Improved community satisfaction with recreation facilities.</b>                                                       | Community satisfaction score for recreation facilities.                                                   | Annual              | 80 (2024)          | 80 (2025)          | Community satisfaction with recreation facilities remains excellent.                                                                                                                                         |



| Council Plan Indicator                                                      | Measure                                                          | Reporting Timeframe | 2023-2024 Result        | 2024-2025 Result        | Comment                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------|------------------------------------------------------------------|---------------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Improved community satisfaction with arts centres and libraries.</b>     | Community satisfaction score for arts centres and libraries.     | Annual              | Arts Centres: 80 (2024) | Arts Centres: 79 (2025) | Although down one per cent from 2024, community satisfaction with arts centres remains excellent.                                                                                                                                                        |
|                                                                             |                                                                  | Annual              | Libraries: 85 (2024)    | Libraries: 85 (2025)    | Community satisfaction with library services remains excellent.                                                                                                                                                                                          |
| <b>Improved community satisfaction with appearance of public areas.</b>     | Community satisfaction score for appearance of public areas.     | Annual              | 75 (2024)               | 74 (2025)               | Community satisfaction with the appearance of public areas remains stable, down one per cent on the 2024 figure.                                                                                                                                         |
| <b>Improved community satisfaction with sealed local roads.</b>             | Community satisfaction score for sealed local roads.             | Annual              | 67 (2024)               | 68 (2025)               | Community satisfaction with sealed local roads remains stable, up one per cent on the 2024 figure.                                                                                                                                                       |
| <b>Improved community satisfaction with planning for population growth.</b> | Community satisfaction score for planning for population growth. | Annual              | 70 (2024)               | 63 (2025)               | The measurable and significant decline in satisfaction with planning for population growth from 2024 probably reflects a rise in community concerns about the effect of population growth on roads and traffic and on access to services and facilities. |



## Neighbourhoods, housing and infrastructure (continued)

# Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction

| Service/indicator/<br>measure                                                                                                                                                                                                      | Results |          |          |          | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|----------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                    | 2022    | 2023     | 2024     | 2025     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Roads                                                                                                                                                                                                                              |         |          |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Satisfaction of use</b><br><br><b>Sealed local road requests</b><br><br>[Number of sealed local road requests/<br>Kilometres of sealed local roads] x 100                                                                       | 48.51   | 58.30    | 46.41    | 36.73    | Council includes all requests received from external customers (via customer service requests or after-hours requests) that relate to the quality of the sealed road surface and kerb and channel. Requests are counted regardless of whether a maintenance activity is required to be undertaken in accordance with Council's service levels.                                                                                                                          |
| <b>Condition</b><br><br><b>Sealed local roads maintained to condition standards</b><br><br>[Number of kilometres of sealed local roads below the renewal intervention level set by Council/Kilometres of sealed local roads] x 100 | 93.89%  | 95.28%   | 91.18%   | 90.92%   | The condition of Council's road network has remained steady, as confirmed by the 2023-2024 full road condition audit. These audits are conducted every four years, with the next scheduled for 2026-2027. Council maintains high road service standards and is progressively addressing renewal backlogs. The latest audit has informed a targeted works program, and the 'Target as per budget' will be reviewed through the upcoming Transport Asset Management Plan. |
| <b>Service Cost</b><br><br><b>Cost of sealed local road reconstruction</b><br><br>[Direct cost of sealed local road reconstruction/Square metres of sealed local roads reconstructed]                                              | \$84.39 | \$183.11 | \$152.30 | \$150.27 | Total costs are based on the relatively small number of road reconstructions undertaken and vary according to the extent of reconstruction specified for each project.                                                                                                                                                                                                                                                                                                  |
| <b>Cost of sealed local road resealing</b><br><br>[Direct cost of sealed local road resealing/<br>Square metres of sealed local roads resealed]                                                                                    | \$32.53 | \$26.50  | \$31.41  | \$32.38  | The 3% increase from 2023-2024 is in line with the Consumer Price Index (CPI).                                                                                                                                                                                                                                                                                                                                                                                          |



| Service/indicator/<br>measure                                                                                                                                                                                                                                                   | Results    |            |            |            | Comment                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                 | 2022       | 2023       | 2024       | 2025       |                                                                                                                                                                                                                                        |
| <b>Roads Satisfaction</b><br><br><b>Satisfaction with sealed local roads</b><br><br>[Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]                                                                            | 68         | 55         | 67         | 68         | Satisfaction with sealed local roads remains stable, up one per cent on the 2024 figure.                                                                                                                                               |
| <b>Statutory Planning</b>                                                                                                                                                                                                                                                       |            |            |            |            |                                                                                                                                                                                                                                        |
| <b>Timeliness</b><br><br><b>Time taken to decide planning applications</b><br><br>[The median number of days between receipt of a planning application and a decision on the application]                                                                                       | 50         | 49         | 49         | 47         | The median number of days to process a planning application was 47 days. This is consistent with previous periods.                                                                                                                     |
| <b>Service Standard</b><br><br><b>Planning applications decided within required timeframes</b><br><br>[Number of planning applications decisions made within 60 days for regular permits and 10 days for VicSmart permits/Number of planning applications decisions made] x 100 | 70.73%     | 71.12%     | 77.55%     | 76.73%     | The percentage of planning applications decided within the legislated timeframe was 76.73%. This is consistent with previous periods.                                                                                                  |
| <b>Service Cost</b><br><br><b>Cost of statutory planning service</b><br><br>[Direct cost of statutory planning service/ Number of planning applications received]                                                                                                               | \$1,607.91 | \$1,844.44 | \$2,772.89 | \$2,698.32 | The direct cost of the statutory planning service per planning application received was \$2,698.32, which was a slight reduction from the cost in 2023-2024 primarily due to a slight increase in the number of applications received. |





Neighbourhoods, housing and infrastructure (continued)

Local Government Performance Reporting Framework (continued)

| Service/indicator/<br>measure                                                                                                                                                                                                                                            | Results |        |        |        | Comment                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                          | 2022    | 2023   | 2024   | 2025   |                                                                                                                                                                                                                                              |
| <b>Decision-making</b><br><br><b>Council planning decisions upheld at VCAT</b><br><br>[Number of VCAT decisions that did not set aside Council's decisions in relation to statutory planning/<br>Number of VCAT decisions in relation to planning applications]<br>x 100 | 62.50%  | 16.67% | 50.00% | 33.33% | There were 6 appeals with decisions made by VCAT during 2024-2025, not including 10 appeals that were settled by consent or withdrawn. Of the 6 appeals, 2 were not set aside. 1 of the 6 applications with appeals was reported to Council. |

Services

The services funded in the 2024-2025 Budget.

|                            |                                                                                                                                                                                                                                                                                                    | Net cost of providing this service in 2024-2025 |          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------|
|                            |                                                                                                                                                                                                                                                                                                    | Budget                                          | Actual   |
| Service                    | Description                                                                                                                                                                                                                                                                                        |                                                 | Variance |
|                            |                                                                                                                                                                                                                                                                                                    |                                                 | \$'000   |
| Capital Works Planning     | This service aims to manage the Council's capital works and support the delivery of services to the community. It includes building and construction of Knox property assets.                                                                                                                      | Budget                                          | 1,310    |
|                            |                                                                                                                                                                                                                                                                                                    | Actual                                          | 1,146    |
|                            |                                                                                                                                                                                                                                                                                                    | Variance                                        | 164      |
| Fleet, Plant and Machinery | This service is designed to ensure that the Council's Fleet, Plant and Machinery are effectively managed in a sustainable manner. It encompasses activities such as timely servicing, repair, and capital renewal for each resource, thereby promoting their longevity and operational efficiency. | Budget                                          | (506)    |
|                            |                                                                                                                                                                                                                                                                                                    | Actual                                          | (326)    |
|                            |                                                                                                                                                                                                                                                                                                    | Variance                                        | (180)    |
| Property and Facilities    | This service manages Council's properties, including usage, renewal and maintenance, land management, and removal of graffiti vandalism.                                                                                                                                                           | Budget                                          | 5,093    |
|                            |                                                                                                                                                                                                                                                                                                    | Actual                                          | 5,639    |
|                            |                                                                                                                                                                                                                                                                                                    | Variance                                        | (546)    |



|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | Net cost of providing this service in 2024-2025 |              |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------|
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | Budget                                          | Actual       |
| Service                              | Description                                                                                                                                                                                                                                                                                                                                                                           | Variance                                        | \$'000       |
| Roads and Transport                  | This service supports the safe movement of people and vehicles throughout Knox by planning for the renewal and maintenance of roads, footpaths, bike paths and street lighting. Other services include traffic control and parking management, behavioural change programs, and advocacy for improved state roads and transport infrastructure.                                       | Budget                                          | 7,250        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | Actual                                          | 6,816        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | <b>Variance</b>                                 | <b>434</b>   |
| Social Research, Policy and Planning | This service conducts a range of in-depth research and planning for social policy, strategic and local area plans to enable Council and community partners to make informed decisions to improve community health and wellbeing. Areas include gender equity, community access and inclusion, reconciliation, social and affordable housing, community development and mental health. | Budget                                          | 3,375        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | Actual                                          | 2,979        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | <b>Variance</b>                                 | <b>396</b>   |
| Statutory Building                   | This service is responsible for managing building assessment and building compliance for property development. It includes but is not limited to providing advice, assessing applications, issuing permits, enforcement, and protection of adjoining properties.                                                                                                                      | Budget                                          | 606          |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | Actual                                          | 1,100        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | <b>Variance</b>                                 | <b>(494)</b> |
| Statutory Planning                   | This service is responsible for providing planning advice and assessment of planning permit applications, including community engagement and planning enforcement.                                                                                                                                                                                                                    | Budget                                          | 2,124        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | Actual                                          | 1,933        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | <b>Variance</b>                                 | <b>191</b>   |
| Statutory Land Use Planning          | This service provides strategic land use planning services, including development of planning controls within the Knox Planning Scheme, to guide land use and development that responds to Knox's housing, economic and environmental needs.                                                                                                                                          | Budget                                          | 1,731        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | Actual                                          | 1,585        |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                       | <b>Variance</b>                                 | <b>146</b>   |



## Natural environment and sustainability

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

### Strategies We Have Undertaken to Achieve Success in This Area

- Preserving and enhancing our biodiversity and waterways, and enhancing our urban landscape.
- Preparing for, mitigating and adapting to the effects of climate change.
- Leading by example and encouraging our community to reduce waste.

### Highlights

- Completion of all Year-2 actions of our Biodiversity Resilience Plan.
- Completion of the Major Roads LED light replacement program.
- Partnership with the Metropolitan Waste and Resource Recovery Group and other local councils to progress advanced waste processing as a vital alternative to landfill by putting rubbish to good use instead of burying it in the ground.





# What we achieved in 2024-2025

## Progress of our initiatives identified in Year 4 of the Council Plan 2021-2025

### Preserve our biodiversity and waterways, and enhance our urban landscape

| Initiative                                                                            | Progress  | Comments                                                                                                                                                                                                     | Status Symbol |
|---------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Implement Knox's Biodiversity Resilience Plan.                                        | Completed | All discrete year 2 activities completed: sites of biodiversity update, stage 1 of the community engagement strategy, and the citizen science program. In addition, all annual programs have been completed. | ✓             |
| Progress implementation of funded Year 2 actions from the Biodiversity Action Plan. ♦ |           |                                                                                                                                                                                                              |               |
| Major Initiative 2024-2025                                                            |           |                                                                                                                                                                                                              |               |

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

| Initiative                                                                                  | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status Symbol |
|---------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Implement the high priority actions from Years 2-4 of the Climate Response Plan.            | Completed | Year 4 actions of the Climate Response Plan commenced or progressed in Q4 2024-2025 include: continued promotion and engagement with small- to medium-sized businesses on the Business Energy Saver Program; promotion of the Solar Savers program, including on-boarding of additional suppliers and services for launch in Q1 2025-2026; completion of the Major Road Streetlight light-emitting diode (LED) replacement program, with a total of 1,657 lights installed across Knox; continuation of the mid-term review of the Knox Climate Response Plan; launch of a one-year trial of the 'Good for the Hood' community information program and support for the Nature Stewards Community Leadership program; installation of 50kW of Solar and 47kW of Batteries in four community facilities, including Knox Infolink and Outer Eastern Food Share; and the adoption of Knox's first Electric Vehicle Charging Infrastructure Policy. | ✓             |
| Progress implementation of the high priority Year 4 actions of the Climate Response Plan. ♦ |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |



## Natural environment and sustainability (continued)

### Prepare for, mitigate and adapt to the effects of climate change (continued)

| Initiative                                                                                                                                                                                                                                                                                                                                                                      | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status Symbol |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program.</p> <p>Evaluate the effectiveness of sites where trials have been initiated utilising recycled materials as part of civil construction projects and make recommendations on the continued use of recycled materials in concrete and asphalt works. ♦</p> | Completed | <p>The use of recycled materials in civil construction projects has proved successful to date, with their continued application in concrete and asphalt works now considered standard practice. Council will remain committed to identifying and adopting new opportunities to incorporate recycled materials in future construction programs. Support for innovation in this area will continue through the trial of emerging recycled products, with a particular focus on promoting local innovation and contributing to the circular economy.</p> | ✓             |

### Lead by example and encourage our community to reduce waste

| Initiative                                                                           | Progress  | Comments                                                                                                                                                                                                                                                                                                                                 | Status Symbol |
|--------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Secure long-term solutions for the treatment and disposal of residual waste streams. | Completed | <p>Communications have been released regarding this partnership, including a bulletin on Knox City Council's website: 'Advanced waste processing'. Planning processes are now underway for this facility from an external provider. Council is represented on the Project Oversight Group and will be updated on progress regularly.</p> | ✓             |



# The difference we're making

## Progress against the indicators identified in the Council Plan 2021-2025

| Council Plan Indicator                                              | Measure                                                                                                   | Reporting Timeframe | 2023-2024 Result   | 2024-2025 Result   | Comment                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More houses within 400m of open space.</b>                       | The percentage of Knox homes within 400m of a public open space of any size.                              | 2-yearly            | Data not available | 84.4% (2024)       | The figure is for the 2024 calendar year.                                                                                                                                                                                                                                       |
| <b>An increase in tree canopy coverage.</b>                         | Percentage of Knox's total area under tree canopy cover.                                                  | 2-yearly            | Data not available | Data not available | Data is currently not available on a two-yearly basis to report on this measure. A new mapping tool to measure tree canopy coverage is being explored and is expected to be implemented in 2025-2026.                                                                           |
| <b>A reduction in greenhouse gas emissions</b>                      | Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas and electricity). | Annual (September)  | Data not available | 10.3 (2022-2023)   | Based on the last available data from the 2022-2023 financial year, the number of community greenhouse gas emissions generated per capita in total is 10.31 tonnes.                                                                                                             |
| <b>An increase in renewable energy usage.</b>                       | Renewable energy as a percentage of total electricity consumption.                                        | Annual              | 48% (2023)         | 48% (2024)         | Renewable Energy purchase remained steady for 2024-2025 with all of Council's streetlights and the Knox Regional Netball Centre being supplied by renewable energy. Council has also entered into a Power Purchase Agreement over a 5.5-year period, commencing on 1 July 2025. |
| <b>A reduction in Council's corporate greenhouse gas emissions.</b> | Council's corporate greenhouse gas emissions.                                                             | Annual (September)  | 8,163 (2023-24)    | 7,905 (2024-25)    | Council's overall greenhouse emissions have reduced by 9.7% in the past four years, with emissions from electricity use reducing by 17% but emissions from the fleet sector increasing by 19% over that time.                                                                   |



## Natural environment and sustainability (continued)

### The difference we're making (continued)

| Council Plan Indicator                                                    | Measure                                                         | Reporting Timeframe | 2023-2024 Result | 2024-2025 Result | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------|------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>An increase in Council's corporate renewable energy usage.</b>         | Total Installed capacity of Solar on Council facilities.        | Annual              | 1,108kW          | 1,139kW          | A total of 1,139kW of solar has been installed across Council facilities since the commencement of the program. 50kW of Solar and 47kWh of Batteries were added to Council facilities in 2024-2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A higher annual net gain of trees in Knox.</b>                         | A higher annual net gain of trees in Knox.                      | Annual              | 1,381            | 1,446            | 867 trees were removed and 2,248 trees planted in 2024-2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Improved community satisfaction with waste management.</b>             | Improved community satisfaction with waste management.          | Annual              | 83 (2024)        | 82 (2025)        | Community satisfaction with waste management remained at an excellent level in 2024-2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Improved community satisfaction with environmental sustainability.</b> | Community satisfaction score for environmental sustainability.  | Annual              | 71 (2024)        | 69 (2025)        | Community satisfaction with Council's performance in meeting its environmental responsibilities declined marginally in 2024-2025 but remained measurably higher than the long-term average since 2014 of 65.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>An increase in kerbside collection waste diverted from landfill.</b>   | Percentage of kerbside collection waste diverted from landfill. | Half-yearly         | 73.76%           | 71.21%           | The slight decrease in Knox's waste diversion rate is largely attributable to the successful uptake of the Container Deposit Scheme (CDS), which has shifted recyclable materials away from Council's collection system, and to lower green waste tonnages due to reduced rainfall. As a result, these materials are no longer included in our reported recycling figures, impacting the calculated diversion percentage. Despite this, Knox achieved a 71% diversion rate—well above the state average—placing the Council as a leader in reducing waste to landfill and positioning us strongly to meet the state targets of 72% by 2025 and 80% by 2030. |



# Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction

| Service/indicator/<br>measure                                                                                                                                                                                                    | Results  |          |         |         | Comment                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                  | 2022     | 2023     | 2024    | 2025    |                                                                                                                                                                                                                                               |
| Waste Management                                                                                                                                                                                                                 |          |          |         |         |                                                                                                                                                                                                                                               |
| <b>Service Standard</b><br><br><b>Kerbside collection bins missed</b><br><br>[Number of kerbside garbage and recycling collection bins missed/ Number of scheduled kerbside garbage and recycling collection bin lifts] x 10,000 | 8.22     | 1.80     | 0.38    | 0.26    | Missed bin numbers remain very low due to excellent contractor performance, effective contract management and strong community engagement with the service. (Note: the figure is only for confirmed cases where the contractor was at fault.) |
| <b>Service Cost</b><br><br><b>Cost of kerbside garbage bin collection service</b><br><br>[Direct cost of the kerbside garbage bin collection service/ Number of kerbside garbage collection bins]                                | \$110.46 | \$124.06 | \$80.09 | \$91.32 |                                                                                                                                                                                                                                               |
| <b>Service Cost</b><br><br><b>Cost of kerbside recyclables bin collection service</b><br><br>[Direct cost of the kerbside recyclables bin collection service/Number of kerbside recyclables collection bins]                     | \$71.59  | \$66.41  | \$65.13 | \$64.40 | The direct cost of the kerbside recyclables bin service has remained consistent with previous years.                                                                                                                                          |





## Natural environment and sustainability (continued)

## Local Government Performance Reporting Framework (continued)

| Service/indicator/<br>measure                                                                                                                                                                                                                             | Results |        |        |        | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                           | 2022    | 2023   | 2024   | 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Waste Diversion</b><br><br><b>Kerbside collection waste diverted from landfill</b><br><br>[Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x 100 | 51.60%  | 53.12% | 72.87% | 71.21% | The slight decrease in Knox's waste diversion rate is largely attributable to the successful uptake of the Container Deposit Scheme (CDS), which has shifted recyclable materials away from Council's collection system, and to lower green waste tonnages due to reduced rainfall. As a result, these materials are no longer included in our reported recycling figures, impacting the calculated diversion percentage. Despite this, Knox achieved a 71% diversion rate—well above the state average—placing the Council as a leader in reducing waste to landfill and positioning us strongly to meet the state targets of 72% by 2025 and 80% by 2030. |



# Services

## The services funded in the 2024-2025 Budget.

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | Net cost of providing this service in 2024-2025 |              |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------|
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | Budget                                          | Actual       |
| Service                             | Description                                                                                                                                                                                                                                                                                                                                                                                                        | Variance                                        | \$'000       |
| Open Space and Biodiversity         | This service focuses on improving and managing an integrated network of public open spaces, including the protection and enhancement of a network of habitat corridors across Knox. The service utilises research and best practice to support the local flora, fauna and ecosystems that contribute to a healthy natural environment. In addition, it manages and preserves trees and vegetation in public areas. | Budget                                          | 14,735       |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | Actual                                          | 14,524       |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Variance</b>                                 | <b>211</b>   |
| Sustainability and Climate Response | This service is responsible for guiding Council and the community's response to climate change, including energy efficiency and renewable energy initiatives, community education, and engagement programs on environmental sustainability and climate mitigation.                                                                                                                                                 | Budget                                          | 979          |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | Actual                                          | 812          |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Variance</b>                                 | <b>167</b>   |
| Waste                               | This service is responsible for the collection and disposal of kerbside waste, recyclables, green organics and hard waste. Other services include clearing and maintenance of public litter and recycle bins, waste collection from Council venues, landfill rehabilitation, waste management planning, waste education, and compliance with legislated waste reforms.                                             | Budget                                          | 24,572       |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | Actual                                          | 23,477       |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Variance</b>                                 | <b>1,095</b> |
| Water and Drainage                  | This service develops strategies to plan and manage stormwater drains and protect water quality in urban areas, including promotion of Water Sensitive Urban Design, flood mapping, supporting stormwater and wastewater management.                                                                                                                                                                               | Budget                                          | 2,929        |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | Actual                                          | 2,520        |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Variance</b>                                 | <b>409</b>   |



## Connection, resilience and wellbeing

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

### Strategies We Have Undertaken to Achieve Success in This Area

- Supporting our community to improve their physical, mental and social health and wellbeing.
- Fostering inclusivity, equality, belonging and safety within our community.
- Supporting the community to identify and lead community-strengthening initiatives.
- Honouring and integrating First Nations culture into actions and environments.

### Highlights

- Delivery of Mental Health First Aid (MHFA) training to volunteers from organisations servicing Knox, including Feed One Feed All, Share Space, and Coonara Community House.
- Collaboration with the Department of Government Services to equip older Knox residents with practical knowledge to safeguard themselves against online threats and scams.
- Delivery of new infrastructure and programs across leisure sites in Knox.
- Completion of training in and access to Child Link for all maternal and child health nurses and early childhood teachers in Knox.





# What we achieved in 2024-2025

## Progress of our initiatives identified in Year 4 of the Council Plan 2021-2025

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

| Initiative                                                                                                                                                                                                                                                                                        | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status Symbol |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact.</p> <p>Work with the Mental Health Roundtable and the Community Safety Health and Wellbeing Advisory Committee to develop and deliver positive mental health activities. ♦</p> | Completed | <p>The Mental Health Action Plan has come to its conclusion and a report is currently being developed to report on and acknowledge its impact in supporting the mental health of the Knox community. Mental Health First Aid (MHFA) training was delivered in June 2025 to 13 volunteers from organisations servicing Knox, including Feed One Feed All, Share Space, and Coonara Community House. The training was very well received with many attendees expressing interest in other volunteers from their organisations also completing it. Volunteers were identified as a vital group to support in upskilling due to the essential role they play in many people's lives, and the ongoing impact the training will have on their ability and confidence to support the community.</p>                                                                                            | ✓             |
| <p>Progress implementation of the Children, Youth and Seniors Plan.</p> <p>Progress implementation of the Year 4 actions of the Child, Youth and Seniors Plan to meet the needs of the diverse stakeholder groups. ♦</p>                                                                          | Completed | <p>The Youth initiative, 'Beyond the Frame - Youth Photography and Digital Media Competition', was delivered in 2024-2025. This was held at the Youth Hive of Knox Library, with special guests the Hon. Natalie Suleyman, MP, Minister for Youth, and Mr Jackson Taylor, the Member for Bayswater. Artwork was on show and there was an award presentation and speeches to acknowledge the works and artistic insights of young people in Knox. This program was supported by the State Government's Youth Fest Grant. To celebrate and acknowledge Seniors month in October 2024, many events were scheduled across Knox over the entire month, with 12 sessions run by Knox City Council. There were 765 participants, which is a 100% increase in attendance from the previous year, with survey data demonstrating 45% of people who attended had not previously participated.</p> | ✓             |



## Connection, resilience and wellbeing (continued)

### Support our community to improve their physical, mental and social health and wellbeing (continued)

| Initiative | Progress | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status Symbol |
|------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|            |          | <p>Events included mystery bus tours, movie screening, ageism and healthy brain presentations and social activities, culminating in a Seniors dance at the end of the month. Funding from the State Government supported a program for older vulnerable men to attend a fishing program. This ran weekly over four weeks, with 24 men registered and 70% attendance over four sessions. As a result of the outings four previously isolated men have connected and plan to meet outside the group, demonstrating the intended outcome of addressing social isolation. In 2024-2025 a partnership with Community Housing Ltd (CHL) and internal stakeholders resulted in 27 Knox residents submitting applications for a new CHL complex in Knox. In addition, 40 residents have been supported to submit housing applications for another Community Housing Complex, with 11 successful in obtaining secure housing. An intergenerational program involving students from Boronia Secondary College and residents of a local aged care facility was successfully completed. Participants from both groups provided overwhelmingly positive feedback, highlighting the mutual benefits gained through shared experiences and meaningful interactions. Importantly, many participants expressed a desire to continue the relationships formed during the program, with plans underway to support ongoing connection beyond the formal initiative. Knox City Council, in collaboration with the Department of Government Services, delivered an information session aimed at equipping community members aged 55 and over with practical knowledge to safeguard themselves against online threats and scams. The event attracted 45 attendees, who engaged enthusiastically with the content. Participants were provided with simple, actionable strategies to protect their personal information online, contributing to a more informed and digitally resilient community. Based on post-event evaluations, the program received an average satisfaction rating of 4.65 out of 5 stars, indicating a high level of participant approval and positive engagement.</p> |               |



| Initiative                                                                                                                                                                                                                                                          | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status Symbol |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Develop and implement an Active Participation Plan – Beyond Structured Sport.</p> <p>Commence implementation of approved and funded actions from the Active Knox (participation) plan. ♦</p> <p>Major Initiative 2024-2025</p>                                   | Completed | <p>The Active Participation Plan – Beyond Structured Sport will be integrated with Council's Open Space Plan. Council continues to have conversations with stakeholders to progress the future development of Mountain Bike Dirt Jumps and advocate to ensure key principles are used when developing active recreation projects. Council's Leisure Services team, in collaboration with the Communications team, are investigating hosting tennis facility locations on Council's website, which will improve the availability of information for active/informal recreation opportunities within Knox. Council is also looking to install active recreation activity promoting signage within Council parks and reserves.</p> | ✓             |
| <p>Support the creation of new physical activity-based programs and community infrastructure across the municipality.</p> <p>Deliver infrastructure improvements at Council sporting reserves and identity new program opportunities at Indoor Leisure sites. ♦</p> | Completed | <p>2024-2025 saw the successful implementation of a number of new internally run leisure programs at Carrington Park Leisure Centre including Pilates, Strength and Balance, and Tai Chi. New badminton and pickleball line markings were installed at Knox Regional Netball Centre, resulting in the successful implementation of internally run badminton and pickleball social competitions at the site.</p>                                                                                                                                                                                                                                                                                                                 | ✓             |



Connection, resilience and wellbeing (continued)

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

| Initiative                                                                                                                                                                                                                                                                                                                                                                    | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status Symbol |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Develop and implement programs to enable older and vulnerable residents to access technology.</p> <p>Deliver a suite of programs and workshops to assist older and vulnerable residents to effectively use available technology and gain awareness of cyber-security, including the ability to search the internet, access banking and send emails with attachments. ♦</p> | Completed | <p>In 2024-2025 the Digital Connections Stakeholder Group continued to collaborate in promoting programs and events across Knox aimed at supporting older and vulnerable residents. Your Library maintained its delivery of one-on-one technical support sessions, providing personalised assistance to those in need. In addition, the Social and Inclusive Communities team offered onsite support at one of the Knox housing estates, helping residents address technology-related challenges with their personal devices.</p> <p>A pilot program in partnership with the Department of Government Services was held on 14 May 2025, focusing on online safety for seniors, with particular emphasis on scam prevention. The session attracted 45 participants, who were provided with practical strategies to safeguard their personal information. Among those who provided feedback, the satisfaction rating was 4.53%. Planning is also underway for the launch of an intergenerational digital literacy program, which will connect older community members with younger generations to foster mutual learning and support. This initiative is scheduled to commence later in 2025.</p> | ✓             |



### Foster inclusivity, equality, belonging and safety within the community

| Initiative                                                                                                                                                                                                                                                                                                                                                | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status Symbol |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Contribute to the collective efforts in preventing and responding to family violence.</p> <p>Progress implementation of the Year 1 workplan for the Free From Violence Local Government Program and continue to deliver family violence prevention and awareness raising activities including 16 Days of Activism against Gender-Based Violence. ♦</p> | Completed | <p>The Free From Violence project steering group met on 12 June 2025, with seven staff across Council coming together develop the project workplan. Active Bystander training was delivered to Council staff on 15 May 2025. 23 staff from eight Council departments departments attended. The training objectives were to build participants' ability to identify harmful and dominating language and to grow reflective skills to be able to acknowledge their own bias and privilege. The session equipped participants with basic conversation-based skills to intervene as bystanders in safe and effective ways linked to creating change. The 3Rs of Family Violence training was held for Council staff on 17 June 2025, with 19 staff from five Council departments in attendance. The session was delivered to enable staff to Recognise the signs of family violence, Respond to a disclosure of family violence, and to learn how to Refer someone to support services.</p> | ✓             |
| <p>Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children.</p> <p>Finalise the implementation of training and access to Child Link for all Maternal and Child Health Nurses and Early Childhood Teachers. ♦</p>                                                                             | Completed | <p>Training and access to Child Link for all Maternal and Child Health Nurses and Early Childhood Teachers was completed in Q1 2024-2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓             |





## Connection, resilience and wellbeing (continued)

### Foster inclusivity, equality, belonging and safety within the community (continued)

| Initiative                                                                                                                                                                                                                                                                                                                                                                              | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status Symbol |
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| <p>Develop and implement Knox Council's Disability Action Plan incorporated within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-27.</p> <p>Progress implementation of the Year 3 Disability Action Plan actions within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027, with a focus on carers of people with a disability.</p> | Completed | <p>2024-2025 Disability Action Plan initiatives included a weekly carer exercise class at Knox Leisureworks and a monthly carer walk in Ferntree Gully, offering carers physical activity, social connection, and access to information on local services and supports. The monthly Borderline Personality Disorder carers group and the Women with Disabilities hub group provided valuable information, peer connection, and opportunities for leadership and advocacy development. A webinar for parents and carers on supporting a positive autistic identity was held in May 2025, attracting 32 attendees. Early years educators attended two professional development sessions: understanding children with cerebral palsy (29 attendees) and self-regulation through physical development (47 attendees). Knox Disability Advisory Committee members were supported to participate in a Council Plan development workshop. Six local residents with disabilities participated in Council photo shoots, improving the diversity of Council's print and electronic communications. Access Key accessibility guides were made available to enhance access and inclusion. The Accessing Knox e-newsletter was distributed monthly to share disability events and opportunities with the community.</p> | ✓             |



| Initiative                                                                                                                                                                                                                                                                           | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status Symbol |
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| <p>Develop and implement the Dementia Friendly Action Plan.</p> <p>Progress implementation of the Year 2 actions of the Knox Dementia Friendly Action Plan, with a focus on increasing awareness and available support across the community. ♦</p> <p>Major Initiative 2024-2025</p> | Completed | <p>A partnership has been established with the Community Gardens to develop a dementia-friendly sensory garden, designed to support visits from small community groups. This initiative will incorporate two existing raised garden beds and provide access to selected areas throughout the garden that offer a curated sensory experience. Guided tours are scheduled to commence in September 2025. The Knox Dementia Advisory Group has transitioned to an Alliance model. As part of this transition, ten new community members were recruited to form a working group that collaborated with Council officers to develop the Alliance's Terms of Reference and operational framework. All ten members subsequently chose to join the Alliance as core group members. The Alliance was officially launched on 18 June 2025, with 63 members of the Knox community attending the event. The launch featured an afternoon melodies concert, a performance by The Haven dementia-inclusive choir, a presentation by Dementia Australia, and a Q&amp;A session with members of the working group. Additional dementia awareness initiatives delivered during 2024-2025 included a community presentation of Dementia Australia's Become a Dementia Friend program at the Wantirna South Probus Club, attended by 80 people. A condensed version of the program was also presented at the Winter Warmers Seniors Movie Festival, which featured the film 'June Again', highlighting the lived experience of a woman with dementia and her family, to an audience of 50 community members.</p> | ✓             |



## Connection, resilience and wellbeing (continued)

### Foster inclusivity, equality, belonging and safety within the community (continued)

| Initiative                                                                                                                                                                                                                           | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status Symbol |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Implement Council's adopted Gender Equality Action Plan.</p> <p>Progress the delivery of Year 3 of the Gender Equality Action Plan, ensuring Council meets its obligations under the <i>Gender Equality Act 2020</i> (Vic). ♦</p> | Completed | <p>Council's Gender Equality Action plan expired 30 June 2025. 18 strategic actions were outlined with 10 complete and 8 ongoing and transferred to the next four-year Gender Equality Action Plan. Actions completed in 2024-2025 were the establishment of a dedicated data program aligned to the Gender Equality Act reporting obligations. This is currently in the testing phase prior to the report's lodgement in 2025-2026. Council achieved a 42% employee participation rate in the People Matter Survey for Gender Equality Reporting. The Rainbow flag was raised at the Civic Centre alongside the staff event for IDAHOBIT Day. Active bystander training continues to be delivered for staff. The 3Rs of Family Violence training was delivered to staff. Equity Impact Assessment training was delivered to staff and the Senior Leadership Team. GenderWorks Australia was awarded the contract to support the 2025 reporting obligations and the development of the next four-year Gender Equality Action Plan</p> | ✓             |



| Initiative                                                                                                                                                                                                                                                                                                                                                                                          | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status Symbol |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox.</p> <p>Deliver a targeted campaign to increase awareness of ageism and ongoing intergenerational programs to connect community members of all ages, including programs delivered in collaboration with Playgroup Victoria and Your Library. ♦</p> | Completed | <p>Further discussions of developing and expanding intergenerational programs in the Knox municipality were held in 2024-2025. Collaboration with a Community House over an LGBTQIA+ Social Group continues. A school holidays games program with The Youth Hive and Your Library, with an intergenerational focus, has been confirmed and will be trialled in Q1 2025-26. Interest from local kindergarten services was positive and our intergenerational playgroup continues to be popular. A highlight of 2024-2025 was to observe how successful our pilot program with Boronia Residential Aged Care and Boronia K12 College was. This program exceeded expectations for all staff and participants involved with high attendance each week. Planning is already underway for another program in late 2025. Planning continues over a digital literacy program between older members of our community and the younger generation. Program implementation is on track and program delivery is scheduled for late 2025. As part of the Winter Warmer Movie Series, the screening of 'Is Anybody There?' was shown at Knox Community Arts Centre in late June. This movie is centred on an intergenerational friendship between a curious young boy and a retired magician. Over 100 members of our community enjoyed the event, which included a brief presentation before the movie on raising awareness and understanding Ageism.</p> | ✓             |
| <p>Develop and deliver a range of evidence-based community training initiatives to build volunteer capacity.</p> <p>Provide a range of workshops and activities that support community groups, clubs, not-for-profit organisations and volunteers, based on participant feedback and identified needs. ♦</p>                                                                                        | Completed | <p>15 workshops were held during 2024-2025. Topics included: 'Proactive and effective social media', 'Cyber security', 'Conflict management', 'Child safe standards for community groups', 'Cultural awareness', 'Best practice financials for not-for-profits', 'The 3 Rs of family violence', 'Building Aboriginal cultural competency', 'Fundraising', '3R's of Volunteering - Recruitment, Retention, Recognition', 'Grant writing', 'Grants information' sessions, and 'Social media for community groups'.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓             |



Connection, resilience and wellbeing (continued)

Honour and integrate First Nations Culture into actions and environments

| Initiative                                                                                                                                                                                                                                                                                                                                                                                                               | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status Symbol |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.</p> <p>Prepare to conduct an Aboriginal heritage/cultural values study to inform land management and planning, host a First Nations voice forum to hear current topics of interest from the community, deliver cultural safety training, and conduct an organisation cultural safety audit. ♦</p> | Completed | <p>Council officers have developed the First Nations Organisational Cultural Safety audit and report for consideration by Council's Executive Leadership Team (ELT) in Q1 2025-2026. A Cultural Safety Audit was undertaken with the internal Reconciliation Action Plan (RAP) working group to help inform a broader consultation. We continue planning to find the best way to deliver a Cultural Values study with Wurundjeri and Bunurong. Council is supporting consultation with Wurundjeri and Bunurong elders on climate change and land management practices. Three cultural walks and education sessions were held in Q4 2024-25. Forum planning has identified that a place-based consultation approach would be more culturally appropriate and planning for this has commenced. First Nations lead has continued to consult, in place, with the First Nations community to hear about current concerns and provide an opportunity for community to give feedback. Sorry Day Ceremony was held at Knox Civic Centre in May 2025, attended by stolen generation families and the First People's Assembly.</p> | ✓             |

Council Plan initiative closed

On rare occasions Council may decide to close an incomplete Council Plan initiative. This may be due to factors beyond Council's control or because priorities have shifted in the years since the adoption of the Council Plan. Closing an initiative means that it will formally be removed from all future Council Plan Quarterly Reports.

| Initiative                                                                                                                                                                                                                                   | Progress | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status Symbol |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.</p> <p>Consult the community on the draft Community Resilience Plan and use the feedback to inform the next steps.</p> | Closed   | <p>This action item is closed. While originally intended to simply focus resilience as part of emergency management, it is appropriate that community resilience is better addressed at an overarching community and social policy level, particularly as part of the future Municipal Public Health and Wellbeing Plan. As a result, community resilience will be considered as part of and will influence emergency management planning and the intent is retained.</p> | ●             |

(Knox City Council (2024), 'Item 8.2: Quarterly Performance Report for the Quarter Ended 30 September 2024', Minutes of Meeting of Council 25 November 2024, p. 22. [2024-11-25 - Minutes - Meeting of Council.pdf](#).)



# The difference we're making

## Progress against the indicators identified in the Council Plan 2021-2025

| Council Plan Indicator                                                                          | Measure                                                                                        | Reporting Timeframe | 2023-2024 Result   | 2024-2025 Result   | Comment                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A reduction in the number of adults who report high or very high psychological distress.</b> | Percentage of adults who suffer from high psychological distress.                              | 3-yearly            | Data not available | 15.60% (2023)      | The number of adults in the City of Knox reporting high or very high levels of psychological distress has declined significantly since the spike recorded in 2020 (which was attributable to the effects of the COVID-19 pandemic). |
| <b>More residents who report their health as good, very good or excellent.</b>                  | Percentage of Knox adults who rate their health as 'very good' or 'excellent'.                 | 3-yearly            | Data not available | 37.20% (2023)      | The 2023 figure remains the most recent available.                                                                                                                                                                                  |
| <b>An increase in the level of agreement that multiculturalism makes life better.</b>           | Percentage of adults that definitely agree that multiculturalism makes life their area better. | 3-yearly            | Data not available | 64.10% (2023)      | The embrace of multiculturalism in the City of Knox continues to grow.                                                                                                                                                              |
| <b>Improved perceptions of safety.</b>                                                          | Percentage of adults that 'definitely' feel safe at night.                                     | 3-yearly            | 72.00% (2024)      | 65.00% (2025)      | The perception of safety in public areas of the City of Knox declined measurably in 2024-2025, especially among older adults (aged 60 to 74 years).                                                                                 |
| <b>An increase in the number of adults who feel a sense of belonging.</b>                       | Percentage of adults that 'definitely' feel valued by society.                                 | 3-yearly            | Data not available | 47.00% (2023)      | The 2023 figure remains the most recent available.                                                                                                                                                                                  |
| <b>More adults in Knox who volunteer.</b>                                                       | Percentage of adults who definitely or sometimes help out a local group by volunteering.       | 3-yearly            | Data not available | Data not available | Data related to volunteering was not collected in the Victorian Population Health surveys conducted in 2020 and 2023.                                                                                                               |



## Connection, resilience and wellbeing (continued)

### The difference we're making (continued)

| Council Plan Indicator                                                                                      | Measure                                                                                                                                              | Reporting Timeframe | 2023-2024 Result | 2024-2025 Result | Comment                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More infants and children in the Knox region immunised at Council run immunisation sessions.</b>         | Number of children immunised at a Council run immunisation session.                                                                                  | Annual              | 4,519            | 6,811            | Number extracted from the Australian Immunisation Register.                                                                                                                                                                                                                                                                                                    |
| <b>Increased participation in key ages and stages Maternal and Child Health visits.</b>                     | Percentage of children participating in the key ages and stages MCH visit.                                                                           | Half-yearly         | 100.48%          | 102.37%          | Council continues to have a very high level of engagement with families with young infants.<br><br>(Note that a result of over 100% occurs when we have additional infants transfer into our municipality before a first home visit, and/or the birth notice was initially sent to the incorrect LGA.)                                                         |
| <b>Improved satisfaction with cultural activities.</b>                                                      | Community satisfaction score for community and cultural.                                                                                             | Annual              | 78 (2024)        | 82 (2025)        | Community satisfaction with cultural activities increased noticeably in 2024-2025 and was measurably higher than the long-term average from 2017 to 2023 of 66.                                                                                                                                                                                                |
| <b>An increase in the number of opportunities and avenues to include First Nations Culture within Knox.</b> | The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council. | Annual              | 45               | 42               | This number was slightly lower than the previous year due to the unsuccessful referendum in October 2023. This has had an on-going impact on First Nations communities' capacity to trust and engage with local Government meaningfully. Council's First Nations Lead continues to work closely with our First nations community and strengthen relationships. |
| <b>An increase in the number of meals delivered through Meals on Wheels.</b>                                | The number of meals delivered through Meals on Wheels.                                                                                               | Annual              | 32,430           | 31,672           | The number of meals delivered remained stable in 2024-2025.                                                                                                                                                                                                                                                                                                    |



| Council Plan Indicator                                                                                             | Measure                                                                        | Reporting Timeframe | 2023-2024 Result                                                    | 2024-2025 Result                                                    | Comment                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More clients and community members supported through Council's Community Access and Support (CAS) programs.</b> | Number of clients and community members who have participated in CAS programs. | Annual              | 11,409                                                              | 12,104                                                              | The people supported by Council's Community Access and Support (CAS) programs include seniors, young people, people with a disability, and carers.                                                                            |
| <b>Greater sports participation rates.</b>                                                                         | Number of teams using Council facilities.                                      | Annual              | 2,567                                                               | 3,628                                                               | The figure includes hockey, tennis, Australian Rules football, soccer, cricket, netball, BMX, baseball, Rugby League and basketball. There are 2,535 basketball teams in the competition run by Knox Basketball Incorporated. |
|                                                                                                                    | Number of participants by age and gender.                                      | Annual              | Male - 11,330<br>Female - 3,449<br>Junior - 8,993<br>Senior - 5,840 | Male - 13,600<br>Female - 3,926<br>Junior - 9,726<br>Senior - 6,345 | Participation numbers vary depending on the way the different sports and/or clubs report. For example, casual tennis, tennis coaching, and Auskick are not necessarily included.                                              |





Connection, resilience and wellbeing (continued)

# Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction

| Service/indicator/<br>measure                                                                                                      | Results |        |        |        | Comment                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                    | 2022    | 2023   | 2024   | 2025   |                                                                                                                                                                                                                                                                                                                                                                                    |
| Aquatic Facilities                                                                                                                 |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| Service Standard                                                                                                                   | 2       | 2      | 2      | 2      | Two health inspections were conducted at Knox Leisureworks in 2024-2025.                                                                                                                                                                                                                                                                                                           |
| Health inspections of aquatic facilities                                                                                           |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| [Number of authorised officer inspections of Council aquatic facilities/Number of Council aquatic facilities]                      |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| Utilisation                                                                                                                        | 1.11    | 2.03   | 2.09   | 2.26   | Knox Leisureworks recorded 362,973 visits 2024-2025.                                                                                                                                                                                                                                                                                                                               |
| Utilisation of aquatic facilities                                                                                                  |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| [Number of visits to aquatic facilities/ Municipal population]                                                                     |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| Service Cost                                                                                                                       | \$0.83  | \$1.55 | \$0.07 | \$0.71 | The cost of providing aquatic services has increased.                                                                                                                                                                                                                                                                                                                              |
| Cost of aquatic facilities                                                                                                         |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| [Direct cost of aquatic facilities less income received/Number of visits to aquatic facilities]                                    |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| Animal Management                                                                                                                  |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| Timeliness                                                                                                                         | 3.13    | 3.06   | 4.35   | 3.89   | All animal management requests are assessed based on risk and addressed in a timely manner. Council prioritises all dogs at large, animal collections, attacks, rushes, and animal cruelty requests, acting on them immediately. The figure for 2024-2025 shows a significant improvement on 2023-2024 due to improved systems that ensure requests are actioned more efficiently. |
| Time taken to action animal management requests                                                                                    |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |
| [Number of days between receipt and first response action for all animal management requests/Number of animal management requests] |         |        |        |        |                                                                                                                                                                                                                                                                                                                                                                                    |



| Service/indicator/<br>measure                                                                                                                                                    | Results |        |         |         | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                  | 2022    | 2023   | 2024    | 2025    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Service Standard</b><br><br><b>Animals reclaimed</b><br><br>[Number of animals reclaimed/Number of animals collected] x 100                                                   | 50.54%  | 47.48% | 41.22%  | 49.19%  | Council is committed to reuniting registered dogs and cats with their owners and has seen an increase in the number of impounded animals being returned to their owners. The number of successful reunifications varies from year to year, depending on how many animals are collected and whether officers are able to identify and contact their owners. The total number of animals collected for this measure includes 42 cases where the final outcome is currently unknown, as these animals are still being processed at the Council pound. |
| <b>Service Standard</b><br><br><b>Animals rehomed</b><br><br>[Number of unclaimed collected animals rehomed/Number of unclaimed collected animals] x 100                         | 34.60%  | 36.43% | 64.04%  | 61.78%  | Local Government Victoria amended this measure in 2023-24, resulting in an increase in the number of reported results when compared with previous years. The 2024-2025 figure has dropped slightly from 2023-24.                                                                                                                                                                                                                                                                                                                                   |
| <b>Service Cost</b><br><br><b>Cost of animal management service per population</b><br><br>[Direct cost of animal management service/Municipal population]                        | \$6.14  | \$8.08 | \$8.10  | \$9.22  | Costs increased in 2024-2025 because it was the first financial year operating under a new structure, which includes additional staff to assist with the enforcement of community laws.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Service Standard</b><br><br><b>Animal management prosecutions</b><br><br>[Number of successful animal management prosecutions/Number of animal management prosecutions] x 100 | 95.45%  | 91.67% | 100.00% | 100.00% | Council prosecutes serious offences under the Domestic Animals Act, as well as matters involving repeat offenders who consistently show irresponsible pet ownership. The Council has maintained a 100% success rate in its prosecutions.                                                                                                                                                                                                                                                                                                           |



## Connection, resilience and wellbeing (continued)

## Local Government Performance Reporting Framework (continued)

| Service/indicator/<br>measure                                                                                                                                                                                                                                                                                                                                                                  | Results  |            |            |          | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                | 2022     | 2023       | 2024       | 2025     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Food Safety                                                                                                                                                                                                                                                                                                                                                                                    |          |            |            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Timeliness</b><br><br><b>Time taken to action food complaints</b><br><br>[Number of days between receipt and first response action for all food complaints/ Number of food complaints]                                                                                                                                                                                                      | 1.48     | 1.97       | 2.48       | 1.48     | Response times have improved due to process improvements and gains in staff experience.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Service Standard</b><br><br><b>Food safety assessments</b><br><br>[Number of class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 (Vic)/ Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984 (Vic)] x 100 | 102.05%  | 101.11%    | 97.91%     | 95.39%   | All high-risk and Class 1 premises trading were inspected during 2024-2025.<br><br>Premises not inspected in 2024-2025 were: <ul style="list-style-type: none"><li>• Businesses closed before an annual inspection could be conducted,</li><li>• Mobile and temporary premises that were not operating,</li><li>• Home-based businesses that could not be contacted for an inspection to be arranged, and</li><li>• Premises not trading with the proprietor unable to be contacted.</li></ul> |
| <b>Service Cost</b><br><br><b>Cost of food safety service</b><br><br>[Direct cost of the food safety service/Number of food premises registered or notified in accordance with the Food Act 1984 (Vic)]                                                                                                                                                                                        | \$852.85 | \$1,128.87 | \$1,058.61 | \$367.93 | A review of the financial model for the food safety service has identified a significant reduction in the costs allocated to this service as a proportion of the broader Health Services function at Council. This in conjunction with a moderate increase in registered premises has seen a significant reduction in the cost per premises to provide this service.                                                                                                                           |



| Service/indicator/<br>measure                                                                                                                                                                                                                                                                                                                                             | Results |         |         |         | Comment                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                           | 2022    | 2023    | 2024    | 2025    |                                                                                                                                                                                     |
| <b>Health and Safety</b><br><br><b>Critical and major non-compliance outcome notifications</b><br><br>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up/Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x 100 | 96.71%  | 99.40%  | 100.00% | 100.00% | All critical and major non-compliance outcome notifications were followed up by Council in 2024-2025.                                                                               |
| <b>Health and Safety</b><br><br><b>Food safety samples</b><br><br>[Number of food samples obtained/Required number of food samples] x 100                                                                                                                                                                                                                                 | N/A     | N/A     | 111.96% | 106.10% | The percentage is greater than 100 because Council also obtains food samples when complaints are made or when checking the effectiveness of food safety procedures at the premises. |
| <b>Libraries</b>                                                                                                                                                                                                                                                                                                                                                          |         |         |         |         |                                                                                                                                                                                     |
| <b>Resource Currency</b><br><br><b>Recently purchased library collection</b><br><br>[Number of library collection items purchased in the last 5 years/Number of library collection items] x 100                                                                                                                                                                           | 80.02%  | 77.00%  | 78.60%  | 74.64%  | The number of items purchased has decreased due to the increasing regular retail price of library materials and rising processing costs of suppliers.                               |
| <b>Service Cost</b><br><br><b>Cost of library service per population</b><br><br>[Direct cost of library service/Municipal population]                                                                                                                                                                                                                                     | \$22.98 | \$23.68 | \$22.25 | \$22.85 | The cost of the library service remained stable in 2024-2025.                                                                                                                       |



## Connection, resilience and wellbeing (continued)

## Local Government Performance Reporting Framework (continued)

| Service/indicator/<br>measure                                                                                                    | Results |         |         |          | Comment                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                  | 2022    | 2023    | 2024    | 2025     |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Utilisation</b>                                                                                                               | N/A     | N/A     | 8.84    | 9.41     | Library utilisation rose in 2024-2025.                                                                                                                                                                                                                                                                                                              |
| <b>Library loans per population</b>                                                                                              |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| [Number of collection item loans/Municipal population]                                                                           |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Participation</b>                                                                                                             | N/A     | N/A     | 28.92%  | 36.99%   | The number of registered library members rose significantly in 2024-2025, attesting to the popularity of the new Knox Library opened in March 2024.                                                                                                                                                                                                 |
| <b>Library membership</b>                                                                                                        |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| [Number of registered library members/Municipal population] x 100                                                                |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Participation</b>                                                                                                             | N/A     | N/A     | 3.58    | 4.69     | The number of library visits rose significantly 2024-2025, attesting to the popularity of the new Knox Library opened in March 2024.                                                                                                                                                                                                                |
| <b>Library visits per head of population</b>                                                                                     |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| [Number of library visits/Municipal population] x 100                                                                            |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Maternal and Child Health (MCH)</b>                                                                                           |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Service Standard</b>                                                                                                          | 101.14% | 100.98% | 100.73% | 100.57%  | Infant enrolments for the MCH service remained stable throughout 2024-2025, with a slight proportional increase in the second half of the year. (Note that a result of over 100% occurs when we have additional infants transfer into our municipality before a first home visit, and/or the birth notice was initially sent to the incorrect LGA.) |
| <b>Infant enrolments in the MCH service</b>                                                                                      |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| [Number of infants enrolled in the MCH service (from birth notifications received)/Number of birth notifications received] x 100 |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Service Cost</b>                                                                                                              | \$90.44 | \$90.25 | \$86.44 | \$104.23 | The increased cost of the MCH service in 2024-2025 is primarily due to Enterprise Agreement entitlements.                                                                                                                                                                                                                                           |
| <b>Cost of the MCH service</b>                                                                                                   |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |
| [Cost of the MCH service/Hours worked by MCH nurses]                                                                             |         |         |         |          |                                                                                                                                                                                                                                                                                                                                                     |



| Service/indicator/<br>measure                                                                                                                                                                                                                             | Results |        |        |         | Comment                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                           | 2022    | 2023   | 2024   | 2025    |                                                                                                                                                                                                                                                                                   |
| <b>Participation</b><br><br><b>Participation in the MCH service</b><br><br>[Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x 100                                               | 73.72%  | 75.84% | 77.21% | 75.36%  | Participation in the MCH service over the first half of 2024-2025 was affected by workforce challenges. Successful recruitment in the second half of the year facilitated an uplift in participation.                                                                             |
| <b>Participation</b><br><br><b>Participation in the MCH service by Aboriginal children</b><br><br>[Number of Aboriginal children who attend the MCH service at least once (in the year)/ Number of Aboriginal children enrolled in the MCH service] x 100 | 75.81%  | 85.71% | 81.63% | 78.08%  | Proactive engagement has supported First Nations participation in the MCH service.                                                                                                                                                                                                |
| <b>Participation</b><br><br><b>Participation in 4-week Key Age and Stage visit</b><br><br>[Number of 4-week Key Age and Stage visits/ Number of birth notifications received] x 100                                                                       | 99.05%  | 98.70% | 98.33% | 102.37% | Council has a very high level of engagement with families with young infants. (Note that a result of over 100% occurs when we have additional infants transfer into our municipality before a first home visit, and/or the birth notice was initially sent to the incorrect LGA.) |



## Connection, resilience and wellbeing (continued)

# Services

## The services funded in the 2024-2025 Budget.

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Net cost of providing this service in<br>2024-2025 |           |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------|
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Budget                                             | Actual    |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Variance                                           |           |
| Service          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    | \$'000    |
| Arts and Culture | This service focuses on arts and cultural programs to build community connections, contribute to community identity and promote cultural diversity. It includes but is not limited to development and management of arts and cultural venues, identifying and managing community resources, and delivering public art projects and community functions.                                                                                                                                                                                                              | Budget                                             | 1,642     |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Actual                                             | 1,564     |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Variance</b>                                    | <b>78</b> |
| Cemetery         | This service is responsible for the management and operation of the Ferntree Gully Cemetery, including Grounds maintenance and care, administration, interment and memorialisation services, safety and security.                                                                                                                                                                                                                                                                                                                                                    | Budget                                             | 96        |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Actual                                             | 71        |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Variance</b>                                    | <b>25</b> |
| Community Laws   | This service contributes to our community's safety and liveability by managing local laws, including nuisance complaints, parking compliance, and animal management.                                                                                                                                                                                                                                                                                                                                                                                                 | Budget                                             | 438       |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Actual                                             | 409       |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Variance</b>                                    | <b>29</b> |
| Community Safety | This service contributes to the safety and wellbeing of the community. Services include but are not limited to funding community safety initiatives, promoting safe driving, This service contributes to the safety and wellbeing of the community. These services include, but are not limited to funding community safety initiatives, promoting safe driving, coordinating safety, resourcing of school crossings, initiatives to reduce alcohol and gambling related harm, and support services for people experiencing or at risk of experiencing homelessness. | Budget                                             | 1,451     |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Actual                                             | 1,400     |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Variance</b>                                    | <b>51</b> |



|                      |                                                                                                                                                                                                                                                                                                            | Net cost of providing this service in<br>2024-2025 |              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------|
|                      |                                                                                                                                                                                                                                                                                                            | Budget                                             | Actual       |
| Service              | Description                                                                                                                                                                                                                                                                                                |                                                    | Variance     |
|                      |                                                                                                                                                                                                                                                                                                            |                                                    | \$'000       |
| Emergency Management | The service is responsible for emergency preparedness, response and recovery in Knox by working closely with state emergency agencies. In addition, this service inspects properties at risk from bushfires and helps property owners mitigate bushfire risk.                                              | Budget                                             | 573          |
|                      |                                                                                                                                                                                                                                                                                                            | Actual                                             | 307          |
|                      |                                                                                                                                                                                                                                                                                                            | <b>Variance</b>                                    | <b>266</b>   |
| Festivals and Events | The service provides free community events that are family friendly, promotes connectivity, and celebrates community life. It includes but is not limited to supporting community-run events, delivering major festivals and pop-up programs and coordinating citizenship events.                          | Budget                                             | 696          |
|                      |                                                                                                                                                                                                                                                                                                            | Actual                                             | 706          |
|                      |                                                                                                                                                                                                                                                                                                            | <b>Variance</b>                                    | <b>10</b>    |
| Food Safety          | This service manages food safety standards in the business industry, ensuring businesses are compliant with food safety regulations and the tobacco compliance program. It also includes but is not limited to inspections and enforcement.                                                                | Budget                                             | 516          |
|                      |                                                                                                                                                                                                                                                                                                            | Actual                                             | 344          |
|                      |                                                                                                                                                                                                                                                                                                            | <b>Variance</b>                                    | <b>172</b>   |
| Health               | This service is responsible for health planning, promotion and education, as well as the prevention of adverse health outcomes through initiatives and enforcement. It includes but is not limited to immunisation services, investigation of complaints, education, and development of health facilities. | Budget                                             | 614          |
|                      |                                                                                                                                                                                                                                                                                                            | Actual                                             | 537          |
|                      |                                                                                                                                                                                                                                                                                                            | <b>Variance</b>                                    | <b>77</b>    |
| Libraries            | This service includes five libraries that provide a range of services and programs, including access to books and resources, internet, photocopiers, school holiday activities, and book club events.                                                                                                      | Budget                                             | 5,096        |
|                      |                                                                                                                                                                                                                                                                                                            | Actual                                             | 5,302        |
|                      |                                                                                                                                                                                                                                                                                                            | <b>Variance</b>                                    | <b>(206)</b> |





## Connection, resilience and wellbeing (continued)

### Services (continued)

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Net cost of providing this service in<br>2024-2025 |            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------|
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Budget                                             | Actual     |
| Service            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Variance                                           | \$'000     |
| Seniors            | This service provides a range of programs to assist residents aged 65 years and over to live independently and safely in their homes. Support includes food services, occupational therapy, home modifications and maintenance, and housing support. In addition, this service supports seniors' clubs, social connections, active ageing programs, carers, people with disability, community transport, short-term support, and planning for an ageing community. | Budget                                             | 2,733      |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Actual                                             | 2,480      |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Variance</b>                                    | <b>253</b> |
| Sports and Leisure | This service supports community sporting and leisure clubs through planning, advocacy, and consultation on facility and venue development. It provides training opportunities and funding support for minor projects. This service also manages sport and leisure facilities, either directly or through partnerships with other organisations.                                                                                                                    | Budget                                             | 4,693      |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Actual                                             | 4,329      |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Variance</b>                                    | <b>364</b> |
| Youth              | This service seeks to support the physical, social and mental wellbeing of young people through programs and advocacy. It includes but is not limited to providing individual and group support programs, school-focused youth care, and family support.                                                                                                                                                                                                           | Budget                                             | 1,037      |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Actual                                             | 860        |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Variance</b>                                    | <b>177</b> |



## Civic engagement and integrity

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

### Strategies We Have Undertaken to Achieve Success in This Area

- Providing opportunities for all people in Knox to have their say.
- Managing our resources effectively to ensure financial sustainability and improved customer experience.
- Ensuring our processes are transparent and our decisions are accountable.

### Highlights

- Expansion of our Voice of the Customer program to include parking compliance, street trading, and neighbourhood safety and amenity.
- Completion of the Council and Health and Wellbeing Plan 2025-2029.
- Completion of the November 2024 general election and the tailored induction program for new Councillors.





## Civic engagement and integrity (continued)

# What we achieved in 2024-2025

## Progress of our initiatives identified in Year 4 of the Council Plan 2021-2025

### Provide opportunities for all people in Knox to have their say

| Initiative                                                                                                                  | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status Symbol |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Implement priority actions of the Community Engagement Framework and Action Plan.                                           | Completed | The internal Community of Practice has been formed with individual officers from across the organisation who undertake community engagement on a regular basis. Members have a responsibility for supporting and promoting community engagement within their teams and the wider organisation. At their first meeting on 21 May 2025 they identified the areas of community engagement practice to be a focus of development for the remainder of 2025 and committed to meeting monthly over this period. Through this group we will review and test the documented process to ensure it meets the needs of the organisation. | ✓             |
| Develop a program to grow Council's community engagement capability in response to the updated Community Engagement Policy. |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |

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

| Initiative                                                                                                                                                                                  | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status Symbol |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Implement Our Customer Strategy and Action Plan.                                                                                                                                            | Completed | Implementation of the year 2 actions of the Customer Strategy has further enhanced Knox's approach to integrating customer feedback and insights into the design and continuous improvement of services. In 2024-2025 the Voice of the Customer program was expanded across additional Community Laws services, including parking compliance, street trading, and neighbourhood safety and amenity. The complaints procedure reinforcement program was also completed, helping ensure that staff consistently follow best practice during the lodgement and management of customer complaints. Additionally, the Service Design capability uplift program concluded in 2024-2025. This program equipped staff with the tools and mindset to keep customers at the heart of everything while solving problems. These skills are now being applied to high-volume services, ensuring customers receive meaningful and timely updates through the Close the Loop platform. | ✓             |
| Progress implementation of automated progress updates for customer requests, expand the Voice of the Customer program and deliver the initiatives in the third year of the digital roadmap. |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |



| Initiative                                                                                                                                                                                                                                                                                                                                                           | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status Symbol |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Implement the Transformation Roadmap to ensure Knox Council's services, systems and processes meet our customers' needs and drive organisational financial sustainability.</p> <p>Progress the delivery of Year 2 transformation projects in line with the approved capital and operational budget allocation in 2024-2025.</p> <p>Major Initiative 2024-2025</p> | Completed | <p>At the conclusion of the 2024-2025 financial year, 19 projects have been completed which delivered a range of outcomes for customer and employee experience and reduced risk to Council. There are currently 31 projects in progress across five reported streams. Significant achievements in 2024-2025 include the completion of year 2 of the Service Planning Program, which has resulted in all 34 services across Council completing plans to deliver actions and improved customer experience; the creation of an online map of our capital works across Knox; and the completion of the new Council Health and Wellbeing Plan and of the annual budget for 2025-2026. As at the end of May 2025, 65% of the capital budget had been spent.</p> | ✓             |

#### Ensure our processes are transparent and decisions are accountable

| Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Progress  | Comments                                                                                                                                                                                                                                                                                                                                                                                            | Status Symbol |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>Conduct the 2024 General Election and implement a comprehensive induction program for the elected members.</p> <p>Work in concert with the Victorian Electoral Commission to support the delivery of the 2024 Council Elections, and work with internal and sector stakeholders to develop and deliver an induction program tailored to the needs of Councillors and in accordance with legislative requirements.</p> <p>Major Initiative 2024-2025</p> | Completed | <p>The 2024 General Election was completed with the election of nine Councillors for nine wards. A comprehensive Councillor Induction program was designed and delivered to ensure that all Councillors met the requirements set out in the Local Government Act 2020 and Local Government Amendment (Governance and Integrity) Act 2024. All Councillors have completed the induction program.</p> | ✓             |



## Civic engagement and integrity (continued)

# The difference we're making

## Progress against the indicators identified in the Council Plan 2021-2025

| Council Plan Indicator                                                   | Measure                                                       | Reporting Timeframe | 2023-2024 Result | 2024-2025 Result | Comment                                                                                                                                                                        |
|--------------------------------------------------------------------------|---------------------------------------------------------------|---------------------|------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Improved community satisfaction with decision making.</b>             | Improved community satisfaction with decision making.         | Annual              | 69<br>(2024)     | 66<br>(2025)     | Community satisfaction with Council's decision making declined somewhat in 2024-2025 but remained measurably above the long-term average since 2014 of 60.                     |
| <b>Improved community satisfaction with customer service.</b>            | Community satisfaction score for customer service.            | Annual              | 78<br>(2024)     | 76<br>(2025)     | Community satisfaction with Council's customer service declined slightly in 2024-2025 but remained at a very good level.                                                       |
| <b>Improved community satisfaction with overall direction.</b>           | Community satisfaction score for overall direction.           | Annual              | 69<br>(2024)     | 66<br>(2025)     | Community satisfaction with Council's overall direction declined somewhat in 2024-2025 but remained measurably and significantly above the long-term average since 2014 of 55. |
| <b>Improved community satisfaction with overall performance.</b>         | Improved community satisfaction with overall performance.     | Annual              | 70<br>(2024)     | 68<br>(2025)     | Community satisfaction with Council's overall performance declined slightly in 2024-2025 but remained measurably higher than the unusually low 2023 result of 62.              |
| <b>Improved community satisfaction with consultation and engagement.</b> | Community satisfaction score for consultation and engagement. | Annual              | 69<br>(2024)     | 69<br>(2025)     | Satisfaction with Council's community consultation and engagement remained stable in 2024-2025.                                                                                |



| Council Plan Indicator                                                    | Measure                                                                 | Reporting Timeframe | 2023-2024 Result    | 2024-2025 Result    | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------|---------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More Council services with a technology-based self-service option.</b> | Number of Council services with a technology-based self-service option. | Annual              | 484                 | 517                 | Over the past 12 months we have continued to prioritise digital options for customers to self-serve on the Knox website. Increasing the number of Council services on the Knox website with a self-service option is a key direction of the Digital team. 33 new digital forms for Council services were created this financial year, including: applications for online residential parking permits, applications for property information certificates, book a Maternal Child Health appointment, and applications for range of local law permits, including roadside trading, garage a long or heavy vehicle, discharging fireworks, and event signage. |
| <b>Meet liquidity and indebted targets from the adopted budget.</b>       | Liquidity result compared to target.                                    | Quarterly           | 1.7<br>(Jun 2024)   | 1.51<br>(Jun 2025)  | The liquidity result of 1.5 is lower than the June 2024 liquidity result of 1.7. Cash and cash equivalents, together with other financial assets, are \$10.2 million greater than last year, while trade and other receivables are up \$3.5 million. This has been offset by decreases in non-current assets classified as held for sale (\$4.1 million), and prepayments and contract assets (\$1.4 million), together with increases in trade and other payables (\$7.0 million), contract liabilities (\$3.0 million), and current interest-bearing liabilities \$1.2 million).                                                                         |
| <b>Meet liquidity and indebted targets from the adopted budget.</b>       | Indebted result compared to target.                                     | Quarterly           | 47.5%<br>(Jun 2024) | 45.7%<br>(Jun 2025) | The indebted result of 45.7% compares favourably with the June 2024 result of 47.6%. Own-source revenue increased, mainly through rates and charges which increased by \$4.5 million. A decrease in lease liabilities led to a decrease in non-current liabilities of \$0.5 million.                                                                                                                                                                                                                                                                                                                                                                       |



## Civic engagement and integrity (continued)

# Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction

| Service/indicator/<br>measure                                                                                                                                                                                                                                                                                                                                                                                                             | Results |       |       |       | Comment                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|-------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2022    | 2023  | 2024  | 2025  |                                                                                                                                                                                                    |
| Governance                                                                                                                                                                                                                                                                                                                                                                                                                                |         |       |       |       |                                                                                                                                                                                                    |
| <b>Transparency</b><br><br><b>Council decisions made at meetings closed to the public</b><br><br>[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public/<br>Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x 100 | 6.31%   | 4.20% | 4.44% | 2.25% | Council continues to strive to limit the number of decisions made in meetings closed to the public as much as possible. Four resolutions were made in closed meetings of Council during 2024-2025. |
| <b>Consultation and Engagement</b><br><br><b>Satisfaction with community consultation and engagement</b><br><br>[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]                                                                                                                                                                                                        | 58      | 53    | 69    | 69    | Satisfaction with consultation and engagement remains stable and measurably and significantly above the long-term average since 2014 of 59.                                                        |



| Service/indicator/<br>measure                                                                                                                                                                                                                                                                                  | Results     |             |             |             | Comment                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                | 2022        | 2023        | 2024        | 2025        |                                                                                                                                                   |
| <b>Attendance</b><br><br><b>Councillor attendance at Council meetings</b><br><br>[The sum of the number of Councillors who attended each ordinary and special Council meeting/ (Number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x 100 | 91.85%      | 91.27%      | 88.44%      | 92.42%      | Attendance increased slightly from the previous year.                                                                                             |
| <b>Service Cost</b><br><br><b>Cost of elected representation</b><br><br>[Direct cost of the governance service/ Number of Councillors elected at the last Council general election]                                                                                                                            | \$57,069.44 | \$61,954.22 | \$67,233.73 | \$66,598.26 | The direct cost of Council's governance service remained stable in 2024-2025.                                                                     |
| <b>Satisfaction</b><br><br><b>Satisfaction with Council decisions</b><br><br>[Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]                                                                                                    | 58          | 54          | 69          | 66          | Satisfaction with decision making declined by three per cent from 2024 but remains measurably higher than the long-term average since 2014 of 60. |





## Civic engagement and integrity (continued)

## Services

### The services funded in the 2024-2025 Budget.

|                                  |                                                                                                                                                                                                                                                                                                                                               | Net cost of providing this service in 2024-2025 |              |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------|
|                                  |                                                                                                                                                                                                                                                                                                                                               | Budget                                          | Actual       |
|                                  |                                                                                                                                                                                                                                                                                                                                               | Variance                                        |              |
| Service                          | Description                                                                                                                                                                                                                                                                                                                                   |                                                 | \$'000       |
| Customer Service                 | The service supports the organisation in providing personalised, responsive customer service via all Council's contact channels. The team provides support for all customer interactions and exists to support information and connection between Council and our community.                                                                  | Budget                                          | 5,344        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | Actual                                          | 5,051        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>293</b>   |
| Data, Information and Technology | The Data and Information Technology service provides computer hardware, software, telecommunications, business information and systems analytics, project and business improvement services to support the organisation to deliver Council services in accordance with City and Council Plan.                                                 | Budget                                          | 11,095       |
|                                  |                                                                                                                                                                                                                                                                                                                                               | Actual                                          | 9,533        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>1,562</b> |
| Finance                          | The Finance Department offers strategic planning, leadership, and effective management for all aspects of financial management. This includes budgeting and forecasting, routine financial reporting, accounts payable and receivable, preparation of Annual Financial Accounts, and management of the rating lifecycle.                      | Budget                                          | 2,332        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | Actual                                          | 2,370        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>(38)</b>  |
| Governance                       | The Governance Department supports the Mayor and Councillors to carry out their governance and constituency responsibilities, and works to deliver and support good governance and legal and ethical compliance across Council's operations, including through the support, advice, education and capacity building of staff and Councillors. | Budget                                          | 2,702        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | Actual                                          | 2,606        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>96</b>    |
| People                           | This service provides a range of strategic and operational functions that are aimed at ensuring that Council's human resource (HR) activities, programs and strategies enhance staff performance and realise Council's vision.                                                                                                                | Budget                                          | 5,656        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | Actual                                          | 4,884        |
|                                  |                                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>772</b>   |



|                          |                                                                                                                                                                                                                                                                                                                               | Net cost of providing this service in 2024-2025 |            |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------|
|                          |                                                                                                                                                                                                                                                                                                                               | Budget                                          | Actual     |
| Service                  | Description                                                                                                                                                                                                                                                                                                                   | Variance                                        | \$'000     |
| Procurement              | To ensure procurement activity is conducted in a competitive, fair and transparent manner, delivering best value for money outcomes with consideration of Council's social, environmental, economic and governance objectives, and legislative requirements.                                                                  | Budget                                          | 797        |
|                          |                                                                                                                                                                                                                                                                                                                               | Actual                                          | 801        |
|                          |                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>(4)</b> |
| Risk Management          | This service is responsible for overseeing the identification, assessment and management of potential Risks that may impact the Council's operations, providing a systematic and proactive approach to managing risks, with the ultimate goal of protecting Council's interests.                                              | Budget                                          | 2,578      |
|                          |                                                                                                                                                                                                                                                                                                                               | Actual                                          | 2,563      |
|                          |                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>15</b>  |
| Strategy and Performance | Provides leadership, guidance and direction for the planned and measurable delivery of Council's Vision. This is achieved through: strategic planning, corporate planning, service planning and review, portfolio and change management, performance monitoring, evaluation and reporting, and business improvement projects. | Budget                                          | 2,417      |
|                          |                                                                                                                                                                                                                                                                                                                               | Actual                                          | 2,219      |
|                          |                                                                                                                                                                                                                                                                                                                               | <b>Variance</b>                                 | <b>198</b> |



# Governance and management checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

|   | Governance and management items                                                                                                                                                                         | Assessment                                                                                                                                                                                                           |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Community Engagement Policy</b><br>(policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest)                                  | Adopted in accordance with section 55 of the Act<br><b>Date of adoption:</b> 22 July 2024                                                                                                                            |
| 2 | <b>Community Engagement Guidelines</b><br>(guidelines to assist staff to determine when and how to engage with the community)                                                                           | No guidelines<br>Reason for no guidelines: <i>The guidelines were reviewed as part of the updated policy in 2024 and it was identified that the policy was adequate and therefore these guidelines were retired.</i> |
| 3 | <b>Financial Plan</b><br>(plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)                                       | Adopted in accordance with section 91 of the Act<br><b>Date of adoption:</b> 23 June 2025                                                                                                                            |
| 4 | <b>Asset Plan</b><br>(plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)                         | Adopted in accordance with section 92 of the Act<br><b>Date of adoption:</b> 27 June 2022                                                                                                                            |
| 5 | <b>Revenue and Rating Plan</b><br>(plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)                                                              | Adopted in accordance with section 93 of the Act<br><b>Date of adoption:</b> 23 June 2025                                                                                                                            |
| 6 | <b>Annual Budget</b><br>(plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required) | Adopted in accordance with section 94 of the Act<br><b>Date of adoption:</b> 23 June 2025                                                                                                                            |
| 7 | <b>Risk Policy</b><br>(policy outlining Council's commitment and approach to minimising the risks to Council's operations)                                                                              | Current policy in operation<br><b>Date of commencement:</b> 24 June 2024                                                                                                                                             |
| 8 | <b>Fraud Policy</b><br>(policy outlining Council's commitment and approach to minimising the risk of fraud)                                                                                             | Current policy in operation<br><b>Date of commencement:</b> 26 May 2025                                                                                                                                              |



|    | Governance and management items                                                                                                                                                                      | Assessment                                                                                                                                                                                                                                                                                                         |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | <b>Municipal Emergency Management Planning</b><br>(participation in meetings of the Municipal Emergency Management Planning Committee)                                                               | Municipal Emergency Management Planning Committee (MEMPC) meetings attended by one or more representatives of Council (other than the chairperson of the MEMPC) during the financial year<br><br><b>Dates of MEMPC meetings attended:</b><br>16 September 2024<br>9 December 2024<br>17 March 2025<br>16 June 2025 |
| 10 | <b>Procurement Policy</b><br>(policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the Council)           | Adopted in accordance with section 108 of the Act<br><br><b>Date of adoption:</b> 27 June 2022                                                                                                                                                                                                                     |
| 11 | <b>Business Continuity Plan</b><br>(plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)                                      | Current plan in operation<br><br><b>Date of commencement:</b> 30 March 2020                                                                                                                                                                                                                                        |
| 12 | <b>Disaster Recovery Plan</b><br>(plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)                                        | Current plans in operation<br><br><b>Date of commencement of Knox Municipal Emergency Management Plan:</b> 22 February 2022<br><br><b>Date of commencement of IT Disaster Recovery Plan:</b> 16 December 2024                                                                                                      |
| 13 | <b>Complaint Policy</b><br>(policy under section 107 of the Act outlining Council's commitment and approach to managing complaints)                                                                  | Developed in accordance with section 107 of the Act<br><br><b>Date of commencement:</b> 28 August 2023                                                                                                                                                                                                             |
| 14 | <b>Workforce Plan</b><br>(plan outlining Council's commitment and approach to planning the current and future workforce requirements of the organisation)                                            | Developed in accordance with section 46 of the Act<br><br><b>Date of commencement:</b> 31 December 2021                                                                                                                                                                                                            |
| 15 | <b>Payment of rates and charges hardship policy</b><br>(policy outlining Council's commitment and approach to assisting ratepayers experiencing financial hardship or difficulty paying their rates) | Current policy in operation<br><br><b>Date of commencement:</b> 23 August 2021                                                                                                                                                                                                                                     |
| 16 | <b>Risk Management Framework</b><br>(framework outlining Council's approach to managing risks to the Council's operations)                                                                           | Current framework in operation<br><br><b>Date of commencement:</b> 24 June 2024                                                                                                                                                                                                                                    |



## Governance and management checklist (continued)

|    | Governance and management items                                                                                                                                                                                       | Assessment                                                                                                                                                                                                                                                                                   |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17 | <b>Audit and Risk Committee</b><br>(advisory committee of Council under sections 53 and 54 of the Act)                                                                                                                | Established in accordance with section 53 of the Act.<br><br><b>Date of establishment of Audit and Risk Committee:</b> 24 August 2020<br><br><b>The revised Audit and Risk Committee Charter was adopted by Council on:</b> 26 May 2025                                                      |
| 18 | <b>Internal Audit</b><br>(independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)                  | Internal auditor (HLB Mann Judd) engaged<br><br><b>Date of engagement:</b> 6 February 2024                                                                                                                                                                                                   |
| 19 | <b>Performance Reporting Framework</b><br>(a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)                          | Current framework in operation<br><br><b>Date of adoption:</b> Community Plan 2021-2031 and Council Plan 2021-2025: 25 October 2021<br><br>Council and Health and Wellbeing Plan 2025-2029 and Financial Plan 2025-2035: 23 June 2025                                                        |
| 20 | <b>Council Plan Report</b><br>(report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first 6 months of the financial year) | Current report<br><br><b>Date of report:</b> 24 February 2025                                                                                                                                                                                                                                |
| 21 | <b>Quarterly Budget Reports</b><br>(quarterly reports to the Council under section 97 of the Act, comparing actual and budgeted results and an explanation of any material variations)                                | Quarterly reports presented to Council in accordance with section 97(1) of the Act<br><br><b>Dates of reports:</b><br>Annual Report: 14 October 2024<br>Quarterly Statement No. 1: 25 November 2024<br>Quarterly Statement No. 2: 24 February 2025<br>Quarterly Statement No. 3: 26 May 2025 |
| 22 | <b>Risk Reports</b><br>(six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)                                              | Risk reports prepared and presented<br><br><b>Dates of reports:</b><br>22 August 2024<br>12 December 2024<br>6 March 2025<br>12 June 2025                                                                                                                                                    |
| 23 | <b>Performance Reporting</b><br>(six-monthly reports of indicators measuring the results against financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)  | Performance reports prepared<br><br><b>Dates of reports:</b><br>9 September 2024<br>24 February 2025                                                                                                                                                                                         |
| 24 | <b>Annual Report</b><br>(annual report under sections 98 and 99 of the Act containing a report of operations and audited financial and performance statements)                                                        | Annual Report presented at a meeting of Council in accordance with section 100 of the Act<br><br><b>Date of presentation:</b> 14 October 2024                                                                                                                                                |



|    | Governance and management items                                                                                                                                        | Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25 | <b>Model Councillor Code of Conduct</b><br>(code setting out the standards of conduct to be followed by Councillors)                                                   | Observed in accordance with section 139 of the Act<br><br><a href="#">IN FORCE - Model Councillor Code of Conduct 2024-10-26.pdf</a>                                                                                                                                                                                                                                                                                                                                            |
| 26 | <b>Delegations</b><br>(documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff) | Delegations reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act<br><br><b>Dates of reviews:</b><br>Council to CEO: 28 June 2022<br>Cemeteries and Crematoria: 24 June 2024<br>Domestic Animals, Environmental Protection and Food: 24 February 2025<br>Road Management Responsibilities: 24 February 2025<br>Planning: 24 February 2025<br>CEO Powers: 16 August 2025<br>CEO to Staff: 26 June 2025 |
| 27 | <b>Meeting Procedures</b><br>(Governance Rules governing the conduct of meetings of Council and delegated committees)                                                  | Governance rules adopted in accordance with section 60 of the Act<br><br><b>Date rules adopted:</b> 26 March 2024 (amended with Election Period Policy included on 15 April 2024)                                                                                                                                                                                                                                                                                               |

I certify that this information presents fairly the status of Council's governance and management arrangements.

**Bruce Dobson**

Chief Executive Officer

8 September 2025



# Council operations

## Governance

Knox City Council is a municipal council for the purposes of the *Local Government Act 2020* (Vic), which prescribes its role as providing good governance in its municipal district for the benefit and wellbeing of the municipal community.

Council is committed to effective and sustainable forms of leadership as the key to ensuring the community’s priorities are met. The community has many opportunities to provide input into Council’s decision-making processes, which include community consultation, public forums and the ability to make submissions to Council on a range of matters.

Council delegates the majority of its decision-making to Council’s CEO and other staff. These delegations are exercised in accordance with the *Local Government Act 2020* (Vic), adopted Council policies, instruments of delegation and Council’s Budget. Knox’s formal decision-making processes are conducted through Council meetings.

This Annual Report has been prepared according to the requirements of the *Local Government Act 2020* (Vic).

## Council meetings

Council meetings are typically held on the second and fourth Mondays of each month. Additional Council meetings can be called for specific purposes if required.

Meetings are held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South, and are open to the public except in specific circumstances (for example, where the meeting is closed to consider confidential information).

The *Local Government Act 2020* (Vic) was amended in 2022 to enable Council meetings to be conducted virtually through electronic attendance, and/or in the absence of a public gallery, provided they are livestreamed or recorded, which is Council’s practice and is reflected in Council’s Governance Rules. Council meetings throughout 2024-2025 were conducted in person in a hybrid format, with some Councillors and staff attending in person and some attending virtually. Monthly meetings also provide an opportunity for community members to submit a question to Council and to speak to their question.

The following tables provide a summary of Councillor attendance at Council meetings for the 2024-2025 financial year.



Meetings of Council in 2024-2025

Council meetings in Council Term 2020-2024

| Council Meetings           | Cr Allred | Cr Dwight | Cr Timmers-Leitch | Cr Grasso | Cr Baker | Cr Laukens | Cr Cooper | Cr D. Pearce | Cr Seymour |
|----------------------------|-----------|-----------|-------------------|-----------|----------|------------|-----------|--------------|------------|
| Meetings held in 2024-2025 | 7         | 7         | 7                 | 7         | 7        | 7          | 7         | 7            | 7          |
| Attendance in 2024-2025    | 7         | 6         | 6                 | 7         | 7        | 6          | 6         | 7            | 5          |

Council meetings in Council Term 2024-2028

| Council Meetings           | Cr Lockwood | Cr Kennett | Cr Duncan | Cr Williams | Cr Baker | Cr Considine* | Cr Cooper | Cr S. Pearce | Cr Atwell |
|----------------------------|-------------|------------|-----------|-------------|----------|---------------|-----------|--------------|-----------|
| Meetings held in 2024-2025 | 15          | 15         | 15        | 15          | 15       | 15            | 15        | 15           | 15        |
| Attendance in 2024-2025    | 14          | 15         | 15        | 15          | 15       | 9             | 14        | 15           | 14        |

\* Councillor Considine was granted a Leave of Absence by Council for the period 16 December 2024 to 28 February 2025.

Delegated Committee Meetings

Knox City Council has no delegated committees.





## Council operations (continued)

### Other Committee Meetings

In addition to the regular meetings of Council, Councillors are appointed to various internal and external committees.

The following tables provide a summary of Councillor attendance at committee meetings for the 2024-2025 financial year.

#### Committee meeting attendance July 2024 to September 2024

| Committee                                        | Cr Allred | Cr Dwight | Cr Timmers-Leitch | Cr Grasso | Cr Baker | Cr Laukens | Cr Cooper | Cr D. Pearce | Cr Seymour |
|--------------------------------------------------|-----------|-----------|-------------------|-----------|----------|------------|-----------|--------------|------------|
| Audit and Risk Committee                         |           | 1/1       | 1/1               |           |          |            |           |              |            |
| Community Awards Committee                       |           |           |                   |           |          |            |           |              |            |
| CEO Employment and Remuneration Committee        | 2/2       | 2/2       | 2/2               | 2/2       |          | 2/2        |           |              | 2/2        |
| Transformation Governance Committee              |           | 0/1       |                   |           | 0/1      | 1/1        |           |              |            |
| Early Years Advisory Committee                   | 2/2       |           | 2/2               |           |          |            |           |              |            |
| Youth Advisory Committee                         | 1/3       |           | 3/3               |           |          |            |           |              |            |
| Active Ageing Advisory Committee                 |           |           |                   |           | 1/2      |            |           |              | 2/2        |
| Environment Advisory Committee                   |           |           | 3/3               | 3/3       |          |            |           |              |            |
| Community Safety, Health and Wellbeing Committee |           |           |                   | 1/1       |          | 1/1        |           |              |            |
| Disability Advisory Committee                    |           |           |                   |           | 2/2      |            |           |              | 2/2        |
| Multicultural Advisory Committee                 |           | 1/2       |                   |           |          |            |           |              | 2/2        |
| Arts and Culture Committee                       |           |           |                   | 1/1       |          | 1/1        |           |              |            |
| Recreation and Leisure Committee                 |           |           |                   | 1/1       |          |            | 0/1       |              |            |



## Committee meeting attendance November 2024 to June 2025

| Committee                                        | Cr Lockwood | Cr Kennett | Cr Duncan | Cr Williams | Cr Baker | Cr Considine* | Cr Cooper | Cr S. Pearce | Cr Atwell |
|--------------------------------------------------|-------------|------------|-----------|-------------|----------|---------------|-----------|--------------|-----------|
| Audit and Risk Committee                         |             |            |           |             |          |               | 3/3       | 3/3          |           |
| Knox Community Awards Committee                  |             |            |           | 1/1         |          |               |           |              | 0/1       |
| CEO Employment and Remuneration Committee        | 0/1         | 1/1        | 1/1       | 1/1         | 1/1      |               | 1/1       | 1/1          | 1/1       |
| Transformation Governance Committee              |             | 2/2        | 2/2       |             |          |               | 1/2       |              |           |
| Early Years Advisory Committee                   |             | 3/3        |           |             |          | 2/3           |           |              |           |
| Youth Advisory Committee                         |             |            | 4/6       | 4/6         |          |               |           |              |           |
| Active Ageing Advisory Committee                 |             |            |           |             | 2/3      | 0/3           |           |              |           |
| Environment Advisory Committee                   | 3/3         | 3/3        |           |             |          |               |           |              |           |
| Community Safety, Health and Wellbeing Committee |             |            |           |             |          |               |           |              | 2/3       |
| Knox Disability Advisory Committee               |             |            |           |             | 4/4      |               |           | 4/4          |           |
| Knox Multicultural Advisory Committee            | 3/3         |            |           |             |          | 2/3           |           |              |           |
| Arts and Culture Committee                       | 2/2         |            |           |             |          |               |           |              |           |
| Recreation and Leisure Committee                 |             | 1/1        | 1/1       |             |          |               |           |              | 1/1       |

\* Cr Considine was granted a Leave of Absence by Council for the period 16 December 2024 to 28 February 2025.



## Council operations (continued)

### Councillor Allowances

In accordance with Section 39 of the Act, Councillors are entitled to receive an allowance while performing their duty as a councillor. The Mayor is also entitled to receive a higher allowance.

The allowance paid to Mayors, Deputy Mayors and Councillors are fixed by the Victorian Independent Remuneration Tribunal. The allowances in effect pursuant to the Tribunal's Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination are detailed in the following table:

| Effective date   | Allowance for mayors | Allowance for deputy mayors | Allowance for councillors |
|------------------|----------------------|-----------------------------|---------------------------|
| 1 July 2024      | \$134,954            | \$67,477                    | \$40,769                  |
| 18 December 2024 | \$138,506            | \$69,252                    | \$40,769                  |

The following table contains details of current allowances paid to the Mayor, Deputy Mayor and Councillors during the year.

| Councillors (1 July - 26 October 2024)                                         | Allowance Paid |
|--------------------------------------------------------------------------------|----------------|
| Cr Jude Dwight, Chandler Ward<br>Mayor: 1 July 2024 - 26 October 2024          | \$32,485.91    |
| Cr Sorina Grasso, Dinsdale Ward<br>Deputy Mayor: 1 July 2024 - 26 October 2024 | \$16,242.95    |
| Cr Yvonne Allred, Baird Ward                                                   | \$9,813.96     |
| Cr Marcia Timmers-Leitch, Collier Ward                                         | \$9,813.96     |
| Cr Meagan Baker, Dobson Ward                                                   | \$9,813.96     |
| Cr Susan Laukens, Friberg Ward                                                 | \$9,813.96     |
| Cr Lisa Cooper, Scott Ward                                                     | \$9,813.96     |
| Cr Darren Pearce, Taylor Ward                                                  | \$9,462.73*    |
| Cr Nicole Seymour, Tirhatuan Ward                                              | \$9,813.96     |

\* An adjustment was made to Cr Pearce's allowance to correct an overpayment of \$351.23 in the previous financial year.

| Councillors (November 2024 - June 2025)                                                             | Allowance Paid |
|-----------------------------------------------------------------------------------------------------|----------------|
| Cr Lisa Cooper, Scott Ward<br>Mayor: November 2024 - June 2025<br>Councillor: 11 - 20 November 2024 | \$97,056.28    |
| Cr Glen Atwell, Tirhatuan Ward<br>Deputy Mayor: November 2024 - June 2025                           | \$49,196.56    |
| Cr Peter Lockwood, Baird Ward                                                                       | \$29,444.36    |
| Cr Paige Kennett, Chandler Ward                                                                     | \$29,444.36    |
| Cr Chris Duncan, Collier Ward                                                                       | \$29,444.36    |
| Cr Robert Williams, Dinsdale Ward                                                                   | \$29,444.36    |
| Cr Meagan Baker, Dobson Ward                                                                        | \$29,444.36    |
| Cr Parisa Considine, Friberg Ward                                                                   | \$29,444.36    |
| Cr Susan Pearce, Taylor Ward                                                                        | \$29,444.36    |



## Councillor Expenses

In accordance with Section 40 of the Act, Council is required to reimburse a Councillor for expenses incurred whilst performing their duties as a Councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. The policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. Council publishes in its Annual Report the details of the expenses, including the reimbursement of expenses for each Councillor and member of a Council committee paid by Council. Council is also required to make available a 'minimum toolkit' of resources for Councillors, including computers, phones and a vehicle for the Mayor.

### Expenses for 1 July - 26 October 2024

| Ward         | Performance of the role | Professional development | Travel            | Grand total        |
|--------------|-------------------------|--------------------------|-------------------|--------------------|
| Baird        | \$228.78                | -                        | -                 | \$228.78           |
| Chandler     | \$362.30                | \$544.50                 | \$6,596.52        | \$7,503.32         |
| Collier      | \$214.45                | \$764.50                 | -                 | \$978.95           |
| Dinsdale     | \$317.76                | \$220.00                 | \$884.80          | \$1,422.56         |
| Dobson       | \$136.02                | -                        | -                 | \$136.02           |
| Friberg      | \$228.78                | \$764.50                 | -                 | \$993.28           |
| Scott        | \$228.78                | -                        | -                 | \$228.78           |
| Taylor       | \$317.58                | -                        | \$324.75          | \$642.33           |
| Tirhatuan    | \$799.08                | -                        | -                 | \$799.08           |
| <b>Total</b> | <b>\$2,833.53</b>       | <b>\$2,293.50</b>        | <b>\$7,806.07</b> | <b>\$12,933.10</b> |

### Expenses for November 2024 - June 2025

| Ward         | Performance of the role | Professional development | Travel             | Grand total        |
|--------------|-------------------------|--------------------------|--------------------|--------------------|
| Baird        | \$2,719.75              | \$2,698.18               | \$0.00             | \$5,417.93         |
| Chandler     | \$807.94                | \$4,057.59               | \$0.00             | \$4,865.53         |
| Collier      | \$2,937.05              | \$0.00                   | \$534.31           | \$3,471.36         |
| Dinsdale     | \$817.02                | \$0.00                   | \$0.00             | \$817.02           |
| Dobson       | \$2,495.42              | \$971.82                 | \$505.74           | \$3,972.98         |
| Friberg      | \$571.60                | \$0.00                   | \$0.00             | \$571.60           |
| Scott        | \$3,085.23              | \$0.00                   | \$10,741.97        | \$13,827.20        |
| Taylor       | \$2,017.03              | \$1,265.45               | \$0.00             | \$3,282.48         |
| Tirhatuan    | \$2,791.84              | \$0.00                   | \$481.87           | \$3,273.71         |
| <b>Total</b> | <b>\$18,242.88</b>      | <b>\$8,993.04</b>        | <b>\$12,263.89</b> | <b>\$39,499.81</b> |



## Council operations (continued)

## Vehicle Expenses

|                                                                        |                         |                    |
|------------------------------------------------------------------------|-------------------------|--------------------|
| Cr Jude Dwight (Chandler Ward)<br>Mayor: 1 July 2024 - 25 October 2024 | Monthly Vehicle Expense | \$5,303.49         |
|                                                                        | Fuel Expenses           | \$655.05           |
|                                                                        | Maintenance Expenses    | -                  |
|                                                                        | Toll Expenses           | \$52.55            |
|                                                                        | <b>Total</b>            | <b>\$6,011.09</b>  |
| Cr Lisa Cooper (Scott Ward)<br>Mayor: 21 November 2024 - 30 June 2025  | Monthly Vehicle Expense | \$10,217.75        |
|                                                                        | Fuel Expenses           | \$613.18           |
|                                                                        | Maintenance Expenses    | \$224.49           |
|                                                                        | Toll Expenses           | \$119.37           |
|                                                                        | <b>Total</b>            | <b>\$11,174.79</b> |

Councillor travel expenses include expenses for a fully maintained vehicle provided for the Mayor.

Depreciation, maintenance, registration and insurance costs are apportioned to the Mayor of the day on an annualised, pro-rata basis. Fuel, maintenance and toll expenses are allocated to the Mayor of the day as incurred.



# Audit operations

**Knox City Council is committed to good governance, public transparency and accountability to the Knox community.**

## Audit and Risk Committee

The Audit and Risk Committee (ARC) has been established to strengthen Council's governance, risk management and financial management as well as driving continuous improvement.

The ARC is an independent advisory committee, established under section 53 of the *Local Government Act 2020* (Vic). The ARC consists of three independent members and two Councillors. Independent members are appointed for a maximum term of six years. The chair is elected from amongst the independent members.

Council's Audit and Risk Committee oversees and monitors the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.

The functions and responsibilities of the ARC are set out in a Charter approved by Council which establishes the committee's role to support Council in discharging its oversight and accountability responsibilities related to:

- Compliance with Council's policies, procedures and governance principles,
- Overarching governance principles,
- The effectiveness of Council's system of internal controls, including fraud and corruption prevention,
- Council's risk management framework,
- Financial and performance reporting,
- Internal and external audit functions,
- Statutory and legislative compliance.

ARC meetings are held quarterly, or more frequently as determined and the committee reports on its operations to Council biannually.

Council members of the Audit and Risk Committee during 2024-2025 were:

- Cr Marcia Timmers-Leitch (From July 2023 to October 2024),
- Cr Jude Dwight (From November 2023 to October 2024),
- Cr Lisa Cooper (From November 2024),
- Cr Susan Pearce (From November 2024).

Independent external members were:

- Mr Geoff Harry (Chair),
- Mr Homi Burjorjee,
- Mr Mick Jaensch.

The ARC met on four occasions during 2024-2025 and received reports on a range of matters relevant to the achievement of its annual work plans. These included oversight of the internal audit program delivered by contractors HLB Mann Judd, who presented internal audit reports into:

- Occupational Health, Safety and Wellbeing Contractors,
- Contract Management,
- Immunisation Services,
- Financial Controls (Accounts Payable and Accounts Receivable) including Data Analytics,
- Cyber Security.



## Audit operations (continued)

### Internal and External Audits

The audit function provides independent and objective assurance that the appropriate processes and controls are in place across Council. Council uses the services of an external provider who has extensive local government experience to carry out the internal audit function.

The risk-based three-year Strategic Internal Audit Plan is revised annually to ensure that the audit resources remain focused on the appropriate areas. The review process considers:

- Council's risk framework,
- The Council Plan,
- The impact of any change on operations, systems or the business environment,
- Prior audit coverage,
- Outcomes and management input.

The audit plan is reviewed and approved by the Audit and Risk Committee (the Committee) annually.

The internal auditor attends Committee meetings as required to report on the status of the audit plan, provide an update on the implementation of audit recommendations, and present the findings of completed reviews. All audit issues identified are risk rated. Recommendations are assigned to the responsible officers and tracked through Council's internal compliance framework. Each year, external auditors from the Victorian Auditor-General's Office prepare an external audit plan and an independent audit report on Council's financial and performance statements.

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## Public transparency

In accordance with the *Local Government Act 2020* (Vic) s 57, members of the public are provided with access to a range of Council documents via Knox City Council's website:

[Access to Council documents | Knox.](#)

Our Public Transparency Policy can be accessed from the same page.









# Statutory information

**Knox City Council conducts its operations in accordance with the laws of the state of Victoria. The major statutes are listed below (the list is not exhaustive).**

## ***Local Government Act 1989 and Local Government Act 2020***

Together, these Acts provide the overarching legislative framework for the establishment, governance, and operations of Victorian councils. Under these Acts, Knox City Council is empowered to deliver services, govern effectively, and act in the best interests of its community. Council's compliance with the requirements of these Acts underpins all aspects of its strategic planning, service delivery and decision-making.

## ***Building Act 1993***

Under the provisions of this Act, Knox City Council is responsible for administering and enforcing building control functions within the municipality, including compliance with building standards and safety requirements.

## ***Child Wellbeing and Safety Act 2005***

Under the provisions of this Act, Knox City Council:

- Protects the rights of children and families and, to the greatest extent possible, encourages their participation in any decision-making that affects their lives,
- Acknowledges and is respectful of the child's individual identity, circumstances and cultural identity and is responsive to the particular needs of the child,
- Makes decisions about intervention by the providers of services into a child's or family's life and about access by a child or family to those services in a timely manner being mindful of any harmful effects that may be caused to the child by a delay in making decisions or providing services,

- Ensures that families are made aware of the services available to them and of the benefits these services can provide, especially to those families in most need of assistance, and
- Co-operates with other services or professionals to work in the interests of the child and family.

Council's activities and performance in the management of Maternal and Child Health (MCH) are measured and reported on annually under the Local Government Performance Reporting Framework (see pages 82 and 83 of this report).

## ***Domestic Animals Act 1994***

Under the provisions of this Act, Knox City Council is responsible for the promotion of animal welfare, the responsible ownership of dogs and cats and the protection of the environment throughout the municipality. In addition, Council is required to prepare a Domestic Animal Management Plan (DAMP) every four years, the plan to be reviewed and, if appropriate, amended annually.

In 2024-2025, Council continued to implement Year 3 actions of the current DAMP while also commencing the review process for the next iteration of the plan. Community engagement for the new 2026-2029 DAMP began in early 2025, with adoption of the updated plan expected in December 2025.

The DAMP focuses on the management of cats and dogs and serves as the strategic framework, advocacy tool, and action plan guiding Council's animal management services. It aims to promote responsible pet ownership and the welfare of animals, while protecting the community and environment from nuisance caused by dogs and cats.



The focus areas covered by the plan are as follows:

- Promoting and encouraging responsible ownership of dogs and cats,
- Encouraging the registration and identification of dogs and cats,
- Minimising the risk of attacks by dogs on people and other animals,
- Minimising the potential for dogs and cats to create a nuisance,
- Addressing the issue of over-population and the high euthanasia rates of cats and dogs,
- Managing dangerous, menacing, and restricted breed dogs in the municipality,
- Inspecting and ensuring domestic animal businesses comply with legislated requirements,
- Providing training for Council's authorised officers, and
- Other domestic animal matters.

Key achievements for 2024-2025 included the following.

- The conduct of proactive patrols in Council parks and reserves to address dogs off lead, unregistered pets, and dog litter issues.
- A review of Council animal registration data of non-residential areas to identify non-declared guard dogs.
- Continued delivery of a Council and state government initiative to provide discounted cat and dog desexing services to eligible vulnerable and/or disadvantaged residents.
- The promotion of responsible pet ownership at the annual 'Pets in the Park' community event held in April 2025.
- Investigation of all reported animal management issues, ensuring responsive and consistent enforcement.
- Provision of cat traps to residents experiencing cat nuisance issues.
- Delivery of staff training, covering animal management practices, conflict management, situational awareness, and harm reduction strategies.

These actions have contributed to improved community safety, greater awareness of responsible pet ownership, and continued progress towards the objectives of the DAMP.

The planned activity to reconcile data contained in national microchip registries with Council's registration database was not undertaken during the reporting period due to unforeseen information technology issues that affected data processing. The issue has been addressed and the activity is now scheduled to occur in 2025-2026.

#### ***Food Act 1984***

Under the provisions of this Act, Knox City Council must ensure that food for sale throughout the municipality is both safe and suitable for human consumption and prevent misleading conduct in connection with the sale of food. Council's activities and performance in this area are measured and reported on annually under the Local Government Performance Reporting Framework (see pages 80 and 81 of this report).

#### ***Planning and Environment Act 1987***

Under the provisions of this Act, Knox City Council is responsible for planning the use, development and protection of land throughout the municipality. Council's activities and performance in this area are measured and reported on annually under the Local Government Performance Reporting Framework (see pages 53 and 54 of this report).

#### ***Road Management Act 2004***

A key part of this Act is the system of classification for roads and the principles about the division of responsibilities between state and local road authorities. Generally speaking, freeways and arterial roads are the responsibility of VicRoads, while service roads and pathways throughout the municipality are the responsibility of Knox City Council (there are exceptions to these general rules). Council's activities and performance in local road management are measured and reported on annually under the Local Government Performance Reporting Framework (see pages 52 and 53 of this report).



## Statutory information (continued)

### ***Aboriginal Heritage Act 2006***

According to the provisions of this Act, Knox City Council, throughout the municipality:

- Provides for the protection of Aboriginal cultural heritage and Aboriginal intangible heritage,
- Empowers traditional owners as protectors of their cultural heritage on behalf of Aboriginal people and all other peoples,
- Strengthens the ongoing right to maintain the distinctive spiritual, cultural, material and economic relationship of traditional owners with the land and waters and other resources with which they have a connection under traditional laws and customs, and
- Promotes respect for Aboriginal cultural heritage, contributing to its protection as part of the common heritage of all peoples and to the sustainable development and management of the land and of the environment.

### ***Carers Recognition Act 2012***

As the provisions of this Act indicate, Knox City Council, in relation both to its staff and its customers:

- Recognises, promotes and values the role of people in care relationships,
- Recognises the different needs of persons in care relationships,
- Supports and recognises that care relationships bring benefits to the persons in the care relationship and to the community, and
- Enacts care relationship principles to promote understanding of the significance of care relationships.

### ***Charter of Human Rights and Responsibilities Act 2006***

Under the provisions of this Act, Knox City Council operates on the principles that:

- Human rights are essential in a democratic and inclusive society that respects the rule of law, human dignity, equality and freedom,
- Human rights belong to all people without discrimination, and the diversity of the people of Knox enhances our community,
- Human rights come with responsibilities and must be exercised in a way that respects the human rights of others, and that
- Human rights have a special importance for the Aboriginal people of Knox, as descendants of Australia's first people, with their diverse spiritual, social, cultural and economic relationship with their traditional lands and waters.

While the Charter protects a range of human rights, those rights may be subject to reasonable and justified limitations under law, taking into account the nature of the right, the purpose of the limitation, and whether the limitation is proportionate to achieving its purpose.



### ***Disability Act 2006***

As the provisions of this Act indicate, Knox City Council is committed to:

- Advancing the inclusion and participation in the community of persons with a disability with the aim of achieving their individual aspirations,
- Being flexible and responsive to the individual needs of persons with a disability,
- Maximising the choice and independence of persons with a disability, and
- Enabling persons with a disability to access services as part of the Knox community and foster collaboration, coordination and integration with other local services.

Knox City Council is committed to creating an accessible, inclusive, and welcoming community for all. To support the rights and needs of people with disabilities, their families, and carers, Council developed the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027, which outlines actions to build a safer, healthier, and more inclusive Knox for everyone.

Council offers a wide range of inclusive and accessible services to support the entire community, including targeted programs for people with disabilities, their families and carers.

Key initiatives include the following.

- Early Years Support: Professional development for Knox Early Years Services to promote the inclusion of children with disabilities or developmental delays.
- Family and Carer Support: Information sessions, carer groups, and exercise programs to build capacity, health, and social connection.
- Wheelie Bin Assistance: Help for people with disabilities and frail aged who cannot manage bin collection.
- Building Accessibility: Allocation of dedicated capital works funding to retrofit Council facilities for improved access.
- Disability Advisory Committee: Bi-monthly meetings with people with disabilities, carers, and industry representatives to inform Council decision-making.

- Disability Information: Provision of resources including the People First Guide and Accessing Knox email newsletter.
- Disability Partnerships: Collaboration with local service providers and councils to enhance regional inclusion.
- Community Celebrations: Recognition and celebration of Carers Week and of the International Day of People with Disability.
- Inclusive Events: Accessibility features at Knox festivals, such as access guides and Changing Places facilities.
- Forums, Webinars and Information sessions: On topics such as NDIS, mental health, school refusal, autism and planning for the future.
- Library Services: Accessible offerings such as home delivery, tactile/audio/large-print books, captioned DVDs, and assistive technology.
- Access Guides: Access Key guides for local venues and events to support individuals with mobility, sensory, or cognitive impairments.

### ***Emergency Management Act 2013***

Under the provisions of this Act, Knox City Council has responsibilities for planning, responding to, and recovering from emergencies within the municipality. Council maintains a Municipal Emergency Management Plan (MEMP) and works in partnership with emergency services, government agencies, and community organisations to promote community resilience and ensure readiness in the event of natural disasters or other emergencies.

### ***Environment Protection Amendment Act 2018***

Under the provisions of this Act, Knox City Council shares responsibility with the state government for the protection of human health and the environment from pollution and waste throughout the municipality.



## Statutory information (continued)

### ***Equal Opportunity Act 2010***

As the provisions of this Act indicate, Knox City Council, in relation both to its staff and its customers, is committed to:

- Eliminating discrimination, sexual harassment and victimisation, to the greatest possible extent,
- Promoting and protecting the right to equality set out in the Charter of Human Rights and Responsibilities, and
- Encouraging the identification and elimination of systemic causes of discrimination, sexual harassment and victimisation.

### ***Freedom of Information Act 1982***

Under the provisions of this Act, members of the public have a right to access documents in Council's control, subject to certain limitations. Council is committed to facilitating access to documents in accordance with the Act, while balancing transparency and accountability with the need to protect confidential or otherwise exempt information. Details of our public access channels are provided in the 'Public Transparency' section of this report (page 108).

### ***Gender Equality Act 2020***

Under the provisions of this Act, Knox City Council is taking positive action towards achieving workplace gender equality and is promoting gender equality in its policies, programs and services. Knox City Council conducts an biennial workplace gender audit, submitted to the Public Sector Gender Equality Commissioner, and its Gender Equality Action Plan is available on the Council website: [Gender Equality Action Plan | Knox](#).

### ***Health Records Act 2001***

Under the provisions of this Act, Knox City Council promotes fair and responsible handling of health information by:

- Protecting the privacy of an individual's health information held by Council,
- Providing individuals with a right of access to their health information, and
- Providing an accessible framework for the resolution of complaints regarding the handling of health information.

### ***Occupational Health and Safety Act 2004***

Under the provisions of this Act, Knox City Council is committed to:

- Securing the health, safety and welfare of Council staff and other persons at work,
- Eliminating, at the source, risks to the health, safety or welfare of Council staff and other persons at work, and
- Ensuring that the health and safety of members of the public is not placed at risk by the conduct of undertakings by Council, and
- Providing for the involvement of Council staff in the formulation and implementation of health, safety and welfare standards.

### ***Privacy and Data Protection Act 2014***

This Act regulates how Victorian public sector agencies, including local councils, collect, manage, and protect personal information.

Knox City Council is committed to ensuring personal information is handled in accordance with the Information Privacy Principles, and that appropriate measures are in place to safeguard data security. This includes managing privacy risks in service delivery, maintaining secure information systems, and preventing or responding appropriately to privacy breaches if they occur.



***Public Health and Wellbeing Act 2008***

Under this Act, Knox City Council plays a key role in protecting and promoting public health at the local level. Council develops and implements a Municipal Public Health and Wellbeing Plan and undertakes regulatory responsibilities such as inspections and enforcement related to public health risks.

***Public Interest Disclosures Act 2012***

In accordance with the provisions of this Act, Knox City Council:

- Encourages and facilitates disclosures of both improper conduct by Council staff and detrimental action taken in reprisal for a person making such a disclosure,
- Provides protection for persons who make those disclosures and persons who may suffer detrimental action in reprisal for those disclosures,
- Ensures that those disclosures are properly assessed and, where necessary, investigated, and
- Provides for the confidentiality of the content of those disclosures and the identity of persons who make those disclosures.





## Contracts

For the period of 1 July 2024 to 30 June 2025, as declared under Section 108(4) of the *Local Government Act 2020* (Vic) and the Council Procurement Policy, Council entered into the following contracts valued above the tender threshold without seeking an invitation to tender.

- Contract 3516E for a Facilities Management Trade Panel

In 2024, Knox City Council's contracted facilities services provider, DCFM, entered liquidation and could no longer service the contract. An exemption was sought in December 2024 to establish short-term panel contracts with experienced local providers to ensure continuity of services and support resolution of outstanding work orders with the liquidators whilst a tender was undertaken.

In accordance with the provisions under the *Local Government Act 2020* (Vic), and the Knox City Council Procurement Policy, the following contracts were awarded following a public tender process for the period 1 July 2024 to 30 June 2025.

| Contract number | Contract name                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------|
| 3473            | Car park Upgrade Works – Stud Park Reserve, Rowville and Knox Park Reserve, Knoxfield           |
| 3472            | Wantirna Reserve Dog Park and Playspace Upgrade                                                 |
| 3471            | Knox Playspace Renewal 2024-2025                                                                |
| 3470            | Wally Tew Pavilion Upgrade – Construction                                                       |
| 3459            | Bridge Renewal: B22 & B23                                                                       |
| 3445            | Supply and Deliver One High Pressure Jetting Truck                                              |
| 3436            | Supply of Street Sweeping Support Services                                                      |
| 3427            | Court Rehabilitation Works – Scoresby Tennis Club, Scoresby                                     |
| 3412            | Car park Upgrade and Access Road Construction, Carrington Park Reserve, Knoxfield               |
| 3410            | Green Spine Shared Path Road Renewal – Chandler Road, Tormore Reserve to Albert Avenue, Boronia |
| 3403            | Park Ridge Reserve – Modular Construction                                                       |
| 3400            | Streetlight Bulk Replacement – Knox Major Roads – Installation Services                         |
| 3398            | Tormore Pavilion Construction                                                                   |
| 3391            | Compostable Bin Liner Provision 2025-2026                                                       |
| 3388            | Road Renewal Construction Program 2024-2025                                                     |
| 3386            | Supply and Delivery of Food to Early Years Hubs                                                 |
| 3380            | Kerbside Rubbish Bin Lid Changeover                                                             |
| 3376            | Boronia Basketball Stadium Demolition                                                           |
| 3351            | Wally Tew Reserve Oval 1 – Sportsfield Renewal                                                  |
| 3350            | Lewis Park Oval 2 – Sportsfield Renewal                                                         |
| 3340            | IntraMaps Review and Replacement                                                                |
| 3339            | Maintenance of Open Spaces and Road Reserves Panel                                              |
| 3302            | Minor Building Works Panel                                                                      |
| 3301            | Parks and Open Space General Maintenance Panel                                                  |

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# Knox City Council

## Performance Statement

For the year ended 30 June 2025







## Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

**Navec Lorkin CPA**  
**Principal Accounting Officer**

8 September 2025

In our opinion, the accompanying performance statement of Knox City Council for the year ended 30 June 2025 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

The performance statement contains the relevant indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2020 to certify this performance statement in its final form.

**Bruce Dobson**  
**Chief Executive Officer**

8 September 2025



# Victorian Auditor-General’s Office audit report



## Independent Auditor’s Report

### To the Councillors of Knox City Council

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Opinion</b>                                                     | <p>I have audited the accompanying performance statement of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"><li>• description of municipality for the year ended 30 June 2025</li><li>• service performance indicators for the year ended 30 June 2025</li><li>• financial performance indicators for the year ended 30 June 2025</li><li>• sustainable capacity indicators for the year ended 30 June 2025</li><li>• notes to the accounts</li><li>• certification of the performance statement.</li></ul> <p>In my opinion, the performance statement of Knox City Council in respect of the year ended 30 June 2025 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 4 of the <i>Local Government Act 2020</i> and Local Government (Planning and Reporting) Regulations 2020.</p>                                                          |
| <b>Basis for Opinion</b>                                           | <p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor’s Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p> |
| <b>Councillors' responsibilities for the performance statement</b> | <p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 2020</i> and Local Government (Planning and Reporting) Regulations 2020 and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of a performance statement that is free from material misstatement, whether due to fraud or error.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |



Victorian Auditor-General’s Office audit report (continued)

|                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Auditor’s responsibilities for the audit of the performance statement</b> | <p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement. As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"><li>• identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.</li><li>• obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council’s internal control</li><li>• evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.</li></ul> <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p> |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

MELBOURNE  
12 September 2025



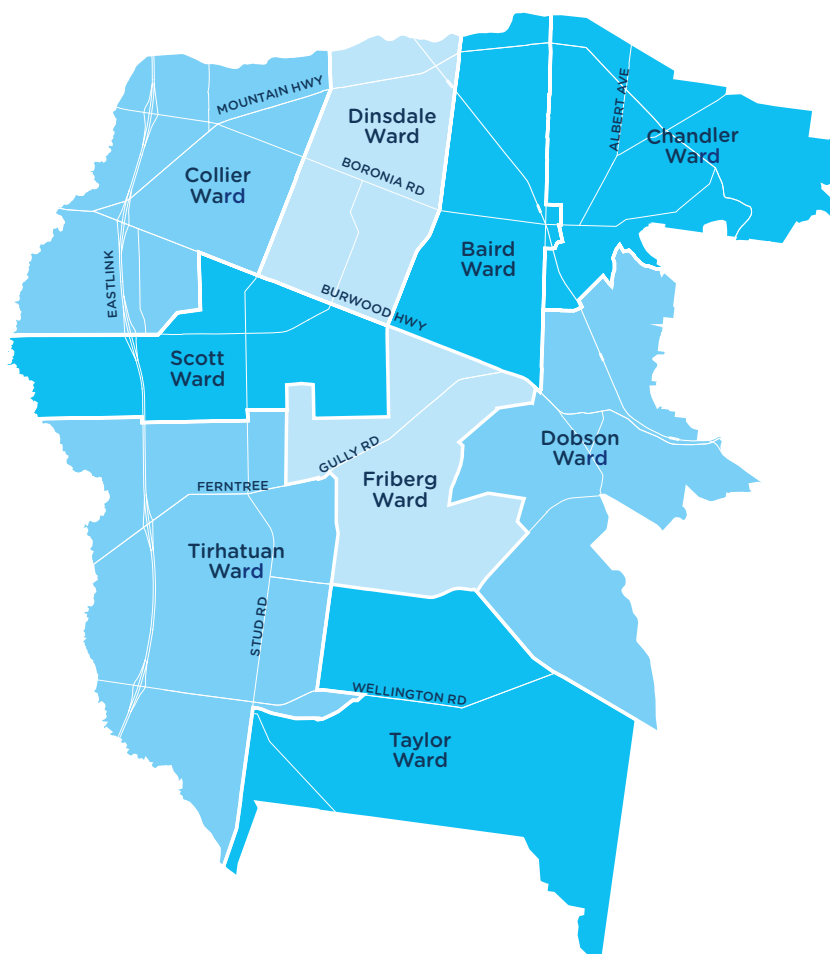
Travis Derricott  
*as delegate for the Auditor-General of Victoria*



# 1. Description of municipality

**Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne.**

It is a diverse municipality, with residents from over 140 different countries who speak over 130 languages. The City of Knox has an estimated resident population of 163,302 (as at 30 June 2025) and covers an area of 113.84 square kilometres. The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges. Knox consists of the following suburbs: Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Sassafras, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.





## 2. Service performance indicators

For the year ended 30 June 2025

| Service/indicator/<br>measure                                                                        | Results |        |        |                            |        | Comment                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------|---------|--------|--------|----------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                      | 2022    | 2023   | 2024   | 2025                       |        |                                                                                                                                                                                                                                          |
|                                                                                                      | Actual  | Actual | Actual | Target<br>as per<br>budget | Actual |                                                                                                                                                                                                                                          |
| Aquatic Facilities                                                                                   |         |        |        |                            |        |                                                                                                                                                                                                                                          |
| Utilisation                                                                                          | 1.11    | 2.03   | 2.09   | N/A                        | 2.22   | Knox Leisureworks recorded 362,973 visits in 2024-2025.                                                                                                                                                                                  |
| Utilisation of aquatic facilities                                                                    |         |        |        |                            |        |                                                                                                                                                                                                                                          |
| [Number of visits to aquatic facilities/<br>Municipal population]                                    |         |        |        |                            |        |                                                                                                                                                                                                                                          |
| Animal Management                                                                                    |         |        |        |                            |        |                                                                                                                                                                                                                                          |
| Health and safety                                                                                    | 95%     | 92%    | 100%   | N/A                        | 100%   | Council prosecutes serious offences under the Domestic Animals Act, as well as matters involving repeat offenders who consistently show irresponsible pet ownership. The Council has maintained a 100% success rate in its prosecutions. |
| Animal management prosecutions                                                                       |         |        |        |                            |        |                                                                                                                                                                                                                                          |
| [Number of successful animal management prosecutions/Number of animal management prosecutions] x 100 |         |        |        |                            |        |                                                                                                                                                                                                                                          |



| Service/indicator/<br>measure                                                                                                                                                                                                                                                                                                                                                        | Results |        |        |                            |        | Comment                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|----------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                      | 2022    | 2023   | 2024   | 2025                       |        |                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                      | Actual  | Actual | Actual | Target<br>as per<br>budget | Actual |                                                                                                                                                     |
| Food Safety                                                                                                                                                                                                                                                                                                                                                                          |         |        |        |                            |        |                                                                                                                                                     |
| <b>Health and safety</b><br><br><b>Critical and major non-compliance outcome notifications</b><br><br>[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up/ Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises] x 100 | 96.71%  | 99.40% | 100%   | N/A                        | 100%   | All critical and major non-compliance outcome notifications were followed up by Council in 2024-2025.                                               |
| Governance                                                                                                                                                                                                                                                                                                                                                                           |         |        |        |                            |        |                                                                                                                                                     |
| <b>Satisfaction</b><br><br><b>Satisfaction with community consultation and engagement</b><br><br>[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]                                                                                                                                                                  | 58      | 53     | 69     | 69                         | 69     | Satisfaction with consultation and engagement remains stable and measurably and significantly above the long-term average since 2014 of 59.         |
| Libraries                                                                                                                                                                                                                                                                                                                                                                            |         |        |        |                            |        |                                                                                                                                                     |
| <b>Participation</b><br><br><b>Library membership</b><br><br>[Percentage of the population that are registered library members/Population] x 100                                                                                                                                                                                                                                     | N/A     | N/A    | 28.92% | N/A                        | 36.99% | The number of registered library members rose significantly in 2024-2025, attesting to the popularity of the new Knox Library opened in March 2024. |



## 2. Service performance indicators (continued)

| Service/indicator/<br>measure                                                                                                                                                                  | Results |        |        |                            |        | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|----------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                | 2022    | 2023   | 2024   | 2025                       |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                | Actual  | Actual | Actual | Target<br>as per<br>budget | Actual |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Maternal and Child Health (MCH)                                                                                                                                                                |         |        |        |                            |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Participation                                                                                                                                                                                  | 73.72%  | 75.84% | 77.21% | N/A                        | 75.36% | Participation in the MCH service over the first half of 2024-2025 was affected by workforce challenges. Successful recruitment in the second half of the year facilitated an uplift in participation.                                                                                                                                                                                                                                                                   |
| Participation in the MCH service<br><br>[Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x 100                       |         |        |        |                            |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Participation in the MCH service by Aboriginal children                                                                                                                                        | 75.81%  | 85.71% | 81.63% | N/A                        | 78.08% | Proactive engagement has supported First Nations participation in the MCH service.                                                                                                                                                                                                                                                                                                                                                                                      |
| [Number of Aboriginal children who attend the MCH service at least once (in the year)/ Number of Aboriginal children enrolled in the MCH service] x 100                                        |         |        |        |                            |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Roads                                                                                                                                                                                          |         |        |        |                            |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Condition                                                                                                                                                                                      | 93.89%  | 95.28% | 91.18% | 94.00%                     | 90.92% | The condition of Council's road network has remained steady, as confirmed by the 2023-2024 full road condition audit. These audits are conducted every four years, with the next scheduled for 2026-2027. Council maintains high road service standards and is progressively addressing renewal backlogs. The latest audit has informed a targeted works program, and the 'Target as per budget' will be reviewed through the upcoming Transport Asset Management Plan. |
| Sealed local roads below the intervention level<br><br>[Number of kilometres of sealed local roads below the renewal intervention level set by Council/Kilometres of sealed local roads] x 100 |         |        |        |                            |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



| Service/indicator/<br>measure                                                                                                                                                                                                                                                                                                                           | Results |        |        |                            |        | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|----------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                         | 2022    | 2023   | 2024   | 2025                       |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                         | Actual  | Actual | Actual | Target<br>as per<br>budget | Actual |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Statutory Planning                                                                                                                                                                                                                                                                                                                                      |         |        |        |                            |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Service standard</b><br><br><b>Planning applications<br/>decided within the<br/>relevant required time</b><br><br>[(Number of regular<br>planning application<br>decisions made within<br>60 days) + (Number<br>of VicSmart planning<br>application decisions<br>made within 10 days)/<br>Number of planning<br>application decisions<br>made] X 100 | 70.73%  | 71.12% | 77.55% | 60.00%                     | 76.73% | The percentage of planning<br>applications decided within<br>the legislated timeframe was<br>76.73%. This is consistent with<br>previous periods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Waste Management                                                                                                                                                                                                                                                                                                                                        |         |        |        |                            |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Waste Diversion</b><br><br><b>Kerbside collection<br/>waste diverted<br/>from landfill</b><br><br>[Weight of recyclables<br>and green organics<br>collected from kerbside<br>bins/Weight of garbage,<br>recyclables and green<br>organics collected from<br>kerbside bins] x 100                                                                     | 51.60%  | 53.12% | 72.87% | 70.00%                     | 71.21% | The slight decrease in Knox's<br>waste diversion rate is largely<br>attributed to the successful<br>uptake of the Container<br>Deposit Scheme (CDS),<br>which has shifted recyclable<br>materials away from Council's<br>collection system, and to<br>lower green waste tonnages<br>due to reduced rainfall. As<br>a result, these materials are<br>no longer included in our<br>reported recycling figures,<br>impacting the calculated<br>diversion percentage. Despite<br>this, Knox achieved a 71%<br>diversion rate—well above<br>the state average—placing<br>the Council as a leader in<br>reducing waste to landfill and<br>positioning us strongly to<br>meet the state targets of 72%<br>by 2025 and 80% by 2030. |

Note: Measures where no target was required for 2025 are noted as 'N/A'.





### 3. Financial performance indicators

For the year ended 30 June 2025

| Dimension/indicator/measure                                                     | Results    |            |            |                      |            |
|---------------------------------------------------------------------------------|------------|------------|------------|----------------------|------------|
|                                                                                 | 2022       | 2023       | 2024       | 2025                 |            |
|                                                                                 | Actual     | Actual     | Actual     | Target as per budget | Actual     |
| <b>Efficiency</b>                                                               |            |            |            |                      |            |
| <b>Expenditure level</b>                                                        |            |            |            |                      |            |
| <b>Expenses per property assessment</b>                                         | \$2,833.93 | \$3,034.26 | \$2,781.51 | \$2,909.00           | \$2,918.69 |
| [Total expenses/Number of property assessments]                                 |            |            |            |                      |            |
| <b>Revenue level</b>                                                            |            |            |            |                      |            |
| <b>Average rate per property assessment</b>                                     | \$1,573.01 | \$1,623.38 | \$1,683.69 | N/A                  | \$1,732.46 |
| [Sum of all general rates and municipal charges/Number of property assessments] |            |            |            |                      |            |
| <b>Liquidity</b>                                                                |            |            |            |                      |            |
| <b>Working capital</b>                                                          |            |            |            |                      |            |
| <b>Current assets compared to current liabilities</b>                           | 148.44%    | 163.35%    | 167.33%    | 100.00%              | 151.45%    |
| [Current assets/Current liabilities] x 100                                      |            |            |            |                      |            |
| <b>Unrestricted cash</b>                                                        |            |            |            |                      |            |
| <b>Unrestricted cash compared to current liabilities</b>                        | 35.38%     | 41.95%     | 45.73%     | N/A                  | 76.32%     |
| [Unrestricted cash/Current liabilities] x 100                                   |            |            |            |                      |            |



| Forecasts  |            |            |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|------------|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2026       | 2027       | 2028       | 2029       | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Forecasts  | Forecasts  | Forecasts  | Forecasts  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| \$2,729.09 | \$2,817.73 | \$2,776.93 | \$2,804.77 | The 2024-2025 expenditure includes a net loss on disposal of property, infrastructure, plant and equipment totalling \$8.8 million, leading to an increase in the 2024-2025 expenses per property assessment.                                                                                                                                                                                                                                                                                                                                   |
| \$1,779.97 | \$1,821.00 | \$1,863.08 | \$1,906.13 | General rate income was increased by the approved rate cap percentage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 134.10%    | 122.46%    | 117.63%    | 126.80%    | Cash and cash equivalents, together with other financial assets, are \$10.2 million greater than last year, while trade and other receivables are up \$3.5 million (including an increase in rates debtors of \$2.9 million). This has been offset by decreases in assets classified as held for sale (\$4.1 million), and prepayments and contract assets (\$1.4 million), together with increases in trade and other payables (\$7.0 million), contract liabilities (\$3.0 million), and current interest-bearing liabilities \$1.2 million). |
| 70.29%     | 58.41%     | 56.30%     | 66.66%     | Cash and cash equivalents have increased by \$17.7 million. Current liabilities have increased by \$10.2 million, with increases in trade and other payables (\$7.0 million), contract liabilities (\$3.0 million), and current interest-bearing liabilities \$1.2 million), partially offset by a \$1.2 million decrease in current provisions. Year-end cash balances are forecast to be lower in the upcoming years, leading to a decrease in the unrestricted cash percentage.                                                              |



## 3. Financial performance indicators (continued)

| Dimension/indicator/measure                                                                     | Results |         |         |                      |         |
|-------------------------------------------------------------------------------------------------|---------|---------|---------|----------------------|---------|
|                                                                                                 | 2022    | 2023    | 2024    | 2025                 |         |
|                                                                                                 | Actual  | Actual  | Actual  | Target as per budget | Actual  |
| <b>Obligations</b>                                                                              |         |         |         |                      |         |
| <b>Loans and borrowings</b>                                                                     |         |         |         |                      |         |
| <b>Loans and borrowings compared to rates</b>                                                   | 38.83%  | 54.95%  | 56.42%  | N/A                  | 55.49%  |
| [Interest bearing loans and borrowings/Rate revenue] x 100                                      |         |         |         |                      |         |
| <b>Loans and borrowings</b>                                                                     |         |         |         |                      |         |
| <b>Loans and borrowings repayments compared to rates</b>                                        | 1.14%   | 4.45%   | 6.61%   | N/A                  | 8.35%   |
| [Interest and principal repayments on interest bearing loans and borrowings/Rate revenue] x 100 |         |         |         |                      |         |
| <b>Indebtedness</b>                                                                             |         |         |         |                      |         |
| <b>Non-current liabilities compared to own-source revenue</b>                                   | 33.09%  | 45.56%  | 49.91%  | N/A                  | 47.05%  |
| [Non-current liabilities/Own-source revenue] x 100                                              |         |         |         |                      |         |
| <b>Asset renewal and upgrade</b>                                                                |         |         |         |                      |         |
| <b>Asset renewal and upgrade compared to depreciation</b>                                       | 170.53% | 186.26% | 165.68% | 100.00%              | 183.78% |
| [Asset renewal and asset upgrade expense/Asset depreciation] x 100                              |         |         |         |                      |         |
| <b>Operating Position</b>                                                                       |         |         |         |                      |         |
| <b>Adjusted underlying result</b>                                                               |         |         |         |                      |         |
| <b>Adjusted underlying surplus (or deficit)</b>                                                 | -4.56%  | -9.13%  | 0.28%   | N/A                  | 2.39%   |
| [Adjusted underlying surplus (deficit)/Adjusted underlying revenue] x 100                       |         |         |         |                      |         |



| Forecasts |           |           |           | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|-----------|-----------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2026      | 2027      | 2028      | 2029      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Forecasts | Forecasts | Forecasts | Forecasts |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 52.09%    | 48.95%    | 50.13%    | 46.68%    | Borrowings totalling \$10.0 million were taken out in the 2025 financial year, with further borrowings forecast in future years to fund projects within the capital works program. Rates and charges revenue increased by \$4.5 million.                                                                                                                                                                                                                                                                                                                                      |
| 8.65%     | 8.73%     | 9.79%     | 10.44%    | Borrowings totalling \$10.0 million were taken out in the 2025 financial year, with further borrowings forecast in future years to fund projects within the capital works program. Rates and charges revenue increased by \$4.5 million, while loans and borrowings repayments increased by \$2.9 million.                                                                                                                                                                                                                                                                    |
| 42.14%    | 40.99%    | 40.48%    | 36.67%    | Although borrowings totalling \$10.0 million were taken out in the 2025 financial year, repayments of interest-bearing liabilities and lease liabilities led to a decrease in non-current liabilities of \$0.5 million. Own-source income increased by \$8.9 million, including a \$4.5 million increase in rates and charges revenue.                                                                                                                                                                                                                                        |
| 223.41%   | 184.83%   | 185.49%   | 144.38%   | Asset renewal and upgrade works increased by \$6.1 million on the 2024 financial year, while depreciation increased by \$0.9 million. The 2026 capital works budget shows an increase in renewal and upgrade works, largely due to the carry forward of projects from 2025. The renewal and upgrade works return to 2025 levels in the following two years.                                                                                                                                                                                                                   |
| 9.15%     | 7.27%     | 7.87%     | 8.59%     | Recurrent grant income (operating and capital) increased by \$13.6 million, largely due to the entire 2024-2025 Victoria Local Government Grants Commission General Purpose Grant and Local Road Funding being received during the 2025 financial year, while 50% of the 2025-2026 funding was brought forward and paid prior to 30 June 2025. The improved 2026 adjusted underlying result is largely due to the forecast gain on disposal of land carried forward from 2025, as opposed to the loss on disposal of property and infrastructure included in the 2025 figure. |

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## 3. Financial performance indicators (continued)

| Dimension/indicator/measure                                                            | Results |        |        |                      |        |
|----------------------------------------------------------------------------------------|---------|--------|--------|----------------------|--------|
|                                                                                        | 2022    | 2023   | 2024   | 2025                 |        |
|                                                                                        | Actual  | Actual | Actual | Target as per budget | Actual |
| <b>Stability</b>                                                                       |         |        |        |                      |        |
| <b>Rates concentration</b>                                                             |         |        |        |                      |        |
| <b>Rates compared to adjusted underlying revenue</b>                                   | 67.63%  | 70.15% | 75.47% | 71.27%               | 71.97% |
| [Rate revenue/Adjusted underlying revenue] x 100                                       |         |        |        |                      |        |
| <b>Rates effort</b>                                                                    |         |        |        |                      |        |
| <b>Rates compared to property values</b>                                               | 0.24%   | 0.22%  | 0.23%  | N/A                  | 0.22%  |
| [Rate revenue/Capital improved value of rateable properties in the municipality] x 100 |         |        |        |                      |        |



| Forecasts                                                                                                                                                                                                                                                                                                                                                                                                                            |           |           |           |                                                                                                                                                    | Comment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 2026                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2027      | 2028      | 2029      |                                                                                                                                                    |         |
| Forecasts                                                                                                                                                                                                                                                                                                                                                                                                                            | Forecasts | Forecasts | Forecasts |                                                                                                                                                    |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |           |           |                                                                                                                                                    |         |
| 72.35%                                                                                                                                                                                                                                                                                                                                                                                                                               | 76.16%    | 75.40%    | 75.32%    |                                                                                                                                                    |         |
| Recurrent grant income (operating and capital) increased by \$13.6 million, largely due to the entire 2024-2025 Victoria Local Government Grants Commission General Purpose Grant and Local Road Funding being received during the 2025 financial year, while 50% of the 2025-2026 funding was brought forward and paid prior to 30 June 2025. This was partially offset by the \$4.5 million increase in rates and charges revenue. |           |           |           |                                                                                                                                                    |         |
| 0.23%                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.23%     | 0.21%     | 0.20%     | Rates and charges revenue increased by \$4.5 million. However, property values have increased \$4,800 million compared to the 2024 financial year. |         |



## 4. Sustainable capacity indicators

| Indicator/measure                                                                                            | Results    |            |            |            | Comment                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------|------------|------------|------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                              | 2022       | 2023       | 2024       | 2025       |                                                                                                                                                                                                                                                                                |
|                                                                                                              | Actual     | Actual     | Actual     | Actual     |                                                                                                                                                                                                                                                                                |
| <b>Population</b>                                                                                            |            |            |            |            |                                                                                                                                                                                                                                                                                |
| <b>Expenses per head of municipal population</b><br><br>[Total expenses/Municipal population]                | \$1,196.12 | \$1,313.42 | \$1,196.75 | \$1,254.25 | The 2024-2025 expenditure includes a net loss on disposal of property, infrastructure, plant and equipment totalling \$8.8 million, leading to an increase in the 2024-2025 expenses per head of municipal population.                                                         |
| <b>Infrastructure per head of municipal population</b><br><br>[Value of infrastructure/Municipal population] | \$6,854.05 | \$6,872.31 | \$7,331.59 | \$8,893.83 | The infrastructure value has increased by \$266.4 million on the prior year, with additions of \$49.5 million and a revaluation increase of \$253.0 million being offset by a decrease related to depreciation and disposals. The municipal population has increased by 1,536. |
| <b>Population density per length of road</b><br><br>[Municipal population/Kilometres of local roads]         | 224.51     | 219.87     | 221.84     | 223.82     | The municipal population has increased by 1,536.                                                                                                                                                                                                                               |
| <b>Own-source revenue</b>                                                                                    |            |            |            |            |                                                                                                                                                                                                                                                                                |
| <b>Own-source revenue per head of municipal population</b><br><br>[Own-source revenue/Municipal population]  | \$894.33   | \$975.96   | \$1,021.63 | \$1,066.72 | Own-source revenue has increased by \$8.9 million, including a \$4.5 million increase in rates and charges revenue. The municipal population has increased by 1,536.                                                                                                           |



|                                                                                                                          | Results  |          |          |          |                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indicator/measure                                                                                                        | 2022     | 2023     | 2024     | 2025     | Comment                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                          | Actual   | Actual   | Actual   | Actual   |                                                                                                                                                                                                                                                                                                                                                |
| <b>Recurrent grants</b>                                                                                                  |          |          |          |          |                                                                                                                                                                                                                                                                                                                                                |
| <b>Recurrent grants per head of municipal population</b>                                                                 | \$194.91 | \$162.75 | \$104.49 | \$186.54 | Recurrent grant income (operating and capital) increased by \$13.6 million, largely due to the entire 2024-2025 Victoria Local Government Grants Commission General Purpose Grant and Local Road Funding being received during the 2025 financial year, while 50% of the 2025-2026 funding was brought forward and paid prior to 30 June 2025. |
| [Recurrent grants/Municipal population]                                                                                  |          |          |          |          |                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                          |          |          |          |          |                                                                                                                                                                                                                                                                                                                                                |
| <b>Disadvantage</b>                                                                                                      |          |          |          |          |                                                                                                                                                                                                                                                                                                                                                |
| <b>Relative socio-economic disadvantage</b>                                                                              | 9.00     | 9.00     | 9.00     | 9.00     |                                                                                                                                                                                                                                                                                                                                                |
| [Index of relative socio-economic disadvantage by decile]                                                                |          |          |          |          |                                                                                                                                                                                                                                                                                                                                                |
| <b>Workforce turnover</b>                                                                                                |          |          |          |          |                                                                                                                                                                                                                                                                                                                                                |
| <b>Percentage of staff turnover</b>                                                                                      | 13.5%    | 17.7%    | 15.5%    | 21.7%    | Council ceased direct delivery of kindergarten services in 2024-25, with external providers now assuming this responsibility. This change involved a business transfer and several redundancies. Excluding the impacts of the business transfer and redundancies, staff turnover was 11.9%.                                                    |
| [Number of permanent staff resignations and terminations/Average number of permanent staff for the financial year] x 100 |          |          |          |          |                                                                                                                                                                                                                                                                                                                                                |





## 5. Notes to the accounts

### 5.1 Basis of preparation

Council is required to prepare and include a Performance Statement within its annual report. The Performance Statement includes the results of the prescribed service performance, financial performance and sustainable capacity indicators and measures together with a description of the municipal district, an explanation of material variations in the results and notes to the accounts. This statement has been prepared to meet the requirements of the *Local Government Act 2020* (Vic) and the *Local Government (Planning and Reporting) Regulations 2020* (Vic).

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the financial statements. The other results are based on information drawn from Council information systems or from third parties such as the Australian Bureau of Statistics or Council's community satisfaction survey provider.

The Performance Statement presents the actual results for the current year and the previous three years, along with the current year's target, if mandated by the *Local Government (Planning and Reporting) Regulations 2020* (Vic). Additionally, for the prescribed financial performance indicators and measures, the Performance Statement includes the target budget for the current year and the results forecast for the period 2025-2026 to 2028-2029 by Council's financial plan.

The *Local Government (Planning and Reporting) Regulations 2020* (Vic) require explanation of any material variations in the results contained in the Performance Statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the Performance Statement are those adopted by Council in its Financial Plan on 23 June 2025. The Financial Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and are aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the general-purpose financial statements. The Financial Plan is available on Council's website: [Financial Plan 2025 to 2035 | Knox](#).



## 5.2 Definitions

| Key term                                     | Definition                                                                                                                                                                                                                                                                                           |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aboriginal children                          | a child who is an Aboriginal person                                                                                                                                                                                                                                                                  |
| Aboriginal person                            | has the same meaning as in the <i>Aboriginal Heritage Act 2006</i> (Vic)                                                                                                                                                                                                                             |
| adjusted underlying revenue                  | total income other than: non-recurrent grants used to fund capital expenditure; and non-monetary asset contributions; and contributions to fund capital expenditure from sources other than those referred to above                                                                                  |
| adjusted underlying surplus (or deficit)     | adjusted underlying revenue less total expenditure                                                                                                                                                                                                                                                   |
| annual report                                | an annual report prepared by a council under section 98 of the <i>Local Government Act 2020</i> (Vic)                                                                                                                                                                                                |
| asset renewal expenditure                    | expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability                                                                                                                                                       |
| asset upgrade expenditure                    | expenditure that (a) enhances an existing asset to provide a higher level of service; or (b) extends the life of the asset beyond its original life                                                                                                                                                  |
| critical non-compliance outcome notification | a notification received by Council under section 19N(3) or (4) of the <i>Food Act 1984</i> (Vic), or advice given to Council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health                                                        |
| current assets                               | has the same meaning as in the Australian Accounting Standards                                                                                                                                                                                                                                       |
| current liabilities                          | has the same meaning as in the Australian Accounting Standards                                                                                                                                                                                                                                       |
| food premises                                | has the same meaning as in the <i>Food Act 1984</i> (Vic)                                                                                                                                                                                                                                            |
| intervention level                           | the level set for the condition of a road beyond which Council will not allow the road to deteriorate and will need to intervene                                                                                                                                                                     |
| local road                                   | a sealed or unsealed road for which Council is the responsible road authority under the <i>Road Management Act 2004</i> (Vic)                                                                                                                                                                        |
| major non-compliance outcome notification    | a notification received by a council under section 19N(3) or (4) of the <i>Food Act 1984</i> (Vic), or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken |
| MCH                                          | stands for the Maternal and Child Health Service provided by Council to support the health and development of children within the municipality from birth until school age                                                                                                                           |
| non-current liabilities                      | all liabilities other than current liabilities                                                                                                                                                                                                                                                       |
| own-source revenue                           | adjusted underlying revenue other than revenue that is not under the control of Council (including government grants)                                                                                                                                                                                |
| population                                   | the resident population estimated by Council                                                                                                                                                                                                                                                         |
| rate revenue                                 | revenue from general rates, municipal charges, service rates and service charges                                                                                                                                                                                                                     |



## 5. Notes to the accounts (continued)

### 5.2 Definitions (continued)

| Key term                             | Definition                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| relative socio-economic disadvantage | in relation to a municipal district, the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipal district is located according to the Index of Relative Socio-Economic Disadvantage in Socio-Economic Indexes for Areas (SEIFA), Australian Bureau of Statistics |
| restricted cash                      | cash, cash equivalents and financial assets, within the meaning of the Australian Accounting Standards, not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year                                                       |
| unrestricted cash                    | means all cash and cash equivalents other than restricted cash                                                                                                                                                                                                                                                                           |



# Financial Report

|                                                                                  |            |                                                                                 |     |
|----------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------|-----|
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## Certification of the Financial Statements

### Statement by Principal Accounting Officer

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

**Navec Lorkin CPA**  
**Principal Accounting Officer**

8 September 2025  
Wantirna South

### Statement by Councillors and Chief Executive Officer

In our opinion, the accompanying financial statements present fairly the financial transactions of Knox City Council for the year ended 30 June 2025 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

**Cr Lisa Cooper**

8 September 2025  
Wantirna South

**Cr Susan Pearce**

8 September 2025  
Wantirna South

**Bruce Dobson**  
**Chief Executive Officer**

8 September 2025  
Wantirna South



# Victorian Auditor-General’s Certification of the Financial Report



## Independent Auditor’s Report

To the Councillors of Knox City Council

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Opinion                                                | <p>I have audited the financial report of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"><li>• balance sheet as at 30 June 2025</li><li>• comprehensive income statement for the year then ended</li><li>• statement of changes in equity for the year then ended</li><li>• statement of cash flows for the year then ended</li><li>• statement of capital works for the year then ended</li><li>• notes to the financial statements, including material accounting policy information</li><li>• certification of the financial statements.</li></ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2025 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 4 of the <i>Local Government Act 2020</i>, the Local Government (Planning and Reporting) Regulations 2020 and applicable Australian Accounting Standards.</p> |
| Basis for Opinion                                      | <p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor’s Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>                                                                                                                      |
| Councillors' responsibilities for the financial report | <p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the <i>Local Government Act 2020</i> and the Local Government (Planning and Reporting) Regulations 2020, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>                                                                                                                                                                                                                                        |



Victorian Auditor-General’s Certification  
of the Financial Report Comprehensive (continued)

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Auditor’s responsibilities for the audit of the financial report</b> | <p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"><li>• identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.</li><li>• obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council’s internal control</li><li>• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors</li><li>• conclude on the appropriateness of the Councillors’ use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council’s ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor’s report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor’s report. However, future events or conditions may cause the council to cease to continue as a going concern.</li><li>• evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.</li></ul> <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p> |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

MELBOURNE  
12 September 2025



Travis Derricott  
as delegate for the Auditor-General of Victoria



## Comprehensive Income Statement

### For the Year Ended 30 June 2025

|                                                                                    | Note | 2025<br>\$'000   | 2024<br>\$'000   |
|------------------------------------------------------------------------------------|------|------------------|------------------|
| <b>Income/revenue</b>                                                              |      |                  |                  |
| Rates and charges                                                                  | 3.1  | 151,015          | 146,523          |
| Statutory fees and fines                                                           | 3.2  | 4,796            | 3,605            |
| User fees                                                                          | 3.3  | 13,587           | 10,731           |
| Grants - operating                                                                 | 3.4  | 27,325           | 19,844           |
| Grants - capital                                                                   | 3.4  | 7,040            | 6,020            |
| Contributions - monetary                                                           | 3.5  | 6,600            | 9,714            |
| Contributions - non-monetary                                                       | 3.5  | 1,899            | -                |
| Net gain on disposal of property, infrastructure, plant and equipment              | 3.6  | -                | 450              |
| Share of net profits of associates and joint ventures                              | 6.3  | 239              | 292              |
| Other income                                                                       | 3.7  | 4,560            | 3,664            |
| <b>Total income/revenue</b>                                                        |      | <b>217,061</b>   | <b>200,843</b>   |
| <b>Expenses</b>                                                                    |      |                  |                  |
| Employee costs                                                                     | 4.1  | (80,664)         | (81,948)         |
| Materials and services                                                             | 4.2  | (76,414)         | (74,921)         |
| Depreciation                                                                       | 4.3  | (25,659)         | (24,784)         |
| Amortisation - intangible assets                                                   |      | (878)            | (903)            |
| Depreciation - right-of-use assets                                                 | 4.4  | (1,205)          | (822)            |
| Allowance for impairment losses                                                    | 4.5  | (508)            | (305)            |
| Borrowing costs                                                                    | 4.6  | (3,767)          | (3,012)          |
| Finance costs - leases                                                             |      | (288)            | (132)            |
| Contributions and donations                                                        | 4.7  | (5,973)          | (5,949)          |
| Net loss on disposal of property, infrastructure, plant and equipment              | 3.6  | (8,820)          | -                |
| Other expenses                                                                     | 4.8  | (646)            | (817)            |
| <b>Total expenses</b>                                                              |      | <b>(204,822)</b> | <b>(193,593)</b> |
| <b>Surplus/(deficit) for the year</b>                                              |      | <b>12,239</b>    | <b>7,250</b>     |
| <b>Other comprehensive income</b>                                                  |      |                  |                  |
| <b>Items that will not be reclassified to surplus or deficit in future periods</b> |      |                  |                  |
| Net asset revaluation gain/(loss)                                                  | 9.1  | 252,994          | 141,772          |
| <b>Total other comprehensive income</b>                                            |      | <b>252,994</b>   | <b>141,772</b>   |
| <b>Total comprehensive result</b>                                                  |      | <b>265,233</b>   | <b>149,022</b>   |

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.





# Balance Sheet

As at 30 June 2025

|                                                | Note | 2025<br>\$'000   | 2024<br>\$'000   |
|------------------------------------------------|------|------------------|------------------|
| <b>Assets</b>                                  |      |                  |                  |
| <b>Current assets</b>                          |      |                  |                  |
| Cash and cash equivalents                      | 5.1  | 54,323           | 36,616           |
| Other financial assets                         | 5.1  | 2,500            | 10,000           |
| Trade and other receivables                    | 5.1  | 24,292           | 20,778           |
| Inventories                                    |      | 12               | 13               |
| Prepayments                                    | 5.2  | 1,167            | 1,340            |
| Non-current assets classified as held for sale | 6.1  | 582              | 4,666            |
| Contract assets                                | 5.1  | 1,090            | 2,342            |
| <b>Total current assets</b>                    |      | <b>83,966</b>    | <b>75,755</b>    |
| <b>Non-current assets</b>                      |      |                  |                  |
| Property, infrastructure, plant and equipment  | 6.2  | 2,567,045        | 2,299,158        |
| Right-of-use assets                            | 5.8  | 5,305            | 6,223            |
| Intangible assets                              | 5.2  | 1,879            | 2,419            |
| Investment in Your Library Limited             | 6.3  | 2,986            | 2,747            |
| <b>Total non-current assets</b>                |      | <b>2,577,215</b> | <b>2,310,547</b> |
| <b>Total assets</b>                            |      | <b>2,661,181</b> | <b>2,386,302</b> |
| <b>Liabilities</b>                             |      |                  |                  |
| <b>Current liabilities</b>                     |      |                  |                  |
| Trade and other payables                       | 5.3  | 19,874           | 12,842           |
| Trust funds and deposits                       | 5.3  | 2,949            | 2,560            |
| Contract and other liabilities                 | 5.3  | 5,039            | 2,048            |
| Provisions                                     | 5.5  | 17,336           | 18,525           |
| Interest-bearing liabilities                   | 5.4  | 9,445            | 8,265            |
| Lease liabilities                              | 5.8  | 799              | 1,032            |
| <b>Total current liabilities</b>               |      | <b>55,442</b>    | <b>45,272</b>    |



|                                      | Note | 2025<br>\$'000   | 2024<br>\$'000   |
|--------------------------------------|------|------------------|------------------|
| <b>Non-current liabilities</b>       |      |                  |                  |
| Provisions                           | 5.5  | 2,962            | 2,865            |
| Interest-bearing liabilities         | 5.4  | 74,360           | 74,406           |
| Lease liabilities                    | 5.8  | 4,640            | 5,215            |
| <b>Total non-current liabilities</b> |      | <b>81,962</b>    | <b>82,486</b>    |
| <b>Total liabilities</b>             |      | <b>137,404</b>   | <b>127,758</b>   |
| <b>Net assets</b>                    |      | <b>2,523,777</b> | <b>2,258,544</b> |
| <b>Equity</b>                        |      |                  |                  |
| Accumulated surplus                  |      | 736,556          | 723,126          |
| Reserves                             | 9.1  | 1,787,221        | 1,535,418        |
| <b>Total equity</b>                  |      | <b>2,523,777</b> | <b>2,258,544</b> |

The above Balance Sheet should be read in conjunction with the accompanying notes.



## Statement of Changes in Equity

### For the Year Ended 30 June 2025

| 2025                                        | Note | Total<br>\$'000  | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|---------------------------------------------|------|------------------|----------------------------------|----------------------------------|-----------------------------|
| Balance at beginning of the financial year  |      | 2,258,544        | 723,126                          | 1,516,301                        | 19,117                      |
| Surplus for the year                        |      | 12,239           | 12,239                           | -                                | -                           |
| Net asset revaluation gain/(loss)           | 6.2  | 252,994          | -                                | 252,994                          | -                           |
| Transfers to other reserves                 | 9.1  | -                | (11,485)                         | -                                | 11,485                      |
| Transfers from other reserves               | 9.1  | -                | 12,676                           | -                                | (12,676)                    |
| <b>Balance at end of the financial year</b> |      | <b>2,523,777</b> | <b>736,556</b>                   | <b>1,769,295</b>                 | <b>17,926</b>               |

| 2024                                        | Note | Total<br>\$'000  | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|---------------------------------------------|------|------------------|----------------------------------|----------------------------------|-----------------------------|
| Balance at beginning of the financial year  |      | 2,109,522        | 698,440                          | 1,374,529                        | 36,553                      |
| Surplus for the year                        |      | 7,250            | 7,250                            | -                                | -                           |
| Net asset revaluation gain/(loss)           | 6.2  | 141,772          | -                                | 141,772                          | -                           |
| Transfers to other reserves                 | 9.1  | -                | (6,513)                          | -                                | 6,513                       |
| Transfers from other reserves               | 9.1  | -                | 23,949                           | -                                | (23,949)                    |
| <b>Balance at end of the financial year</b> |      | <b>2,258,544</b> | <b>723,126</b>                   | <b>1,516,301</b>                 | <b>19,117</b>               |

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<br>Inflows/<br>(Outflows)<br>\$'000 | 2024<br>Inflows/<br>(Outflows)<br>\$'000 |
|----------------------------------------------------------------------|------|------------------------------------------|------------------------------------------|
| <b>Cash flows from operating activities</b>                          |      |                                          |                                          |
| Rates and charges                                                    |      | 148,279                                  | 143,989                                  |
| Statutory fees and fines                                             |      | 4,064                                    | 2,483                                    |
| User fees                                                            |      | 13,957                                   | 14,601                                   |
| Grants - operating                                                   |      | 27,822                                   | 18,748                                   |
| Grants - capital                                                     |      | 11,029                                   | 5,559                                    |
| Contributions - monetary                                             |      | 6,735                                    | 9,909                                    |
| Interest received                                                    |      | 2,651                                    | 1,674                                    |
| Trust funds and deposits taken                                       |      | 23,046                                   | 19,697                                   |
| Other receipts                                                       |      | 2,132                                    | 1,898                                    |
| Net GST refund                                                       |      | 11,329                                   | 12,109                                   |
| Employee costs                                                       |      | (82,016)                                 | (82,803)                                 |
| Materials and services                                               |      | (85,498)                                 | (86,191)                                 |
| Contributions and donations                                          |      | (6,551)                                  | (6,530)                                  |
| Short-term, low value and variable lease payments                    |      | (13)                                     | (149)                                    |
| Trust funds and deposits repaid                                      |      | (22,657)                                 | (19,699)                                 |
| Other payments                                                       |      | (640)                                    | (789)                                    |
| <b>Net cash provided by/(used in) operating activities</b>           | 9.2  | <b>53,669</b>                            | <b>34,506</b>                            |
| <b>Cash flows from investing activities</b>                          |      |                                          |                                          |
| Payments for property, infrastructure, plant and equipment           | 6.2  | (44,651)                                 | (54,780)                                 |
| Proceeds from sales of property, infrastructure, plant and equipment |      | 5,170                                    | 5,113                                    |
| Payments for investments                                             |      | (2,500)                                  | (10,000)                                 |
| Proceeds from sale of investments                                    |      | 10,000                                   | 12,500                                   |
| <b>Net cash provided by/(used in) investing activities</b>           |      | <b>(31,981)</b>                          | <b>(47,167)</b>                          |
| <b>Cash flows from financing activities</b>                          |      |                                          |                                          |
| Finance costs                                                        |      | (3,738)                                  | (2,913)                                  |
| Proceeds from borrowings                                             |      | 10,000                                   | 15,480                                   |
| Repayment of borrowings                                              |      | (8,865)                                  | (6,766)                                  |
| Interest paid - lease liability                                      |      | (290)                                    | (114)                                    |
| Repayment of lease liabilities                                       |      | (1,088)                                  | (728)                                    |
| <b>Net cash provided by/(used in) financing activities</b>           |      | <b>(3,981)</b>                           | <b>4,959</b>                             |
| Net increase/(decrease) in cash and cash equivalents                 |      | 17,707                                   | (7,702)                                  |
| Cash and cash equivalents at the beginning of the financial year     |      | 36,616                                   | 44,318                                   |
| <b>Cash and cash equivalents at the end of the financial year</b>    |      | <b>54,323</b>                            | <b>36,616</b>                            |
| Financing arrangements                                               | 5.6  |                                          |                                          |

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.



## Statement of Capital Works

### For the Year Ended 30 June 2025

|                                                | Note | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------------|------|----------------|----------------|
| <b>Property</b>                                |      |                |                |
| Buildings                                      |      | 10,613         | 14,487         |
| <b>Total buildings</b>                         |      | <b>10,613</b>  | <b>14,487</b>  |
| <b>Total property</b>                          |      | <b>10,613</b>  | <b>14,487</b>  |
| <b>Plant and equipment</b>                     |      |                |                |
| Artworks                                       |      | 57             | 245            |
| Plant, machinery and equipment                 |      | 2,466          | 2,464          |
| Fixtures, fittings and furniture               |      | 36             | -              |
| Computers and telecommunications               |      | 672            | 696            |
| <b>Total plant and equipment</b>               |      | <b>3,231</b>   | <b>3,405</b>   |
| <b>Infrastructure</b>                          |      |                |                |
| Roads                                          |      | 7,854          | 7,855          |
| Bridges                                        |      | 833            | 2,011          |
| Footpaths and cycleways                        |      | 5,127          | 5,394          |
| Drainage                                       |      | 6,454          | 4,808          |
| Recreational, leisure and community facilities |      | 12,714         | 11,592         |
| Off street car parks                           |      | 2,967          | 1,282          |
| <b>Total infrastructure</b>                    |      | <b>35,949</b>  | <b>32,942</b>  |
| <b>Total capital works expenditure</b>         |      | <b>49,793</b>  | <b>50,834</b>  |
| <b>Represented by:</b>                         |      |                |                |
| New asset expenditure                          |      | 2,378          | 6,094          |
| Asset renewal expenditure                      |      | 35,102         | 29,225         |
| Asset expansion expenditure                    |      | 258            | 3,679          |
| Asset upgrade expenditure                      |      | 12,055         | 11,836         |
| <b>Total capital works expenditure</b>         |      | <b>49,793</b>  | <b>50,834</b>  |

The above Statement of Capital Works should be read in conjunction with the accompanying notes.



# Notes to the Financial Report

## For the Year Ended 30 June 2025

### Note 1 Overview

#### Introduction

Knox City Council was established by an Order of the Governor in Council in 1994 and is a body corporate. The Council’s main office is located at 511 Burwood Highway, Wantirna South, Victoria.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

#### Accounting policy information

##### (a) 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. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

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.



## Note 1 Overview (continued)

### (a) Basis of accounting (continued)

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. 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 fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- 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 3)
- 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 5.8)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements

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.

### 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 balance sheet.

## Note 2 Analysis of our results

### 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of greater than ten percent and \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 24 June 2024. The budget was based on assumptions that were relevant at the time of adoption of the budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.



### 2.1.1 Income/revenue and expenditure

|                                                                                    | Budget<br>2025<br>\$'000 | Actual<br>2025<br>\$'000 | Variance<br>\$'000 | Variance<br>% | Ref |
|------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------|---------------|-----|
| <b>Income/revenue</b>                                                              |                          |                          |                    |               |     |
| Rates and charges                                                                  | 150,043                  | 151,015                  | 972                | 1%            |     |
| Statutory fees and fines                                                           | 4,568                    | 4,796                    | 228                | 5%            |     |
| User fees                                                                          | 12,365                   | 13,587                   | 1,222              | 10%           | 1   |
| Grants - operating                                                                 | 22,365                   | 27,325                   | 4,960              | 22%           | 2   |
| Grants - capital                                                                   | 11,513                   | 7,040                    | (4,473)            | -39%          | 3   |
| Contributions - monetary                                                           | 8,596                    | 6,600                    | (1,996)            | -23%          | 4   |
| Contributions - non-monetary                                                       | 2,000                    | 1,899                    | (101)              | -5%           |     |
| Net gain (or loss) on disposal of property,<br>infrastructure, plant and equipment | 8,842                    | (8,820)                  | (17,662)           | -200%         | 5   |
| Share of net profits (or loss) of associates<br>and joint ventures                 | -                        | 239                      | 239                | 100%          |     |
| Other income                                                                       | 1,767                    | 4,560                    | 2,793              | 158%          | 6   |
| <b>Total income/revenue</b>                                                        | <b>222,059</b>           | <b>208,241</b>           | <b>(13,818)</b>    | <b>-6%</b>    |     |
| <b>Expenses</b>                                                                    |                          |                          |                    |               |     |
| Employee costs                                                                     | 84,427                   | 80,664                   | 3,763              | 4%            | 7   |
| Materials and services                                                             | 80,394                   | 76,414                   | 3,980              | 5%            | 8   |
| Depreciation                                                                       | 24,620                   | 25,659                   | (1,039)            | -4%           |     |
| Amortisation - intangible assets                                                   | 647                      | 878                      | (231)              | -36%          |     |
| Depreciation - right of use assets                                                 | 1,185                    | 1,205                    | (20)               | -2%           |     |
| Allowance for impairment losses                                                    | 314                      | 508                      | (194)              | -62%          |     |
| Borrowing costs                                                                    | 3,907                    | 3,767                    | 140                | 4%            |     |
| Finance costs - leases                                                             | 343                      | 288                      | 55                 | 16%           |     |
| Contributions and donations                                                        | 5,876                    | 5,973                    | (97)               | -2%           |     |
| Other expenses                                                                     | 715                      | 646                      | 69                 | 10%           |     |
| <b>Total expenses</b>                                                              | <b>202,428</b>           | <b>196,002</b>           | <b>6,426</b>       | <b>3%</b>     |     |
| <b>Surplus/(deficit) for the year</b>                                              | <b>19,631</b>            | <b>12,239</b>            | <b>(7,392)</b>     | <b>-38%</b>   |     |





## Note 2 Analysis of our results (continued)

### 2.1.1 Income/revenue and expenditure (continued)

#### (i) Explanation of material variations

| Variance Ref | Item                                                                         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | User fees                                                                    | Contract income totalling \$1.347 has been reclassified from contributions - monetary to more appropriately represent the type of income. Unbudgeted income totalling \$0.478 million was received from the container deposit scheme. This was partially offset by fees related to Building Services being \$0.411 million lower than budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2            | Grants - operating                                                           | The entire 2024-25 General Purpose Grant was received during the 2025 financial year, while 50% of the 2025-26 General Purpose Grant was brought forward and paid prior to 30 June 2025. Therefore the total General Purpose Grant received during the 2024-25 financial year was \$4.303 million greater than budget. Grants received and expended for Early Years services were \$1.360 million greater than budget. This was offset by the cessation of the Regional Assessment Service, with the \$0.806 million reduction in operational grant income being offset by a reduction in employee costs.                                                                                                                                                                                                                                                                                               |
| 3            | Grants - capital                                                             | The entire 2024-25 Local Road Funding was received during the 2025 financial year, while 50% of the 2025-26 Local Road Funding was brought forward and paid prior to 30 June 2025. Therefore the total Local Road Funding received during the 2024-25 financial year was \$0.818 million greater than budget. Roads to Recovery grant income was \$0.213 million greater than budget. Capital grants totalling \$1.352 million were received prior to the 2024-25 financial year but expended and recognised in the 2024-25 financial year. This is offset by capital grants totalling \$4.229 million that have been received during the 2024-25 financial year but have been treated as unearned income as they are yet to be expended. Capital grants for the Tormore Reserve and Wally Tew Reserve pavilion upgrades totalling \$2.720 million were budgeted this year but have yet to be received. |
| 4            | Contributions - monetary                                                     | Public open space contributions were \$1.907 million down on budget, with this income directly contingent on developer activities in the municipality. This is partially offset by unbudgeted capital contributions received totalling \$1.307 million. Contract income totalling \$1.347 has been reclassified to user fees to more appropriately represent they type of income.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5            | Net loss (gain) on disposal of property, infrastructure, plant and equipment | Land and building sales were \$8.772 million down on budget, with the variance in land sales being a timing difference and are set to proceed during the 2025-26 financial year. Sale of plant was \$0.352 million down on budget. Unbudgeted building disposals during the year totalled \$6.363 million, including the Boronia Basketball Stadium. Unbudgeted infrastructure disposals during the year totalled \$2.682 million, and includes the previous Knox Athletics track.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6            | Other income                                                                 | Interest on investments was \$1.583 million greater than budget due to higher than budgeted cash holdings related to delays in the capital works program. Reimbursements were \$0.942 million greater than budget, while rent received was \$0.145 million greater than budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



| Variance Ref | Item                   | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7            | Employee costs         | <p>The employee costs variance is below the reporting materiality threshold of ten percent, however the \$3.763 million variance is considered material. The WorkCover premium paid was \$1.479 million less than budget, while employment separation costs paid were \$2.375 million lower than budget. The grant-funded Regional Assessment Service was ceased leading to a reduction of \$0.819 million in employee costs, while there were further savings totalling \$1.349 million throughout the organisation due to vacancies throughout the year. Employee costs carried out on capital projects totalling \$2.331 million were considered operational in nature and not capitalised; an offsetting reduction is shown in materials and services where these costs were budgeted.</p> |
| 8            | Materials and services | <p>The materials and services variance is below the reporting materiality threshold of ten percent, however the \$3.980 million variance is considered material. Contributing to the reduction in materials and services was a \$2.702 million reduction in capital projects expenditure considered capital in nature and not capitalised, which is largely offset through increased employee costs related to this. Other contributors include a \$0.965 million decrease in administration costs (particularly telephones and communications), a \$0.673 million decrease in consultants costs, and a \$0.631 million reduction in the Chief Information Office renewal programs. This is partially offset by the write-off of prior year work in progress totalling \$0.965 million.</p>    |



## Note 2 Analysis of our results (continued)

### 2.1.2 Capital works

|                                                | Budget<br>2025<br>\$'000 | Actual<br>2025<br>\$'000 | Variance<br>\$'000 | Variance<br>% | Ref |
|------------------------------------------------|--------------------------|--------------------------|--------------------|---------------|-----|
| <b>Property</b>                                |                          |                          |                    |               |     |
| Buildings                                      | 22,574                   | 10,613                   | (11,961)           | -53%          | 1   |
| <b>Total buildings</b>                         | <b>22,574</b>            | <b>10,613</b>            | <b>(11,961)</b>    | <b>-53%</b>   |     |
| <b>Total property</b>                          | <b>22,574</b>            | <b>10,613</b>            | <b>(11,961)</b>    | <b>-53%</b>   |     |
| <b>Plant and equipment</b>                     |                          |                          |                    |               |     |
| Artworks                                       | 150                      | 57                       | (93)               | -62%          |     |
| Plant, machinery and equipment                 | 2,805                    | 2,466                    | (339)              | -12%          |     |
| Fixtures, fittings and furniture               | -                        | 36                       | 36                 | 0%            |     |
| Computers and telecommunications               | 7,230                    | 672                      | (6,558)            | -91%          | 2   |
| <b>Total plant and equipment</b>               | <b>10,185</b>            | <b>3,231</b>             | <b>(6,954)</b>     | <b>-68%</b>   |     |
| <b>Infrastructure</b>                          |                          |                          |                    |               |     |
| Roads                                          | 7,417                    | 7,854                    | 437                | 6%            |     |
| Bridges                                        | 993                      | 833                      | (160)              | -16%          |     |
| Footpaths and cycleways                        | 6,239                    | 5,127                    | (1,112)            | -18%          | 3   |
| Drainage                                       | 6,741                    | 6,454                    | (287)              | -4%           |     |
| Recreational, leisure and community facilities | 15,361                   | 12,714                   | (2,647)            | -17%          | 4   |
| Off street car parks                           | 2,427                    | 2,967                    | 540                | 22%           |     |
| Other infrastructure                           | 4,626                    | -                        | (4,626)            | -100%         | 5   |
| <b>Total infrastructure</b>                    | <b>43,804</b>            | <b>35,949</b>            | <b>(7,855)</b>     | <b>-18%</b>   |     |
| <b>Total capital works expenditure</b>         | <b>76,563</b>            | <b>49,793</b>            | <b>(26,770)</b>    | <b>-35%</b>   |     |
| <b>Represented by:</b>                         |                          |                          |                    |               |     |
| New asset expenditure                          | 5,982                    | 2,378                    | (3,604)            | -60%          |     |
| Asset renewal expenditure                      | 37,437                   | 35,102                   | (2,335)            | -6%           |     |
| Asset expansion expenditure                    | 300                      | 258                      | (42)               | -14%          |     |
| Asset upgrade expenditure                      | 32,844                   | 12,055                   | (20,789)           | -63%          |     |
| <b>Total capital works expenditure</b>         | <b>76,563</b>            | <b>49,793</b>            | <b>(26,770)</b>    | <b>-35%</b>   |     |

**(i) Explanation of material variations**

| Variance Ref | Item                                           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | Buildings                                      | Building related capital expenditure is lower than budget by \$11.961 million. Expenditure on pavilion upgrades were lower than budget for Wally Tew Reserve (\$1.347 million), Carrington Park Reserve (\$3.520 million), Park Ridge Reserve (\$1.770 million), and Tormore Reserve (\$5.142 million). This underspend will be carried forward to the 2025-26 financial year. Capital expenditure deemed operational in nature was not capitalised (\$0.708 million), and there were projects capitalised under different classes (\$0.399 million). This is partially offset by the Fairpark Reserve pavilion upgrade (\$0.343 million), the Carrington Park squash facility (\$0.306 million), and the Building Renewal Program (\$0.291 million) which were greater than budget due to carry forward expenditure from the previous year. |
| 2            | Computers and telecommunications               | Capital expenditure is lower than budget partially due to \$2.881 million in expenditure being deemed to be operational in nature and therefore was not capitalised. The underspend in a number of projects will be carried forward to 2025-26.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3            | Footpaths and cycleways                        | Capital expenditure underspend totalling \$0.961 million will be carried forward for the Green Spine Corridor shared path, the Macauley Place, Bayswater shard safety zone, and the Mountain Highway, The Basin footpath.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5            | Recreational, leisure and community facilities | Capital expenditure is lower than budget partially due to landscaping and planting works being unable to be capitalised (\$0.769 million), and projects being capitalised under different classes (\$2.339 million). This is partially offset by projects from different classes being capitalised under recreational, leisure and community facilities (\$0.307 million).                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6            | Other infrastructure                           | Capital expenditure is lower than budget partially due to \$2.490 million in expenditure being deemed to be operational in nature and therefore was not capitalised, and projects being capitalised under different classes (\$1.081 million).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



## Note 2 Analysis of our results (continued)

### 2.2 Analysis of Council results by program

Knox City Council delivers its functions and activities through the following programs.

#### 2.2.1 CEO

The office of the CEO incorporates the Chief Executive Office and the Chief Financial Office.

The Chief Executive Office responsibilities include establishing and maintaining an appropriate organisational structure for the council, managing interactions between council staff and councillors, ensuring that Council decisions are implemented promptly, providing timely advice to Council, providing timely and reliable advice to the Council about its legal obligations, and overseeing the daily management of council operations following the Council and Health and Wellbeing Plan.

The Chief Financial Office provides financial direction and support across Council. It partners with staff on budgets, purchasing, tenders and contracts. It also provides support for the day-to-day operations of council-owned property and buildings, and manages property rates and valuation services.

#### City Liveability

The City Liveability Directorate incorporates City Futures, City Planning and Building, City Projects, and City Safety and Health. The Directorate delivers important services for the health, safety and future development of Knox.

The City Futures department uses research and mapping to understand growth and change in Knox, and to inform planning and a sustainable future. It works with community members, business owners and internal departments to respond to changing needs.

The City Planning and Building department works with the community to assess land use and development in Knox.

The City Projects department helps shape key projects for Knox's growth into the future. It makes informed decisions, particularly Knox Central.

The City Safety and Health department helps protect the safety and health of the Knox community. It does this through dedicated programs, education and local laws.

#### Connected Communities

The Connected Communities Directorate incorporates Active and Creative Communities, Community Access and Support, Community Strengthening, and Early Years. The Directorate deliver services to support health, wellbeing and culture for an inclusive and safe community.

The Active and Creative Communities department contributes to health and culture in the Knox community through leisure, events, arts and sports.

The Community Access and Support department makes a difference in the social and emotional wellbeing of people in the Knox community. The Community Strengthening department develops strategies and delivers programs and education to support vulnerable community. It works to create a more inclusive, connected and safe community.

The Early Years department delivers key health and education programs for the youngest members of the Knox community and their families.



### Customer and Performance

The Customer and Performance Directorate incorporates the Chief Information Office, Customer and Communications, Governance and Risk, People, Culture and Development, and Strategy and Transformation. The directorate works with all Council staff to improve the lives of internal and external stakeholders and the broader Knox community.

The Chief Information Office delivers organisation-wide technical solutions that enable customers to interact with Council services.

The Customer and Communications department bridges the gap between internal and external operations. It communicates Council's services, facilities and programs to meet and support the evolving needs of the community, helping internal and external stakeholders to thrive through customer trust and confidence.

The Governance and Risk department provides advice and support on compliance, governance, policy and risk.

The People, Culture and Development department works with staff to create a safe, fair and enjoyable workplace where everyone thrives.

The Strategy and Transformation department uses data and analytics to plan, manage change and move our organisation forward. It helps Council create and achieve our vision for the future, ensuring our services meet customer needs and remain relevant over time.

### Infrastructure

The Infrastructure Directorate incorporates Engineering Services and Operations, Green Spaces and Environment, Major Projects and Facilities, and Strategic Infrastructure. The directorate manages and maintains Council infrastructure such as roads, footpaths, buildings, playgrounds, open space and other assets that our customers use.

The Engineering Services and Operations department maintains and ensures safety of assets that our customers and staff use. This includes fleet, footpaths and drains. It also provides expert advice in engineering.

The Green Spaces and Environment department manages waste collection, open spaces, sportsfields, reserves, parks, gardens and trees. It also delivers biodiversity programs and waste education.

The Major Projects and Facilities department delivers major projects that supplement the capital projects Council delivers. It is also responsible for maintaining and upgrading Council-owned buildings.

The Strategic Infrastructure department delivers buildings and open spaces for customers to enjoy. It manages stormwater and provides expert advice on building construction, design and public transport



## Note 2 Analysis of our results (continued)

### 2.2.2 Summary of income/revenue, expenses, assets and capital expenses by program

|                          | Income/<br>revenue<br>\$'000 | Expenses<br>\$'000 | Surplus/<br>(Deficit)<br>\$'000 | Grants<br>included<br>in income/<br>revenue<br>\$'000 | Total assets<br>\$'000 |
|--------------------------|------------------------------|--------------------|---------------------------------|-------------------------------------------------------|------------------------|
| <b>2025</b>              |                              |                    |                                 |                                                       |                        |
| CEO                      | 138,001                      | 9,953              | 128,048                         | 11,605                                                | 79,591                 |
| City Liveability         | 14,313                       | 19,681             | (5,368)                         | 974                                                   | 51,946                 |
| Connected Communities    | 22,867                       | 51,497             | (28,630)                        | 16,406                                                | 662,046                |
| Customer and Performance | 259                          | 28,749             | (28,490)                        | -                                                     | 59,749                 |
| Infrastructure           | 41,621                       | 94,942             | (53,321)                        | 5,380                                                 | 1,807,849              |
|                          | <b>217,061</b>               | <b>204,822</b>     | <b>12,239</b>                   | <b>34,365</b>                                         | <b>2,661,181</b>       |

|                          | Income/<br>revenue<br>\$'000 | Expenses<br>\$'000 | Surplus/<br>(Deficit)<br>\$'000 | Grants<br>included<br>in income/<br>revenue<br>\$'000 | Total assets<br>\$'000 |
|--------------------------|------------------------------|--------------------|---------------------------------|-------------------------------------------------------|------------------------|
| <b>2024</b>              |                              |                    |                                 |                                                       |                        |
| CEO                      | 120,909                      | 8,664              | 112,245                         | 324                                                   | 66,099                 |
| City Liveability         | 14,296                       | 19,809             | (5,513)                         | 1,522                                                 | 49,709                 |
| Connected Communities    | 28,263                       | 54,823             | (26,560)                        | 20,342                                                | 647,485                |
| Customer and Performance | 168                          | 26,317             | (26,149)                        | 60                                                    | 57,712                 |
| Infrastructure           | 37,207                       | 83,980             | (46,773)                        | 3,616                                                 | 1,565,297              |
|                          | <b>200,843</b>               | <b>193,593</b>     | <b>7,250</b>                    | <b>25,864</b>                                         | <b>2,386,302</b>       |



## Note 3 Funding for the delivery of our services

### 3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV takes into account the total value of a property including all land, buildings and other improvements but excluding fixtures and fittings.

The valuation base used to calculate general rates for 2024-25 was \$66,753 million (2023-24: \$62,033 million). The 2024-25 rate in the CIV dollar was \$0.0014650 (2023-24: \$0.0015229) for the residential rate.

|                                          | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------|----------------|----------------|
| General rates                            | 120,868        | 116,463        |
| Residential garbage charge               | 26,090         | 26,272         |
| Service rates and charges                | 2,008          | 2,314          |
| Supplementary rates and rate adjustments | 709            | 722            |
| Cultural and recreational                | 54             | 56             |
| Interest on rates and charges            | 1,286          | 696            |
| <b>Total rates and charges</b>           | <b>151,015</b> | <b>146,523</b> |

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2024 and the valuation was first applied in the rating year commencing 1 July 2024.

Annual rates and charges are recognised as income when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

### 3.2 Statutory fees and fines

|                                       | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------------------|----------------|----------------|
| Permits                               | 1,629          | 1,680          |
| Infringements and costs               | 1,183          | 768            |
| Court recoveries                      | 1,031          | 673            |
| Town planning fees                    | 809            | 347            |
| Land information certificates         | 143            | 136            |
| Other statutory fees and fines        | 1              | 1              |
| <b>Total statutory fees and fines</b> | <b>4,796</b>   | <b>3,605</b>   |

Statutory fees and fines (including parking fees and fines) are recognised as income when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.





## Note 3 Funding for the delivery of our services (continued)

### 3.3 User fees

|                                | 2025<br>\$'000 | 2024<br>\$'000 |
|--------------------------------|----------------|----------------|
| Waste management services      | 3,417          | 2,952          |
| Registration and other permits | 2,641          | 2,475          |
| Leisure centre and recreation  | 2,532          | 1,459          |
| Child care/children's programs | 2,239          | 1,854          |
| Infrastructure services        | 793            | 441            |
| Building services              | 586            | 581            |
| Aged and health services       | 512            | 517            |
| Other fees and charges         | 867            | 452            |
| <b>Total user fees</b>         | <b>13,587</b>  | <b>10,731</b>  |

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms. All of Knox City Council's user fees are recognised at a point in time.



### 3.4 Funding from other levels of government

|                                                   | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------------------------------|----------------|----------------|
| Grants were received in respect of the following: |                |                |
| <b>Summary of grants</b>                          |                |                |
| Commonwealth funded grants                        | 22,102         | 10,041         |
| State funded grants                               | 12,263         | 15,823         |
| <b>Total grants received</b>                      | <b>34,365</b>  | <b>25,864</b>  |

#### (a) Operating grants

|                                                 | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------|----------------|----------------|
| <b>Recurrent - Commonwealth Government</b>      |                |                |
| Financial Assistance Grants                     | 11,605         | 325            |
| Family and children - child care                | 4,293          | 3,662          |
| General home care                               | 1,213          | 1,155          |
| <b>Recurrent - State Government</b>             |                |                |
| Family and children - kindergarten              | 6,287          | 6,001          |
| Family and children - maternal and child health | 1,732          | 1,810          |
| School crossing supervisors                     | 815            | 841            |
| Family and children - child care                | 760            | 741            |
| Family and children - youth services            | 263            | 245            |
| Community health                                | 174            | 120            |
| Recreational, leisure and community facilities  | 23             | 6              |
| Community safety                                | 20             | 352            |
| Other                                           | 50             | 49             |
| General home care                               | -              | 798            |
| <b>Total recurrent operating grants</b>         | <b>27,235</b>  | <b>16,105</b>  |
| <b>Non-recurrent - Commonwealth Government</b>  |                |                |
| Community health                                | -              | 4              |
| <b>Non-recurrent - State Government</b>         |                |                |
| Recreational, leisure and community facilities  | 54             | 569            |
| Community health                                | 20             | 21             |
| Family and children - kindergarten              | 1              | 2,732          |
| Other                                           | 15             | 278            |
| Environmental planning                          | -              | 79             |
| Family and children - child care                | -              | 56             |
| <b>Total non-recurrent operating grants</b>     | <b>90</b>      | <b>3,739</b>   |
| <b>Total operating grants</b>                   | <b>27,325</b>  | <b>19,844</b>  |



## Note 3 Funding for the delivery of our services (continued)

### 3.4 Funding from other levels of government (continued)

#### (b) Capital grants

|                                                       | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------|----------------|----------------|
| <b><i>Recurrent - Commonwealth Government</i></b>     |                |                |
| Financial Assistance Grants - local roads             | 2,274          | 65             |
| Roads to recovery                                     | 953            | 733            |
| <b>Total recurrent capital grants</b>                 | <b>3,227</b>   | <b>798</b>     |
| <b><i>Non-recurrent - Commonwealth Government</i></b> |                |                |
| Recreational, leisure and community facilities        | 1,764          | 3,540          |
| Drainage                                              | -              | 322            |
| Roads to recovery                                     | -              | 183            |
| Bridges                                               | -              | 100            |
| Footpaths and cycleways                               | -              | (48)           |
| <b><i>Non-recurrent - State Government</i></b>        |                |                |
| Recreational, leisure and community facilities        | 1,317          | 834            |
| Drainage                                              | 417            | 5              |
| Footpaths and cycleways                               | 315            | 32             |
| Roads                                                 | -              | 236            |
| Buildings                                             | -              | 18             |
| <b>Total non-recurrent capital grants</b>             | <b>3,813</b>   | <b>5,222</b>   |
| <b>Total capital grants</b>                           | <b>7,040</b>   | <b>6,020</b>   |



(c) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the point in time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

|                                                                               | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------------------------------|----------------|----------------|
| <b>Income recognised under AASB 1058 Income for Not-for-Profit Entities</b>   |                |                |
| General purpose                                                               | 11,605         | 325            |
| Specific purpose grants to acquire non-financial assets                       | 3,226          | 798            |
| Other specific purpose grants                                                 | 5,108          | 4,503          |
| <b>Revenue recognised under AASB 15 Revenue from Contracts with Customers</b> |                |                |
| Specific purpose grants                                                       | 14,426         | 20,238         |
|                                                                               | <b>34,365</b>  | <b>25,864</b>  |



## Note 3 Funding for the delivery of our services (continued)

### 3.4 Funding from other levels of government (continued)

#### (d) Unspent grants received on condition that they be spent in a specific manner

|                                                                         | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------------------------|----------------|----------------|
| <b>Operating</b>                                                        |                |                |
| Balance at start of year                                                | 674            | 1,500          |
| Received during the financial year and remained unspent at balance date | 656            | 521            |
| Received in prior years and spent during the financial year             | (542)          | (1,347)        |
| <b>Balance at year end</b>                                              | <b>788</b>     | <b>674</b>     |
| <b>Capital</b>                                                          |                |                |
| Balance at start of year                                                | 1,374          | 1,194          |
| Received during the financial year and remained unspent at balance date | 4,229          | 1,333          |
| Received in prior years and spent during the financial year             | (1,352)        | (1,153)        |
| <b>Balance at year end</b>                                              | <b>4,251</b>   | <b>1,374</b>   |

Unspent grants are determined and disclosed on a cash basis.

### 3.5 Contributions

|                            | 2025<br>\$'000 | 2024<br>\$'000 |
|----------------------------|----------------|----------------|
| Monetary                   | 6,600          | 9,714          |
| Non-monetary               | 1,899          | -              |
| <b>Total contributions</b> | <b>8,499</b>   | <b>9,714</b>   |

*Contributions of non-monetary assets were received in relation to the following asset classes:*

|                                         | 2025<br>\$'000 | 2024<br>\$'000 |
|-----------------------------------------|----------------|----------------|
| Land                                    | 1,555          | -              |
| Drainage                                | 237            | -              |
| Roads                                   | 78             | -              |
| Footpaths and cycleways                 | 21             | -              |
| Off street car parks                    | 8              | -              |
| <b>Total non-monetary contributions</b> | <b>1,899</b>   | <b>-</b>       |

Monetary and non-monetary contributions are recognised as income at their fair value when Council obtains control over the contributed asset.



### 3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

|                                                                                           | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------------------------------------------|----------------|----------------|
| Proceeds of sale                                                                          | 5,102          | 5,188          |
| Written down value of assets disposed                                                     | (13,922)       | (4,738)        |
| <b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b> | <b>(8,820)</b> | <b>450</b>     |

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

### 3.7 Other income

|                           | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------|----------------|----------------|
| Interest                  | 2,533          | 1,851          |
| Reimbursements            | 1,064          | 866            |
| Rent                      | 748            | 593            |
| Rebates                   | 1              | 144            |
| Other                     | 214            | 210            |
| <b>Total other income</b> | <b>4,560</b>   | <b>3,664</b>   |

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 Council gains control over the right to receive the income.



## Note 4 The cost of delivering services

### 4.1 (a) Employee costs

|                                     | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------|----------------|----------------|
| Wages and salaries                  | 59,558         | 58,583         |
| Annual leave and long service leave | 7,518          | 7,784          |
| Superannuation                      | 7,831          | 7,644          |
| Agency staff                        | 2,920          | 4,130          |
| WorkCover                           | 2,509          | 3,531          |
| Fringe benefits tax                 | 328            | 276            |
| <b>Total employee costs</b>         | <b>80,664</b>  | <b>81,948</b>  |

### (b) Superannuation

Council made contributions to the following funds:

|                                                                                | 2025<br>\$'000 | 2024<br>\$'000 |
|--------------------------------------------------------------------------------|----------------|----------------|
| Defined benefit fund                                                           |                |                |
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) | 235            | 254            |
|                                                                                | <b>235</b>     | <b>254</b>     |
| Employer contributions payable at reporting date                               | -              | -              |
| <b>Accumulation funds</b>                                                      |                |                |
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) | 3,340          | 3,305          |
| Employer contributions - other funds                                           | 3,650          | 3,460          |
|                                                                                | <b>6,990</b>   | <b>6,765</b>   |
| Employer contributions payable at reporting date                               | 559            | 578            |

Contributions made exclude amounts accrued at balance date. Refer to Note 9.3 for further information relating to Council's superannuation obligations.



#### 4.2 Materials and services

|                                     | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------|----------------|----------------|
| <b>Contract payments</b>            |                |                |
| Waste Management                    | 26,405         | 25,103         |
| Operations - Maintenance            | 9,075          | 9,041          |
| Operating Projects Expenditure      | 8,389          | 8,987          |
| Active Ageing & Disability          | 1,307          | 1,319          |
| Corporate Services                  | 1,301          | 597            |
| Arts & Cultural Services            | 589            | 744            |
| Community Laws                      | 483            | 456            |
| Planning & Development              | 478            | 674            |
| People & Culture                    | 372            | 494            |
| Other                               | 1,386          | 686            |
| <b>Total Contract Payments</b>      | <b>49,785</b>  | <b>48,101</b>  |
| Administration costs                | 7,004          | 6,809          |
| Utilities                           | 4,332          | 3,567          |
| Consumable materials and equipment  | 3,422          | 4,085          |
| Information technology              | 3,362          | 3,214          |
| Building maintenance                | 2,591          | 3,058          |
| Insurance                           | 2,476          | 2,230          |
| Consultants                         | 1,708          | 1,901          |
| General maintenance                 | 900            | 848            |
| Finance and legal costs             | 834            | 1,108          |
| <b>Total materials and services</b> | <b>76,414</b>  | <b>74,921</b>  |

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

#### 4.3 Depreciation

|                           | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------|----------------|----------------|
| Infrastructure            | 18,441         | 17,158         |
| Property                  | 5,746          | 6,119          |
| Plant and equipment       | 1,472          | 1,507          |
| <b>Total depreciation</b> | <b>25,659</b>  | <b>24,784</b>  |

Refer to note 5.2(b), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.





## Note 4 The cost of delivering services (continued)

### 4.4 Depreciation - right of use assets

|                                                 | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------|----------------|----------------|
| Property                                        | 617            | 316            |
| Computers and telecommunications                | 555            | 473            |
| Plant and equipment                             | 33             | 33             |
| <b>Total depreciation - right of use assets</b> | <b>1,205</b>   | <b>822</b>     |

### 4.5 Allowance for impairment losses

|                                                                          | 2025<br>\$'000 | 2024<br>\$'000 |
|--------------------------------------------------------------------------|----------------|----------------|
| Parking and animal infringement debtors                                  | 485            | 303            |
| Other debtors                                                            | 23             | 2              |
| <b>Total Allowance for impairment losses</b>                             | <b>508</b>     | <b>305</b>     |
| <b>Movement in allowance for impairment losses in respect of debtors</b> |                |                |
| Balance at the beginning of the year                                     | 15             | 37             |
| New allowances recognised during the year                                | 22             | 5              |
| Amounts already allowed for and written off as uncollectible             | (16)           | (21)           |
| Amounts allowed for but recovered during the year                        | -              | (6)            |
| <b>Balance at the end of the year</b>                                    | <b>21</b>      | <b>15</b>      |

An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

### 4.6 Borrowing costs

|                              | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------|----------------|----------------|
| Interest - borrowings        | 3,767          | 3,012          |
| <b>Total borrowing costs</b> | <b>3,767</b>   | <b>3,012</b>   |

Borrowing costs are recognised as an expense in the period in which they are incurred.

### 4.7 Contributions and donations

|                                          | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------|----------------|----------------|
| Contribution to Your Library Limited     | 4,510          | 4,312          |
| Community support payments               | 1,463          | 1,637          |
| <b>Total contributions and donations</b> | <b>5,973</b>   | <b>5,949</b>   |

**4.8 Other expenses**

|                                                                                                                  | <b>2025<br/>\$'000</b> | <b>2024<br/>\$'000</b> |
|------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|
| Councillors allowances                                                                                           | 470                    | 469                    |
| Operating lease rentals                                                                                          | 11                     | 135                    |
| Auditor's remuneration - internal audit                                                                          | 69                     | 121                    |
| Auditor's remuneration - VAGO - audit of the financial statements,<br>performance statement and grant acquittals | 96                     | 92                     |
| <b>Total other expenses</b>                                                                                      | <b>646</b>             | <b>817</b>             |



## Note 5 Investing in and financing our operations

### 5.1 Financial assets

#### (a) Cash and cash equivalents

|                                        | 2025<br>\$'000 | 2024<br>\$'000 |
|----------------------------------------|----------------|----------------|
| Cash on hand                           | 4              | 4              |
| Cash at bank                           | 34,319         | 16,612         |
| Term deposits                          | 20,000         | 20,000         |
| <b>Total cash and cash equivalents</b> | <b>54,323</b>  | <b>36,616</b>  |

#### (b) Other financial assets

|                                                                   | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------------------|----------------|----------------|
| <b>Current</b>                                                    |                |                |
| Term deposits                                                     | 2,500          | 10,000         |
| <b>Total current other financial assets</b>                       | <b>2,500</b>   | <b>10,000</b>  |
| <b>Total other financial assets</b>                               | <b>2,500</b>   | <b>10,000</b>  |
| <b>Total cash and cash equivalents and other financial assets</b> | <b>56,823</b>  | <b>46,616</b>  |

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Term deposits are held to maturity and measured at original cost.

Other financial assets include term deposits. Those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

#### (c) Trade and other receivables

|                                                    | 2025<br>\$'000 | 2024<br>\$'000 |
|----------------------------------------------------|----------------|----------------|
| <b>Current</b>                                     |                |                |
| <b>Statutory receivables</b>                       |                |                |
| Rates debtors                                      | 19,848         | 16,989         |
| Special rate assessment                            | 52             | 52             |
| Parking and animal infringement debtors            | 4,010          | 3,253          |
| Allowance for expected credit loss - infringements | (2,960)        | (2,475)        |
| Net GST receivable                                 | 1,858          | 1,260          |
| <b>Non statutory receivables</b>                   |                |                |
| Other debtors                                      | 1,505          | 1,714          |
| Allowance for expected credit loss - other debtors | (21)           | (15)           |
| <b>Total current trade and other receivables</b>   | <b>24,292</b>  | <b>20,778</b>  |

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

**(d) Ageing of receivables**

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

|                                          | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------|----------------|----------------|
| Current (not yet due)                    | 566            | 797            |
| Past due by up to 30 days                | 278            | 402            |
| Past due between 31 and 180 days         | 179            | 103            |
| Past due between 181 and 365 days        | 170            | 68             |
| Past due by more than 1 year             | 312            | 344            |
| <b>Total trade and other receivables</b> | <b>1,505</b>   | <b>1,714</b>   |

**(e) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$nil (2024: \$nil) were impaired. The amount of the allowance raised against these debtors was \$nil (2024: \$nil). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with the Council's debt collectors or are on payment arrangements.

**(f) Contract assets**

|                              | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------|----------------|----------------|
| Accrued income               | 1,090          | 2,342          |
| <b>Total contract assets</b> | <b>1,090</b>   | <b>2,342</b>   |

Contract assets are recognised when Council has transferred goods or services to the customer but where Council is yet to establish an unconditional right to consideration.



## Note 5 Investing in and financing our operations (continued)

### 5.2 Non-financial assets

#### (a) Other assets

|                           | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------|----------------|----------------|
| Prepayments               | 1,167          | 1,340          |
| <b>Total other assets</b> | <b>1,167</b>   | <b>1,340</b>   |

#### (b) Intangible assets

|                                                | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------------|----------------|----------------|
| Software                                       | 1,879          | 2,419          |
| <b>Total intangible assets</b>                 | <b>1,879</b>   | <b>2,419</b>   |
| <b>Gross carrying amount</b>                   |                |                |
| Balance at 1 July 2024                         | 8,357          | 7,777          |
| Additions                                      | 404            | 580            |
| Disposals                                      | (366)          | -              |
| <b>Balance at 30 June 2025</b>                 | <b>8,395</b>   | <b>8,357</b>   |
| <b>Accumulated amortisation and impairment</b> |                |                |
| Balance at 1 July 2024                         | 5,938          | 5,035          |
| Amortisation expense                           | 878            | 903            |
| Amortisation expense for disposals             | (300)          | -              |
| <b>Balance at 30 June 2025</b>                 | <b>6,516</b>   | <b>5,938</b>   |
| <b>Net book value at 30 June 2024</b>          | <b>2,419</b>   | <b>2,742</b>   |
| <b>Net book value at 30 June 2025</b>          | <b>1,879</b>   | <b>2,419</b>   |

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.



### 5.3 Payables, trust funds and deposits and contract liabilities

#### (a) Trade and other payables

|                                               | 2025<br>\$'000 | 2024<br>\$'000 |
|-----------------------------------------------|----------------|----------------|
| <b>Current</b>                                |                |                |
| <b>Non-statutory payables</b>                 |                |                |
| Trade payables                                | 13,068         | 6,003          |
| Accrued expenses                              | 4,846          | 5,025          |
| Prepaid income                                | 1,960          | 1,814          |
| <b>Total current trade and other payables</b> | <b>19,874</b>  | <b>12,842</b>  |

Prepaid income includes \$1.884 million for rates income that has been paid in advance.

#### (b) Trust funds and deposits

|                                               | 2025<br>\$'000 | 2024<br>\$'000 |
|-----------------------------------------------|----------------|----------------|
| <b>Current</b>                                |                |                |
| Refundable deposits                           | 1,831          | 1,722          |
| Fire services levy                            | 971            | 702            |
| Retention amounts                             | 105            | 100            |
| Other refundable deposits                     | 42             | 36             |
| <b>Total current trust funds and deposits</b> | <b>2,949</b>   | <b>2,560</b>   |

#### (c) Contract liabilities

|                                        | 2025<br>\$'000 | 2024<br>\$'000 |
|----------------------------------------|----------------|----------------|
| <b>Contract liabilities</b>            |                |                |
| <b>Current</b>                         |                |                |
| Grants received in advance - operating | 788            | 674            |
| Grants received in advance - capital   | 4,251          | 1,374          |
| <b>Total contract liabilities</b>      | <b>5,039</b>   | <b>2,048</b>   |

#### *Trust funds and deposits*

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

#### *Contract liabilities*

Contract liabilities reflect consideration received in advance from customers in respect of operating and capital grants. Contract liabilities are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.



## Note 5 Investing in and financing our operations (continued)

### 5.3 Payables, trust funds and deposits and contract liabilities (continued)

#### Purpose and nature of items

Refundable deposits - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire service levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a four-instalment basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

### 5.4 Interest-bearing liabilities

|                                                       | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------|----------------|----------------|
| <b>Current</b>                                        |                |                |
| Treasury Corporation of Victoria borrowings - secured | 7,022          | 5,907          |
| Other borrowings - secured                            | 2,423          | 2,358          |
| <b>Total current interest-bearing liabilities</b>     | <b>9,445</b>   | <b>8,265</b>   |
| <b>Non-current</b>                                    |                |                |
| Treasury Corporation of Victoria borrowings - secured | 59,752         | 57,374         |
| Other borrowings - secured                            | 14,608         | 17,032         |
| <b>Total non-current interest-bearing liabilities</b> | <b>74,360</b>  | <b>74,406</b>  |
| <b>Total</b>                                          | <b>83,805</b>  | <b>82,671</b>  |

Borrowings are secured by the general rates revenue of Council.

#### (a) The maturity profile for Council's borrowings is:

|                                                   | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------------------------------|----------------|----------------|
| Not later than one year                           | 9,445          | 8,265          |
| Later than one year and not later than five years | 41,996         | 34,045         |
| Later than five years                             | 32,364         | 40,361         |
|                                                   | <b>83,805</b>  | <b>82,671</b>  |

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities based on contractual repayment terms at every balance date.



In classifying borrowings as current or non-current Council considers whether at balance date it has the right to defer settlement of the liability for at least twelve months after the reporting period. Council's loan arrangements include covenants based on Council's financial performance and position at the end of the reporting period. These covenants are assessed for compliance after the reporting period based on specified financial ratios.

### 5.5 Provisions

|                                                                                                           | Employee<br>\$'000s | Landfill<br>rehabilitation<br>\$'000s | Total<br>\$'000s |
|-----------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------|------------------|
| <b>2025</b>                                                                                               |                     |                                       |                  |
| Balance at beginning of the financial year                                                                | 19,174              | 2,216                                 | 21,390           |
| Additional provisions                                                                                     | 6,559               | 355                                   | 6,914            |
| Amounts used                                                                                              | (7,996)             | (340)                                 | (8,336)          |
| Change in the discounted amount arising because of time and the effect of any change in the discount rate | 280                 | 50                                    | 330              |
| <b>Balance at the end of the financial year</b>                                                           | <b>18,017</b>       | <b>2,281</b>                          | <b>20,298</b>    |
| <i>Provisions - current</i>                                                                               | 16,971              | 365                                   | 17,336           |
| <i>Provisions - non-current</i>                                                                           | 1,046               | 1,916                                 | 2,962            |
| <b>2024</b>                                                                                               |                     |                                       |                  |
| Balance at beginning of the financial year                                                                | 18,979              | 2,629                                 | 21,608           |
| Additional provisions                                                                                     | 7,087               | (218)                                 | 6,869            |
| Amounts used                                                                                              | (7,040)             | (214)                                 | (7,254)          |
| Change in the discounted amount arising because of time and the effect of any change in the discount rate | 148                 | 19                                    | 167              |
| <b>Balance at the end of the financial year</b>                                                           | <b>19,174</b>       | <b>2,216</b>                          | <b>21,390</b>    |
| <i>Provisions - current</i>                                                                               | 18,109              | 416                                   | 18,525           |
| <i>Provisions - non-current</i>                                                                           | 1,065               | 1,800                                 | 2,865            |





## Note 5 Investing in and financing our operations (continued)

### 5.5 Provisions (continued)

#### (a) Employee provisions

|                                                                          | 2025<br>\$'000 | 2024<br>\$'000 |
|--------------------------------------------------------------------------|----------------|----------------|
| <b>Current provisions expected to be wholly settled within 12 months</b> |                |                |
| Annual leave                                                             | 2,921          | 2,840          |
| Long service leave                                                       | 1,099          | 951            |
| Gratuities                                                               | 58             | 63             |
|                                                                          | <b>4,078</b>   | <b>3,854</b>   |
| <b>Current provisions expected to be wholly settled after 12 months</b>  |                |                |
| Annual leave                                                             | 3,665          | 3,787          |
| Long service leave                                                       | 8,858          | 9,999          |
| Gratuities                                                               | 370            | 469            |
|                                                                          | <b>12,893</b>  | <b>14,255</b>  |
| <b>Total current employee provisions</b>                                 | <b>16,971</b>  | <b>18,109</b>  |
| <b>Non-current</b>                                                       |                |                |
| Long service leave                                                       | 1,046          | 1,065          |
| <b>Total non-current employee provisions</b>                             | <b>1,046</b>   | <b>1,065</b>   |
| <b>Aggregate carrying amount of employee provisions:</b>                 |                |                |
| Current                                                                  | 16,971         | 18,109         |
| Non-current                                                              | 1,046          | 1,065          |
| <b>Total aggregate carrying amount of employee provisions</b>            | <b>18,017</b>  | <b>19,174</b>  |

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

#### Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council 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 Council 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.



### Gratuity retirement allowance

A gratuity retirement allowance exists for employees who commenced prior to 3 May 1996, with new employees who commenced after that date not being eligible, and is recognised in the provision for employee benefits as a current liability. Liabilities expected to be wholly settled within 12 months of the reporting date are measured at their nominal values. Liabilities that are not expected to be wholly settled within 12 months of the reporting date are 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.

|                                                | 2025  | 2024  |
|------------------------------------------------|-------|-------|
| <b>Key Assumptions - AL:</b>                   |       |       |
| • Weighted average discount rate               | 1.82% | 2.43% |
| • Weighted average index rate                  | 2.50% | 2.50% |
| • Average settlement period (years)            | 2     | 2     |
| <b>Key Assumptions - LSL:</b>                  |       |       |
| • Weighted average discount rate - current     | 3.43% | 3.85% |
| • Weighted average discount rate - non-current | 3.33% | 4.11% |
| • Weighted average index rate - current        | 2.50% | 2.50% |
| • Weighted average index rate - non-current    | 2.50% | 2.50% |
| • Average settlement period (years)            | 16    | 18    |
| <b>Key Assumptions - Gratuity:</b>             |       |       |
| • Weighted average discount rate               | 2.83% | 3.62% |
| • Weighted average index rate                  | 2.50% | 2.50% |
| • Average settlement period (years)            | 29    | 27    |

### (b) Landfill rehabilitation

|                                                                              | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------------------------------------------|----------------|----------------|
| <b>Current</b>                                                               |                |                |
| Cathies Lane landfill site                                                   | 225            | 281            |
| Llewellyn Reserve landfill site                                              | 140            | 135            |
|                                                                              | <b>365</b>     | <b>416</b>     |
| <b>Non-current</b>                                                           |                |                |
| Cathies Lane landfill site                                                   | 1,344          | 1,309          |
| Llewellyn Reserve landfill site                                              | 572            | 491            |
| <b>Total non-current provisions</b>                                          | <b>1,916</b>   | <b>1,800</b>   |
| <b>Total aggregate carrying amount of landfill rehabilitation provisions</b> | <b>2,281</b>   | <b>2,216</b>   |



## Note 5 Investing in and financing our operations (continued)

### 5.5 Provisions (continued)

Council owns two former landfill sites - Cathies Lane and Llewellyn Reserve. Under the terms of Post Closure Pollution Abatement Notices issued by the Environment Protection Authority (EPA), Council is required to monitor, progressively rehabilitate and conduct rectification works. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken including site aftercare and monitoring costs. The expected cost of works has been estimated based on the current understanding of the work required to progressively rehabilitate the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

|                                                           | 2025            | 2024            |
|-----------------------------------------------------------|-----------------|-----------------|
| <b>Key assumptions - Cathies Lane landfill site:</b>      |                 |                 |
| • Weighted average discount rate                          | 4.55%           | 5.20%           |
| • Inflation rate                                          | 2.56%           | 2.61%           |
| • Settlement period (years)                               | 9               | 10              |
| • Estimated cost to rehabilitate                          | <b>\$1.736m</b> | <b>\$1.814m</b> |
| <b>Key assumptions - Llewellyn Reserve landfill site:</b> |                 |                 |
| • Weighted average discount rate                          | 4.54%           | 5.21%           |
| • Inflation rate                                          | 2.56%           | 2.61%           |
| • Settlement period (years)                               | 9               | 10              |
| • Estimated cost to rehabilitate                          | <b>\$0.722m</b> | <b>\$0.711m</b> |

#### Cathies Lane landfill site

Council operated the Cathies Lane landfill site, Wantirna South from 1986 to 2004, under a licence issued by the Environment Protection Authority (EPA). The site is closed as a landfill but a portion of the site is still being used as a resource recovery centre (transfer station) to receive, process and transport waste to other sites for refuse and/or disposal. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice and Council has surrendered the landfill licence.

In the financial report for June 2025, Council has an amount of \$1.568 million as a provision for the restoration of the Cathies Lane landfill site and includes an ongoing commitment of approximately \$0.188 million per annum for site aftercare to meet EPA obligations where restoration works have been completed. This is based on the assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs. Included in the aftercare is the cost to provide a bank guarantee to meet the Financial Assurance requirements imposed by the EPA on Council for thirty years post closure of this site.



### Llewellyn Reserve landfill site

Council's landfill site at Llewellyn Reserve was closed in 1985. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice.

In the financial report for June 2025, Council has an amount of \$0.712 million as a provision for the restoration of the Llewellyn Reserve landfill site and includes an ongoing commitment of approximately \$0.080 million per annum to cover sampling, testing and reporting requirements as required by the EPA. This is based on an assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs.

### 5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2025.

|                                             | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------------------------|----------------|----------------|
| Bank overdraft                              | 1,500          | 1,500          |
| Credit card facilities                      | 200            | 200            |
| Treasury Corporation of Victoria facilities | 66,774         | 63,281         |
| Other facilities                            | 17,031         | 19,390         |
| <b>Total facilities</b>                     | <b>85,505</b>  | <b>84,371</b>  |
| Used facilities                             | 83,840         | 82,698         |
| <b>Unused facilities</b>                    | <b>1,665</b>   | <b>1,673</b>   |

### 5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

#### (a) Commitments for expenditure

| 2025                                     | Not later<br>than 1 year<br>\$'000 | Later than 1<br>year and not<br>later than 2<br>years<br>\$'000 | Later than<br>2 years and<br>not later<br>than 5 years<br>\$'000 | Later than 5<br>years<br>\$'000 | Total<br>\$'000 |
|------------------------------------------|------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|---------------------------------|-----------------|
| <b>Operating</b>                         |                                    |                                                                 |                                                                  |                                 |                 |
| Garbage collection and recycling         | 1,219                              | -                                                               | -                                                                | -                               | 1,219           |
| Library services                         | 4,564                              | 4,678                                                           | 9,708                                                            | -                               | 18,950          |
| Infrastructure management                | 5,715                              | 2,502                                                           | 1,260                                                            | -                               | 9,477           |
| Consultancies                            | 1,165                              | 438                                                             | 154                                                              | -                               | 1,757           |
| Cleaning contracts for council buildings | -                                  | -                                                               | -                                                                | -                               | -               |
| <b>Total</b>                             | <b>12,663</b>                      | <b>7,618</b>                                                    | <b>11,122</b>                                                    | <b>-</b>                        | <b>31,403</b>   |
| <b>Capital</b>                           |                                    |                                                                 |                                                                  |                                 |                 |
| Buildings                                | 7,384                              | 54                                                              | -                                                                | -                               | 7,438           |
| Plant and equipment                      | 959                                | -                                                               | -                                                                | -                               | 959             |
| Other infrastructure                     | 2,105                              | -                                                               | -                                                                | -                               | 2,105           |
| <b>Total</b>                             | <b>10,448</b>                      | <b>54</b>                                                       | <b>-</b>                                                         | <b>-</b>                        | <b>10,502</b>   |



## Note 5 Investing in and financing our operations (continued)

### 5.7 Commitments (continued)

| 2024                                     | Not later than 1 year<br>\$'000 | Later than 1 year and not later than 2 years<br>\$'000 | Later than 2 years and not later than 5 years<br>\$'000 | Later than 5 years<br>\$'000 | Total<br>\$'000 |
|------------------------------------------|---------------------------------|--------------------------------------------------------|---------------------------------------------------------|------------------------------|-----------------|
| <b>Operating</b>                         |                                 |                                                        |                                                         |                              |                 |
| Garbage collection and recycling         | 1,208                           | 1,213                                                  | -                                                       | -                            | 2,421           |
| Library services                         | 4,431                           | 4,541                                                  | 9,426                                                   | -                            | 18,398          |
| Infrastructure management                | 4,244                           | 2,637                                                  | 1,519                                                   | -                            | 8,400           |
| Consultancies                            | 1,118                           | 615                                                    | 524                                                     | -                            | 2,257           |
| Cleaning contracts for council buildings | 130                             | -                                                      | -                                                       | -                            | 130             |
| <b>Total</b>                             | <b>11,131</b>                   | <b>9,006</b>                                           | <b>11,469</b>                                           | <b>-</b>                     | <b>31,606</b>   |
| <b>Capital</b>                           |                                 |                                                        |                                                         |                              |                 |
| Buildings                                | 348                             | 14                                                     | 3                                                       | -                            | 365             |
| Plant and equipment                      | -                               | -                                                      | -                                                       | -                            | -               |
| Other infrastructure                     | 4,964                           | 174                                                    | 220                                                     | -                            | 5,358           |
| <b>Total</b>                             | <b>5,312</b>                    | <b>188</b>                                             | <b>223</b>                                              | <b>-</b>                     | <b>5,723</b>    |

#### (b) Operating lease receivables

Council has a number of leases with external entities where they pay for the use of Council land and buildings. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 31 years. A number of these leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

|                                                   | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------------------------------|----------------|----------------|
| Not later than one year                           | 632            | 658            |
| Later than one year and not later than five years | 1,627          | 1,902          |
| Later than five years                             | 6,422          | 9,069          |
|                                                   | <b>8,681</b>   | <b>11,629</b>  |

### 5.8 Leases

At inception of a contract, Council 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;
- Council has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- Council 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, Council 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, Council 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 Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council 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*, Council 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.



## Note 5 Investing in and financing our operations (continued)

### 5.8 Leases (continued)

| Right-of-use assets            | Property<br>\$'000 | Computers and<br>Telecommunications<br>\$'000 | Plant and<br>Equipment<br>\$'000 | Total<br>\$'000 |
|--------------------------------|--------------------|-----------------------------------------------|----------------------------------|-----------------|
| <b>Balance at 1 July 2024</b>  | 5,173              | 1,017                                         | 33                               | 6,223           |
| Additions                      | 95                 | 192                                           | -                                | 287             |
| Depreciation charge            | (617)              | (555)                                         | (33)                             | (1,205)         |
| <b>Balance at 30 June 2025</b> | <b>4,651</b>       | <b>654</b>                                    | <b>-</b>                         | <b>5,305</b>    |
| <b>Balance at 1 July 2023</b>  | 342                | 729                                           | 33                               | 1,104           |
| Additions                      | 5,147              | 761                                           | 33                               | 5,941           |
| Depreciation charge            | (316)              | (473)                                         | (33)                             | (822)           |
| <b>Balance at 30 June 2024</b> | <b>5,173</b>       | <b>1,017</b>                                  | <b>33</b>                        | <b>6,223</b>    |

|                                                           | 2025<br>\$'000 | 2024<br>\$'000 |
|-----------------------------------------------------------|----------------|----------------|
| <b>Lease liabilities</b>                                  |                |                |
| Maturity analysis - contractual undiscounted cash flows   |                |                |
| Less than one year                                        | 1,053          | 1,316          |
| One to five years                                         | 2,520          | 2,800          |
| More than five years                                      | 3,317          | 3,801          |
| <b>Total undiscounted lease liabilities as at 30 June</b> | <b>6,890</b>   | <b>7,917</b>   |
| Lease liabilities included in Balance Sheet at 30 June:   |                |                |
| Current                                                   | 799            | 1,032          |
| Non-current                                               | 4,640          | 5,215          |
| <b>Total lease liabilities</b>                            | <b>5,439</b>   | <b>6,247</b>   |



### Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

|                                                                                                    | 2025<br>\$'000 | 2024<br>\$'000 |
|----------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Expenses relating to:</b>                                                                       |                |                |
| Leases of low value assets                                                                         | 11             | 21             |
| Short-term leases                                                                                  | -              | 114            |
| <b>Total</b>                                                                                       | <b>11</b>      | <b>135</b>     |
| <b>Non-cancellable lease commitments - short-term and low-value leases</b>                         |                |                |
| Commitments for minimum lease payments for short-term and low-value leases are payable as follows: |                |                |
| Payable:                                                                                           |                |                |
| Within one year                                                                                    | 3              | 11             |
| Later than one year but not later than five years                                                  | -              | 3              |
| <b>Total lease commitments</b>                                                                     | <b>3</b>       | <b>14</b>      |





## Note 6 Assets we manage

### 6.1 Non-current assets classified as held for sale

|                                                             | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------------|----------------|----------------|
| Buildings                                                   | -              | 959            |
| Land at fair value                                          | 582            | 3,707          |
| <b>Total non-current assets classified as held for sale</b> | <b>582</b>     | <b>4,666</b>   |

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of their carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

### 6.2 Property, infrastructure, plant and equipment

#### Summary of property, infrastructure, plant and equipment

|                     | Carrying<br>amount at<br>fair value<br>30 June<br>2024<br>\$'000 | Carrying<br>amount<br>at cost 30<br>June 2024<br>\$'000 | Additions<br>\$'000 | Contributions<br>\$'000 | Revaluation<br>\$'000 |
|---------------------|------------------------------------------------------------------|---------------------------------------------------------|---------------------|-------------------------|-----------------------|
| Land                | 1,105,940                                                        | 7,216                                                   | -                   | 1,555                   | -                     |
| Buildings           | 209,573                                                          | 5,266                                                   | 2,738               | -                       | 26,819                |
| Plant and equipment | -                                                                | 9,019                                                   | 2,261               | -                       | -                     |
| Infrastructure      | 841,060                                                          | 97,780                                                  | 16,606              | 344                     | 226,175               |
| Work in progress    | -                                                                | 23,304                                                  | 27,877              | -                       | -                     |
|                     | <b>2,156,573</b>                                                 | <b>142,585</b>                                          | <b>49,482</b>       | <b>1,899</b>            | <b>252,994</b>        |

#### Summary of work in progress

|                     | Opening<br>work in<br>progress<br>\$'000 | Additions<br>\$'000 | Transfers<br>\$'000 | Write offs<br>\$'000 | Closing<br>work in<br>progress<br>\$'000 |
|---------------------|------------------------------------------|---------------------|---------------------|----------------------|------------------------------------------|
| Property            | 2,897                                    | 7,874               | (2,164)             | (234)                | <b>8,373</b>                             |
| Plant and equipment | 755                                      | 660                 | (357)               | (398)                | <b>660</b>                               |
| Infrastructure      | 19,652                                   | 19,343              | (15,332)            | (425)                | <b>23,238</b>                            |
|                     | <b>23,304</b>                            | <b>27,877</b>       | <b>(17,853)</b>     | <b>(1,057)</b>       | <b>32,271</b>                            |

The transfer from plant and equipment work in progress includes \$0.357 million that is included in the opening work in progress for plant and equipment, but was capitalised as infrastructure.

The transfer from infrastructure work in progress includes \$0.139 million that is included in the opening work in progress for property, but was capitalised as property.

The write offs from plant and equipment work in progress includes \$0.093 million that is included in the opening work in progress for infrastructure, but has been capitalised as an intangible asset.



| Depreciation<br>\$'000 | Disposal<br>\$'000 | Impairment<br>\$'000 | Transfers | Write offs<br>\$'000 | Carrying<br>amount at<br>fair value<br>30 June<br>2025<br>\$'000 | Carrying<br>amount<br>at cost 30<br>June 2025<br>\$'000 | Total<br>carrying<br>amount 30<br>June 2025<br>\$'000 |
|------------------------|--------------------|----------------------|-----------|----------------------|------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|
| -                      | (47)               | -                    | -         | -                    | 1,105,893                                                        | 8,771                                                   | 1,114,664                                             |
| (5,746)                | (6,363)            | -                    | 2,303     | -                    | 229,680                                                          | 4,910                                                   | 234,590                                               |
| (1,472)                | (680)              | -                    | -         | -                    | -                                                                | 9,128                                                   | 9,128                                                 |
| (18,441)               | (2,682)            | -                    | 15,550    | -                    | 1,065,086                                                        | 111,306                                                 | 1,176,392                                             |
| -                      | -                  | -                    | (17,853)  | (1,057)              | -                                                                | 32,271                                                  | 32,271                                                |
| <b>(25,659)</b>        | <b>(9,772)</b>     | -                    | -         | <b>(1,057)</b>       | <b>2,400,659</b>                                                 | <b>166,386</b>                                          | <b>2,567,045</b>                                      |



## Note 6 Assets we manage (continued)

### 6.2 Property, infrastructure, plant and equipment (continued)

#### (a) Property

|                                              | Land - specialised<br>\$'000 | Land - non<br>specialised<br>\$'000 | Land improvements<br>\$'000 |
|----------------------------------------------|------------------------------|-------------------------------------|-----------------------------|
| At fair value 1 July 2024                    | 928,840                      | 177,100                             | -                           |
| At cost 1 July 2024                          | 4,062                        | -                                   | 3,154                       |
| Accumulated depreciation at 1 July 2024      | -                            | -                                   | -                           |
|                                              | 932,902                      | 177,100                             | 3,154                       |
| <b>Movements</b>                             |                              |                                     |                             |
| Additions at cost                            | -                            | -                                   | -                           |
| Contributions                                | 40                           | 1,515                               | -                           |
| Revaluation                                  | -                            | -                                   | -                           |
| Disposal at fair value                       | (47)                         | -                                   | -                           |
| Disposal at cost                             | -                            | -                                   | -                           |
| Transfers                                    | -                            | -                                   | -                           |
| Write offs                                   | -                            | -                                   | -                           |
|                                              | (7)                          | 1,515                               | -                           |
| <b>Movements in accumulated depreciation</b> |                              |                                     |                             |
| Depreciation and amortisation                | -                            | -                                   | -                           |
| Accumulated depreciation of disposals        | -                            | -                                   | -                           |
| Revaluation                                  | -                            | -                                   | -                           |
|                                              | -                            | -                                   | -                           |
| At fair value 30 June 2025                   | 928,793                      | 177,100                             | -                           |
| At cost 30 June 2025                         | 4,102                        | 1,515                               | 3,154                       |
| Accumulated depreciation at 30 June 2025     | -                            | -                                   | -                           |
| <b>Carrying amount</b>                       | <b>932,895</b>               | <b>178,615</b>                      | <b>3,154</b>                |



|  | Total land<br>\$'000 | Buildings -<br>specialised<br>\$'000 | Total buildings<br>\$'000 | Work in progress<br>\$'000 | Total property<br>\$'000 |
|--|----------------------|--------------------------------------|---------------------------|----------------------------|--------------------------|
|  | 1,105,940            | 380,484                              | 380,484                   | -                          | 1,486,424                |
|  | 7,216                | 5,370                                | 5,370                     | 2,897                      | 15,483                   |
|  | -                    | (171,015)                            | (171,015)                 | -                          | (171,015)                |
|  | 1,113,156            | 214,839                              | 214,839                   | 2,897                      | 1,330,892                |
|  | -                    | 2,738                                | 2,738                     | 7,874                      | 10,612                   |
|  | 1,555                | -                                    | -                         | -                          | 1,555                    |
|  | -                    | 51,776                               | 51,776                    | -                          | 51,776                   |
|  | (47)                 | (17,442)                             | (17,442)                  | -                          | (17,489)                 |
|  | -                    | -                                    | -                         | -                          | -                        |
|  | -                    | 2,303                                | 2,303                     | (2,164)                    | 139                      |
|  | -                    | -                                    | -                         | (234)                      | (234)                    |
|  | 1,508                | 39,375                               | 39,375                    | 5,476                      | 46,359                   |
|  | -                    | (5,746)                              | (5,746)                   | -                          | (5,746)                  |
|  | -                    | 11,079                               | 11,079                    | -                          | 11,079                   |
|  | -                    | (24,957)                             | (24,957)                  | -                          | (24,957)                 |
|  | -                    | (19,624)                             | (19,624)                  | -                          | (19,624)                 |
|  | 1,105,893            | 420,188                              | 420,188                   | -                          | 1,526,081                |
|  | 8,771                | 5,042                                | 5,042                     | 8,373                      | 22,186                   |
|  | -                    | (190,640)                            | (190,640)                 | -                          | (190,640)                |
|  | 1,114,664            | 234,590                              | 234,590                   | 8,373                      | 1,357,627                |



## Note 6 Assets we manage (continued)

### 6.2 Property, infrastructure, plant and equipment (continued)

#### (b) Plant and equipment

|                                              | Plant, machinery and<br>equipment<br>\$'000 | Fixtures, fittings and<br>furniture<br>\$'000 |
|----------------------------------------------|---------------------------------------------|-----------------------------------------------|
| At cost 1 July 2024                          | 14,535                                      | 2,332                                         |
| Accumulated depreciation at 1 July 2024      | (7,512)                                     | (2,236)                                       |
|                                              | 7,023                                       | 96                                            |
| <b>Movements</b>                             |                                             |                                               |
| Additions                                    | 2,225                                       | 36                                            |
| Disposal                                     | (1,606)                                     | (333)                                         |
| Transfers                                    | -                                           | -                                             |
| Write offs                                   | -                                           | -                                             |
|                                              | <b>619</b>                                  | <b>(297)</b>                                  |
| <b>Movements in accumulated depreciation</b> |                                             |                                               |
| Depreciation and amortisation                | (1,302)                                     | (34)                                          |
| Accumulated depreciation of disposals        | 1,022                                       | 333                                           |
|                                              | <b>(280)</b>                                | <b>299</b>                                    |
| At cost 30 June 2025                         | 15,155                                      | 2,035                                         |
| Accumulated depreciation at 30 June 2025     | (7,793)                                     | (1,937)                                       |
| <b>Carrying amount</b>                       | <b>7,362</b>                                | <b>98</b>                                     |



| Computers and<br>telecommunications<br>\$'000 | Artworks<br>\$'000 | Work in progress<br>\$'000 | Total plant and equipment<br>\$'000 |
|-----------------------------------------------|--------------------|----------------------------|-------------------------------------|
| 4,735                                         | 1,369              | 755                        | <b>23,726</b>                       |
| (4,204)                                       | -                  | -                          | <b>(13,952)</b>                     |
| 531                                           | 1,369              | 755                        | <b>9,774</b>                        |
| -                                             | -                  | 660                        | <b>2,921</b>                        |
| (2,918)                                       | -                  | -                          | <b>(4,857)</b>                      |
| -                                             | -                  | (357)                      | <b>(357)</b>                        |
| -                                             | -                  | (398)                      | <b>(398)</b>                        |
| <b>(2,918)</b>                                | -                  | <b>(95)</b>                | <b>(2,691)</b>                      |
| (136)                                         | -                  | -                          | <b>(1,472)</b>                      |
| 2,822                                         | -                  | -                          | <b>4,177</b>                        |
| <b>2,686</b>                                  | -                  | -                          | <b>2,705</b>                        |
| 1,817                                         | 1,369              | 660                        | <b>21,036</b>                       |
| (1,518)                                       | -                  | -                          | <b>(11,248)</b>                     |
| <b>299</b>                                    | <b>1,369</b>       | <b>660</b>                 | <b>9,788</b>                        |



## Note 6 Assets we manage (continued)

### 6.2 Property, infrastructure, plant and equipment (continued)

#### (c) Infrastructure

|                                                  | Roads<br>\$'000 | Bridges<br>\$'000 | Footpaths and<br>cycleways<br>\$'000 | Drainage<br>\$'000 |
|--------------------------------------------------|-----------------|-------------------|--------------------------------------|--------------------|
| At fair value 1 July 2024                        | 874,905         | 18,040            | 163,229                              | 288,196            |
| At cost 1 July 2024                              | -               | 2,591             | 10,387                               | 4,017              |
| Accumulated depreciation<br>at 1 July 2024       | (277,363)       | (4,720)           | (87,952)                             | (155,606)          |
|                                                  | 597,542         | 15,911            | 85,664                               | 136,607            |
| <b>Movements</b>                                 |                 |                   |                                      |                    |
| Additions at cost                                | 3,399           | 47                | 3,094                                | 2,685              |
| Contributions                                    | 78              | -                 | 21                                   | 237                |
| Revaluation                                      | 241,609         | -                 | 102,273                              | 98,560             |
| Disposal at fair value                           | (1,810)         | -                 | (1,272)                              | -                  |
| Disposal at cost                                 | -               | -                 | -                                    | -                  |
| Transfers                                        | 4,227           | -                 | 756                                  | 1,920              |
| Write offs                                       | -               | -                 | -                                    | -                  |
|                                                  | 247,503         | 47                | 104,872                              | 103,402            |
| <b>Movements in accumulated<br/>depreciation</b> |                 |                   |                                      |                    |
| Depreciation and<br>amortisation                 | (8,392)         | (213)             | (2,979)                              | (3,672)            |
| Accumulated depreciation<br>of disposals         | 1,412           | -                 | 1,004                                | -                  |
| Revaluation                                      | (120,346)       | -                 | (58,651)                             | (54,530)           |
|                                                  | (127,326)       | (213)             | (60,626)                             | (58,202)           |
| At fair value 30 June 2025                       | 1,114,704       | 18,040            | 278,489                              | 386,756            |
| At cost 30 June 2025                             | 7,704           | 2,639             | -                                    | 8,859              |
| Accumulated depreciation<br>at 30 June 2025      | (404,689)       | (4,934)           | (148,579)                            | (213,808)          |
| <b>Carrying amount</b>                           | <b>717,719</b>  | <b>15,745</b>     | <b>129,910</b>                       | <b>181,807</b>     |



| Recreational, leisure<br>and community<br>facilities<br>\$'000 | Off street car parks<br>\$'000 | Other infrastructure<br>\$'000 | Work in progress<br>\$'000 | Total infrastructure<br>\$'000 |
|----------------------------------------------------------------|--------------------------------|--------------------------------|----------------------------|--------------------------------|
| -                                                              | 28,486                         | -                              | -                          | <b>1,372,856</b>               |
| 103,406                                                        | -                              | 6                              | 19,652                     | <b>140,059</b>                 |
| (22,455)                                                       | (6,321)                        | (6)                            | -                          | <b>(554,423)</b>               |
| 80,951                                                         | 22,165                         | -                              | 19,652                     | <b>958,492</b>                 |
| 5,406                                                          | 1,975                          | -                              | 19,343                     | <b>35,949</b>                  |
| -                                                              | 8                              | -                              | -                          | <b>344</b>                     |
| -                                                              | 23,237                         | -                              | -                          | <b>465,679</b>                 |
| (4,159)                                                        | (131)                          | -                              | -                          | <b>(7,372)</b>                 |
| -                                                              | -                              | -                              | -                          | <b>-</b>                       |
| 8,082                                                          | 565                            | -                              | (15,332)                   | <b>218</b>                     |
| -                                                              | -                              | -                              | (425)                      | <b>(425)</b>                   |
| 9,329                                                          | 25,654                         | -                              | 3,586                      | <b>494,393</b>                 |
| (2,619)                                                        | (566)                          | -                              | -                          | <b>(18,441)</b>                |
| 2,198                                                          | 76                             | -                              | -                          | <b>4,690</b>                   |
| -                                                              | (5,977)                        | -                              | -                          | <b>(239,504)</b>               |
| (421)                                                          | (6,467)                        | -                              | -                          | <b>(253,255)</b>               |
| -                                                              | 51,593                         | -                              | -                          | <b>1,849,582</b>               |
| 112,735                                                        | 2,547                          | 6                              | 23,238                     | <b>157,728</b>                 |
| (22,876)                                                       | (12,788)                       | (6)                            | -                          | <b>(807,680)</b>               |
| <b>89,859</b>                                                  | <b>41,352</b>                  | <b>-</b>                       | <b>23,238</b>              | <b>1,199,630</b>               |





## Note 6 Assets we manage (continued)

### 6.2 Property, infrastructure, plant and equipment (continued)

#### 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. Refer also to Note 8.4 for further disclosure regarding fair value measurement.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council'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.

| <b>Asset recognition thresholds and depreciation periods</b> | <b>Depreciation<br/>Period<br/>Years</b> | <b>Threshold<br/>Limit<br/>\$'000</b> |
|--------------------------------------------------------------|------------------------------------------|---------------------------------------|
| <b>Land and land improvements</b>                            |                                          |                                       |
| Land                                                         | n/a                                      | 10                                    |
| Land improvements                                            | n/a                                      | 10                                    |
| Land under roads                                             | n/a                                      | 10                                    |
| <b>Buildings</b>                                             |                                          |                                       |
| Buildings                                                    | 20-200                                   | 10                                    |
| <b>Plant and equipment</b>                                   |                                          |                                       |
| Plant, machinery and equipment                               | 3-10                                     | 10                                    |
| Fixtures, fittings and furniture                             | 3-10                                     | 10                                    |
| Computers and telecommunications                             | 3-10                                     | 10                                    |
| Artworks                                                     | n/a                                      | 10                                    |
| <b>Infrastructure</b>                                        |                                          |                                       |
| Roads - surfacing                                            | 5-50                                     | 5                                     |
| Roads - kerb and channel                                     | 70                                       | 5                                     |
| Roads - substructure                                         | 30-185                                   | 20                                    |
| Roads - earthworks                                           | n/a                                      | 20                                    |
| Bridges                                                      | 30-100                                   | 5                                     |
| Footpaths and cycleways                                      | 5-50                                     | 5                                     |
| Drainage                                                     | 80                                       | 5                                     |
| Recreational, leisure and community facilities               | 15-60                                    | 10                                    |
| Off street car parks                                         | 2-185                                    | 10                                    |
| Other infrastructure                                         | 7-30                                     | 2                                     |
| <b>Intangible assets</b>                                     |                                          |                                       |
| Software                                                     | 5                                        | 10                                    |

**Land under roads**

Land under roads acquired after 30 June 2008 is brought to account at cost. Council does not recognise land under roads that it controlled prior to that date.

**Depreciation and amortisation**

Buildings, plant and equipment, infrastructure and intangible assets having limited useful lives are systematically depreciated over their useful lives to the Council 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.

Land, land improvements, land under roads, roads - earthworks and artworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are consistent with the prior year unless otherwise stated.

**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.

**Valuation of land and buildings**

Valuation of land and buildings were undertaken by Helen Crews AAPI 108813 from Westlink Consulting, a qualified independent valuer. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.



## Note 6 Assets we manage (continued)

### 6.2 Property, infrastructure, plant and equipment (continued)

The date and type of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2025 are as follows:

|                       | Level 1<br>\$'000 | Level 2<br>\$'000 | Level 3<br>\$'000 | Date of<br>valuation | Type of<br>valuation |
|-----------------------|-------------------|-------------------|-------------------|----------------------|----------------------|
| Land                  | -                 | 177,100           | -                 | June 2024            | Full                 |
| Specialised land      | -                 | -                 | 928,793           | June 2024            | Full                 |
| Specialised buildings | -                 | -                 | 229,680           | June 2025            | Full                 |
| <b>Total</b>          | <b>-</b>          | <b>177,100</b>    | <b>1,158,473</b>  |                      |                      |

#### Valuation of infrastructure

The valuation of footpaths and cycleways has been determined in accordance with a valuation undertaken by Mr Suthan Srimanoharan, B.Sc (Civil Eng), Asset Engineer, Knox City Council.

The date and type of the current valuation is detailed in the following table. An index based valuation was conducted in the current year for roads, drainage, and off street car parks. These index based valuations were based on unit costs calculated after considering both Rawlinsons unit rates and supplier contract rates, together with the requirements of *AASB 13 Fair Value Measurement* which now considers the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets in the underlying valuation.

A full revaluation of bridges and drainage will be conducted in 2025-26 (last full revaluation in 2022-23), and a full revaluation of roads and off street car parks will be conducted in 2026-27 (last full revaluation in 2023-24).

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2025 are as follows:

|                            | Level 1<br>\$'000 | Level 2<br>\$'000 | Level 3<br>\$'000 | Date of<br>valuation | Type of<br>valuation |
|----------------------------|-------------------|-------------------|-------------------|----------------------|----------------------|
| Roads                      | -                 | -                 | 710,188           | June 2025            | Index                |
| Bridges                    | -                 | -                 | 13,140            | June 2023            | Full                 |
| Footpaths and<br>cycleways | -                 | -                 | 129,910           | June 2025            | Full                 |
| Drainage                   | -                 | -                 | 173,028           | June 2025            | Index                |
| Off street car<br>parks    | -                 | -                 | 38,821            | June 2025            | Index                |
| <b>Total</b>               | <b>-</b>          | <b>-</b>          | <b>1,065,087</b>  |                      |                      |



### Description of significant unobservable inputs into level 3 valuations

Specialised land is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 0% and 50%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$8 and \$1,547 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$287 to \$3,793 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary up to 90 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary up to 185 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

|                                                         | 2025<br>\$'000 | 2024<br>\$'000 |
|---------------------------------------------------------|----------------|----------------|
| <b>Reconciliation of specialised land at fair value</b> |                |                |
| Parks and reserves                                      | 837,228        | 798,754        |
| Community facilities                                    | 34,476         | 34,476         |
| Civic precinct                                          | 45,043         | 45,043         |
| Transfer station                                        | 12,046         | 12,046         |
| <b>Total specialised land at fair value</b>             | <b>928,793</b> | <b>890,319</b> |



## Note 6 Assets we manage (continued)

### 6.3 Investments in associates, joint arrangements and subsidiaries

#### (a) Investment in associates

|                                                                        | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------------------------------------|----------------|----------------|
| Investment in associate accounted for by the equity method is:         |                |                |
| Your Library Limited (formerly Eastern Regional Libraries Corporation) | 2,986          | 2,747          |

#### Your Library Limited

##### Background

The principal activity of Your Library Limited is the operation of libraries. Council's ownership interest of Your Library Limited as at 30 June 2025 was 36.39% (2024: 36.39%) based on Council's contribution of the net assets to the entity on its commencement on 1 July 2023. Council's proportion of voting power as at 30 June 2025 was 33.33% (2024: 33.33%).

On 27 June 2022, Knox City Council, Maroondah City Council and Yarra Ranges Council resolved, pursuant to Section 110(1) of the *Local Government Act 2020*, to participate in the formation of, and become a founding member of, Your Library Limited (a public company limited by guarantee). The Your Library Agreement reflects the Regional Library Agreement previously in place.

On 30 June 2023, in accordance with Section 330 of the *Local Government Act 2020*, Eastern Regional Libraries Corporation was wound up following the transfer of operations, staff, assets and liabilities from the Corporation to Your Library Limited. Your Library Limited commenced operations on 1 July 2023.

The three member Councils contributed in accordance with the libraries outlined in the Your Library Agreement and have continued as before with the objective of servicing the local community with library services.

|                                                                   | 2025<br>\$'000 | 2024<br>\$'000 |
|-------------------------------------------------------------------|----------------|----------------|
| <b>Fair value of Council's investment in Your Library Limited</b> | <b>2,986</b>   | <b>2,747</b>   |
| <b>Council's share of accumulated surplus</b>                     |                |                |
| Council's share of accumulated surplus at start of year           | 2,747          | 2,455          |
| Reported surplus/(deficit) for year                               | 239            | 292            |
| <b>Council's share of accumulated surplus at end of year</b>      | <b>2,986</b>   | <b>2,747</b>   |
| <b>Movement in carrying value of specific investment</b>          |                |                |
| Carrying value of investment at start of year                     | 2,747          | 2,455          |
| Share of surplus/(deficit) for year                               | 239            | 292            |
| <b>Carrying value of investment at end of year</b>                | <b>2,986</b>   | <b>2,747</b>   |
| <b>Council's share of expenditure commitments</b>                 |                |                |
| Operating commitments                                             | 257            | 314            |
| <b>Council's share of expenditure commitments</b>                 | <b>257</b>     | <b>314</b>     |



Council directly provides a number of additional resources free of charge to Your Library Limited in relation to the library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

|                                                                             | 2025<br>\$'000 | 2024<br>\$'000 |
|-----------------------------------------------------------------------------|----------------|----------------|
| Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches | 1,354          | 854            |

An associate is an entity over which Council has significant influence but not control or joint control. Investment in an associate is accounted for using the equity method of accounting, after initially being recognised at cost.

Changes in the net assets of Your Library Limited are brought to account as an adjustment to the carrying value of the investment.





# Note 7 People and relationships

## 7.1 Council and key management remuneration

### (a) Related parties

#### Parent Entity

Knox City Council is the parent entity.

#### Associates

Your Library Limited. Interests in associates are detailed in Note 6.3.

### (b) Key management personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Knox City Council. The Councillors, Chief Executive Officer, Directors and Executive Managers are deemed KMP.

Details of KMP at any time during the year are:

| Councillors                             |                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Councillor Jude Dwight (Mayor)          | Mayor from 1 July 2024 to 26 October 2024                                                                                         |
| Councillor Lisa Cooper (Mayor)          | Councillor from 1 July 2024 to 26 October 2024 and 11 November 2024 to 21 November 2024<br>Mayor from 21 November 2024 to current |
| Councillor Sorina Grasso (Deputy Mayor) | Deputy Mayor from 1 July 2024 to 26 October 2024                                                                                  |
| Councillor Glen Atwell (Deputy Mayor)   | Councillor from 11 November 2024 to 21 November 2024<br>Deputy Mayor from 21 November 2024 to current                             |
| Councillor Yvonne Allred                | Councillor from 1 July 2024 to 26 October 2024                                                                                    |
| Councillor Meagan Baker                 | Councillor from 1 July 2024 to 26 October 2024 and 11 November 2024 to current                                                    |
| Councillor Susan Laukens                | Councillor from 1 July 2024 to 26 October 2024                                                                                    |
| Councillor Darren Pearce                | Councillor from 1 July 2024 to 26 October 2024                                                                                    |
| Councillor Nicole Seymour               | Councillor from 1 July 2024 to 26 October 2024                                                                                    |
| Councillor Marcia Timmers-Leitch        | Councillor from 1 July 2024 to 26 October 2024                                                                                    |
| Councillor Parisa Considine             | Councillor from 11 November 2024 to current                                                                                       |
| Councillor Chris Duncan                 | Councillor from 11 November 2024 to current                                                                                       |
| Councillor Paige Kennett                | Councillor from 11 November 2024 to current                                                                                       |
| Councillor Peter Lockwood               | Councillor from 11 November 2024 to current                                                                                       |
| Councillor Susan Pearce                 | Councillor from 11 November 2024 to current                                                                                       |
| Councillor Robert Williams              | Councillor from 11 November 2024 to current                                                                                       |

#### Chief Executive Officer and other key management personnel

|               |                                   |
|---------------|-----------------------------------|
| Bruce Dobson  | Chief Executive Officer           |
| Judy Chalkley | Director Connected Communities    |
| Greg Curcio   | Director Customer and Performance |
| Matt Kelleher | Director City Liveability         |
| Navec Lorkin  | Chief Financial Officer           |
| Grant Thorne  | Director Infrastructure           |



|                                                            | 2025<br>No. | 2024<br>No. |
|------------------------------------------------------------|-------------|-------------|
| Total number of Councillors                                | 16          | 9           |
| Chief Executive Officer and other key management personnel | 6           | 7           |
| <b>Total key management personnel</b>                      | <b>22</b>   | <b>16</b>   |

### (c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, 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.

All calculations of remuneration are on an accrual basis and include movements in employee leave provisions.

|                                                                | 2025<br>\$'000 | 2024<br>\$'000 |
|----------------------------------------------------------------|----------------|----------------|
| Total remuneration of Key Management Personnel was as follows: |                |                |
| Short-term employee benefits                                   | 2,275          | 2,385          |
| Other long-term employee benefits                              | 73             | 56             |
| Post-employment benefits                                       | 187            | 194            |
| <b>Total</b>                                                   | <b>2,535</b>   | <b>2,635</b>   |





## Note 7 People and relationships (continued)

### 7.1 Council and key management remuneration (continued)

The numbers of Key Management Personnel whose total remuneration from Council and any related entities fall within the following bands:

|                       | 2025<br>No. | 2024<br>No. |
|-----------------------|-------------|-------------|
| \$1 - \$9,999         | 5           | -           |
| \$10,000 - \$19,999   | 1           | -           |
| \$20,000 - \$29,999   | 6           | -           |
| \$30,000 - \$39,999   | 2           | 6           |
| \$40,000 - \$49,999   | 1           | -           |
| \$50,000 - \$59,999   | -           | 1           |
| \$60,000 - \$69,999   | -           | 1           |
| \$100,000 - \$109,999 | 1           | -           |
| \$110,000 - \$119,999 | -           | 1           |
| \$170,000 - \$179,999 | -           | 1           |
| \$240,000 - \$249,999 |             | 1           |
| \$250,000 - \$259,999 | 1           | -           |
| \$300,000 - \$309,999 | -           | 1           |
| \$310,000 - \$319,999 | -           | 1           |
| \$320,000 - \$329,999 | 1           | -           |
| \$330,000 - \$339,999 | 2           | 2           |
| \$340,000 - \$349,999 | 1           | -           |
| \$440,000 - \$449,999 | -           | 1           |
| \$480,000 - \$489,999 | 1           | -           |
|                       | <b>22</b>   | <b>16</b>   |

#### (d) Remuneration of other senior staff

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$170,000 (2023-24: \$170,000) and who report directly to a member of the KMP.

|                                                          | 2025<br>\$'000 | 2024<br>\$'000 |
|----------------------------------------------------------|----------------|----------------|
| Total remuneration of other senior staff was as follows: |                |                |
| Short-term employee benefits                             | 3,142          | 2,639          |
| Other long-term employee benefits                        | 114            | 77             |
| Post-employment benefits                                 | 379            | 310            |
| <b>Total</b>                                             | <b>3,635</b>   | <b>3,026</b>   |



The number of other senior staff are shown below in their relevant income bands:

|                       | 2025<br>No. | 2024<br>No. |
|-----------------------|-------------|-------------|
| <b>Income range</b>   |             |             |
| \$170,000 - \$179,999 | 1           | 1           |
| \$180,000 - \$189,999 | -           | 1           |
| \$190,000 - \$199,999 | 3           | 7           |
| \$200,000 - \$209,999 | 3           | -           |
| \$210,000 - \$219,999 | 3           | 5           |
| \$220,000 - \$229,999 | 4           | -           |
| \$230,000 - \$239,999 | 3           | 1           |
|                       | <b>17</b>   | <b>15</b>   |

## 7.2 Related party disclosure

### (a) Transactions with related parties

During the period Council entered into the following transactions with related parties.

|                                                | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------------|----------------|----------------|
| Contributions to Your Library Limited          | 4,510          | 4,312          |
| <b>Total transactions with related parties</b> | <b>4,510</b>   | <b>4,312</b>   |

Council directly provides a number of additional resources free of charge to Your Library Limited in relation to library branches in the Knox municipality. The annual operating cost to Council for providing these facilities is as follows:

|                                                                             | 2025<br>\$'000 | 2024<br>\$'000 |
|-----------------------------------------------------------------------------|----------------|----------------|
| Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches | 1,354          | 854            |

### (b) Outstanding balances with related parties

There were no balances outstanding at the end of the reporting period in relation to transactions with related parties.

### (c) Loans to / from related parties

There were no loans in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

### (d) Commitments to/from related parties

There were no commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party.



## Note 8 Managing uncertainties

### 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

#### (a) Contingent assets

Contingent assets are possible assets 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 Council.

#### Developer contributions

As a result of development activity within the Knox municipality, Council has identified as a contingent asset the developer contributions of infrastructure assets and open space contributions to be received in respect of subdivisions that are currently under development totalling \$44.967 million (2023-24: \$27.400 million).

#### (b) 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 Council; 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.

#### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. Matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

#### Future superannuation contributions

In addition to the disclosed contributions, Knox City Council has paid unfunded liability payments to Vision Super totalling \$Nil during 2024-25 (2023-24: \$Nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2025. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2026 are \$0.220 million.

#### Landfill

Council has identified a previously unknown former landfill at Wantirna Reserve. An Environment Protection Authority (EPA) appointed auditor has verified an Aftercare Management Plan for the site, with no further investigation works required at the site.

Council continues to manage its two former landfill sites at Cathies Lane and Llewellyn Reserve as required by the Duty to Manage letter issued by the EPA. Council has been advised that financial assurances are no longer required for these sites, but will continue to put aside appropriate funds for ongoing management at the sites. Council has calculated its ongoing management costs for a period up to 30 June 2034.

### 8.1 Contingent assets and liabilities (cont'd)

#### Insurance Claims

As a large local authority with ownership of numerous parks, reserves, roads and other land holdings, the Council is regularly met with claims and demands allegedly arising from an incident that occurs on land belonging to the Council, or allegedly arising from incidents relating to Council business, services or activities. There are twelve outstanding insurance claims against the Council in this regard. The Council carries \$600 million of public liability and professional indemnity insurance and has an excess of \$0.050 million per claim on this policy. Therefore, the maximum liability of the Council in any single claim is the extent of its excess. The primary insurer is Liability Mutual Insurance (MAV Insurance). There are no claims that Council is aware of which would fall outside the terms of the Council's policy.



### Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

### 8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council 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 2025 that are expected to impact Council.

In September 2024 the Australian Accounting Standards Board (AASB) issued two Australian Sustainability Reporting Standards (ASRS). This followed Commonwealth legislation establishing Australia's sustainability reporting framework. Relevant entities will be required to undertake mandatory reporting of climate-related disclosures in future financial years. Public sector application issues remain under consideration and Council will continue to monitor developments and potential implications for future financial years.

### 8.3 Financial instruments

#### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank and TCV borrowings. Details of the material accounting policy information and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of

the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

#### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

Other than the borrowings taken out by Council in August 2024, there has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.



## Note 8 Managing uncertainties (continued)

### 8.3 Financial instruments (continued)

#### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any allowance for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral

#### (d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements, it will not have sufficient funds to settle a transaction when required, or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has an investment policy which specifies the need to meet Council's cash flow requirements;
- has readily accessible standby facilities and other funding arrangements in place;
  - has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

#### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next twelve months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 4.127%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations, primarily due to all loans taken out by Council to date being on a fixed interest rate.



## 8.4 Fair value measurement

### *Fair value hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

Council has considered the amendments to *AASB 13 Fair Value Measurement* that apply for the 2024-25 financial year as a result of *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*. For assets, where the Council adopts a current replacement cost approach to determine fair value, the Council now considers the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets in the underlying valuation. The AASB 13 amendments apply prospectively, comparative figures have not been restated.

The AASB 13 amendments have impacted Council's financial statements as follows:

- The current replacement cost of Council assets, such as infrastructure assets, has increased by \$252.994 million, with \$143.139 million of this increase being due to the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.



Note 8 Managing uncertainties (continued)

8.4 Fair value measurement (continued)

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than land under roads, recreational, leisure and community facilities, plant and equipment, bus shelters, artworks and intangibles are measured at their fair value, being 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. For plant and equipment carrying amount is considered to approximate fair value given short useful lives. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuations are performed either by experienced Council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

| Asset Class             | Revaluation frequency |
|-------------------------|-----------------------|
| Land                    | 2 years               |
| Buildings               | 2 years               |
| Roads                   | 3 years               |
| Bridges                 | 3 years               |
| Footpaths and cycleways | 3 years               |
| Drainage                | 3 years               |
| Off street car parks    | 3 years               |
| Other infrastructure    | 3 years               |

Where the assets are revalued, the revaluation increments are credited directly to the relevant asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decreases are recognised as an expense except where prior increases are included in the asset revaluation reserve for that class of asset in which case the decrease is taken to the reserve to the extent of the remaining increases. Within the same class of asset, revaluation increments and decrements within the year are offset. Refer to Note 9.1(a) for further information.

Impairment of assets

At each reporting date, Council 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's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.



## Note 9 Other matters

### 9.1 Reserves

#### (a) Asset revaluation reserve

|                                        | Balance at<br>beginning<br>of reporting<br>period<br>\$'000 | Increase<br>(decrease)<br>\$'000 | Balance<br>at end of<br>reporting<br>period<br>\$'000 |
|----------------------------------------|-------------------------------------------------------------|----------------------------------|-------------------------------------------------------|
| <b>2025</b>                            |                                                             |                                  |                                                       |
| <b>Property</b>                        |                                                             |                                  |                                                       |
| Land                                   | 919,802                                                     | -                                | 919,802                                               |
| Buildings                              | 83,979                                                      | 26,819                           | 110,798                                               |
|                                        | <b>1,003,781</b>                                            | <b>26,819</b>                    | <b>1,030,600</b>                                      |
| <b>Plant and equipment</b>             |                                                             |                                  |                                                       |
| Artworks                               | 31                                                          | -                                | 31                                                    |
|                                        | <b>31</b>                                                   | <b>-</b>                         | <b>31</b>                                             |
| <b>Infrastructure</b>                  |                                                             |                                  |                                                       |
| Roads                                  | 396,146                                                     | 121,263                          | 517,409                                               |
| Bridges                                | 2,662                                                       | -                                | 2,662                                                 |
| Footpaths and cycleways                | 31,418                                                      | 43,621                           | 75,039                                                |
| Drainage                               | 78,863                                                      | 44,030                           | 122,893                                               |
| Off street car parks                   | 3,400                                                       | 17,261                           | 20,661                                                |
| Other infrastructure                   | -                                                           | -                                | -                                                     |
|                                        | <b>512,489</b>                                              | <b>226,175</b>                   | <b>738,664</b>                                        |
| <b>Total asset revaluation reserve</b> | <b>1,516,301</b>                                            | <b>252,994</b>                   | <b>1,769,295</b>                                      |





## Note 9 Other matters (continued)

### 9.1 Reserves (continued)

|                                        | Balance at<br>beginning<br>of reporting<br>period<br>\$'000 | Increase<br>(decrease)<br>\$'000 | Balance<br>at end of<br>reporting<br>period<br>\$'000 |
|----------------------------------------|-------------------------------------------------------------|----------------------------------|-------------------------------------------------------|
| <b>2024</b>                            |                                                             |                                  |                                                       |
| <b>Property</b>                        |                                                             |                                  |                                                       |
| Land                                   | 850,082                                                     | 69,720                           | 919,802                                               |
| Buildings                              | 83,838                                                      | 141                              | 83,979                                                |
|                                        | 933,920                                                     | 69,861                           | 1,003,781                                             |
| <b>Plant and equipment</b>             |                                                             |                                  |                                                       |
| Artworks                               | 31                                                          | -                                | 31                                                    |
|                                        | <b>31</b>                                                   | <b>-</b>                         | <b>31</b>                                             |
| <b>Infrastructure</b>                  |                                                             |                                  |                                                       |
| Roads                                  | 324,628                                                     | 71,518                           | 396,146                                               |
| Bridges                                | 2,662                                                       | -                                | 2,662                                                 |
| Footpaths and cycleways                | 31,418                                                      | -                                | 31,418                                                |
| Drainage                               | 78,863                                                      | -                                | 78,863                                                |
| Off street car parks                   | 3,007                                                       | 393                              | 3,400                                                 |
| Other infrastructure                   | -                                                           | -                                | -                                                     |
|                                        | <b>440,578</b>                                              | <b>71,911</b>                    | <b>512,489</b>                                        |
| <b>Total asset revaluation reserve</b> | <b>1,374,529</b>                                            | <b>141,772</b>                   | <b>1,516,301</b>                                      |

#### Nature and purpose of asset revaluation reserve

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

**(b) Other reserves**

|                                                        | Balance at<br>beginning<br>of reporting<br>period<br>\$'000 | Transfer from<br>accumulated<br>surplus<br>\$'000 | Transfer to<br>accumulated<br>surplus<br>\$'000 | Balance<br>at end of<br>reporting<br>period<br>\$'000 |
|--------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|-------------------------------------------------------|
| <b>2025</b>                                            |                                                             |                                                   |                                                 |                                                       |
| <b>Restricted reserves</b>                             |                                                             |                                                   |                                                 |                                                       |
| Basketball stadium infrastructure reserve              | 72                                                          | -                                                 | (72)                                            | -                                                     |
| Defined benefits reserve                               | 500                                                         | 250                                               | -                                               | 750                                                   |
| Open space reserve                                     | 10,792                                                      | 5,093                                             | (12,376)                                        | 3,509                                                 |
| <b>Total restricted reserves</b>                       | <b>11,364</b>                                               | <b>5,343</b>                                      | <b>(12,448)</b>                                 | <b>4,259</b>                                          |
| <b>Unrestricted reserves</b>                           |                                                             |                                                   |                                                 |                                                       |
| Aged care reserve                                      | 2,790                                                       | -                                                 | (228)                                           | 2,562                                                 |
| City futures fund                                      | -                                                           | -                                                 | -                                               | -                                                     |
| HACC capital reserve                                   | 512                                                         | -                                                 | -                                               | 512                                                   |
| Library reserve                                        | 1,505                                                       | -                                                 | -                                               | 1,505                                                 |
| Revegetation net gain                                  | 153                                                         | 65                                                | -                                               | 218                                                   |
| Scoresby Recreation Reserve                            | 234                                                         | 33                                                | -                                               | 267                                                   |
| Social housing reserve                                 | 2,559                                                       | 1,344                                             | -                                               | 3,903                                                 |
| Stamford Park                                          | -                                                           | -                                                 | -                                               | -                                                     |
| Unexpended grant reserve (Financial Assistance Grants) | -                                                           | 4,700                                             | -                                               | 4,700                                                 |
| <b>Total unrestricted reserves</b>                     | <b>7,753</b>                                                | <b>6,142</b>                                      | <b>(228)</b>                                    | <b>13,667</b>                                         |
| <b>Total other reserves</b>                            | <b>19,117</b>                                               | <b>11,485</b>                                     | <b>(12,676)</b>                                 | <b>17,926</b>                                         |



## Note 9 Other matters (continued)

### 9.1 Reserves (continued)

|                                                           | Balance at<br>beginning<br>of reporting<br>period<br>\$'000 | Transfer from<br>accumulated<br>surplus<br>\$'000 | Transfer to<br>accumulated<br>surplus<br>\$'000 | Balance<br>at end of<br>reporting<br>period<br>\$'000 |
|-----------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|-------------------------------------------------------|
| <b>2024</b>                                               |                                                             |                                                   |                                                 |                                                       |
| <b>Restricted reserves</b>                                |                                                             |                                                   |                                                 |                                                       |
| Basketball stadium infrastructure reserve                 | 100                                                         | -                                                 | (28)                                            | 72                                                    |
| Defined benefits reserve                                  | -                                                           | 500                                               | -                                               | 500                                                   |
| Open space reserve                                        | 17,248                                                      | 5,917                                             | (12,373)                                        | 10,792                                                |
| <b>Total restricted reserves</b>                          | <b>17,348</b>                                               | <b>6,417</b>                                      | <b>(12,401)</b>                                 | <b>11,364</b>                                         |
| <b>Unrestricted reserves</b>                              |                                                             |                                                   |                                                 |                                                       |
| Aged care reserve                                         | 2,960                                                       | -                                                 | (170)                                           | 2,790                                                 |
| City futures fund                                         | 246                                                         | -                                                 | (246)                                           | -                                                     |
| HACC capital reserve                                      | 512                                                         | -                                                 | -                                               | 512                                                   |
| Library reserve                                           | 2,642                                                       | -                                                 | (1,137)                                         | 1,505                                                 |
| Revegetation net gain                                     | 88                                                          | 65                                                | -                                               | 153                                                   |
| Scoresby Recreation Reserve                               | 203                                                         | 31                                                | -                                               | 234                                                   |
| Social housing reserve                                    | 2,559                                                       | -                                                 | -                                               | 2,559                                                 |
| Stamford Park                                             | 1,386                                                       | -                                                 | (1,386)                                         | -                                                     |
| Unexpended grant reserve<br>(Financial Assistance Grants) | 8,609                                                       | -                                                 | (8,609)                                         | -                                                     |
| <b>Total unrestricted reserves</b>                        | <b>19,205</b>                                               | <b>96</b>                                         | <b>(11,548)</b>                                 | <b>7,753</b>                                          |
| <b>Total other reserves</b>                               | <b>36,553</b>                                               | <b>6,513</b>                                      | <b>(23,949)</b>                                 | <b>19,117</b>                                         |



## **Nature and purpose of other reserves**

### **Basketball stadium infrastructure reserve**

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

### **Defined benefits reserve**

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

### **Open space reserve**

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

### **Aged care reserve**

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

### **City futures fund**

The purpose of this reserve is to enhance community facilities within Knox municipality.

### **HACC capital reserve**

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

### **Library reserve**

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

### **Revegetation net gain**

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

### **Scoresby Recreation reserve**

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

## **Social housing reserve**

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

### **Stamford Park**

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

### **Unexpended grant reserve (Financial Assistance Grants)**

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



## Note 9 Other matters (continued)

### 9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)

|                                                                              | 2025<br>\$'000 | 2024<br>\$'000 |
|------------------------------------------------------------------------------|----------------|----------------|
| Surplus/(deficit) for the year                                               | 12,239         | 7,250          |
| <b>Non-cash adjustments</b>                                                  |                |                |
| Depreciation                                                                 | 25,659         | 24,784         |
| Amortisation - intangible assets                                             | 878            | 903            |
| Depreciation - right of use assets                                           | 1,205          | 822            |
| Allowance for impairment losses                                              | 508            | 305            |
| Borrowing costs                                                              | 3,767          | 3,012          |
| Finance costs - leases                                                       | 288            | 132            |
| Net (gain)/loss on disposal of property, infrastructure, plant and equipment | 8,820          | (450)          |
| Contributions - non-monetary assets                                          | (1,899)        | -              |
| Increment in investment in associate                                         | (239)          | (292)          |
| <b>Change in operating assets and liabilities</b>                            |                |                |
| (Increase)/decrease in trade and other receivables                           | (3,006)        | 1,036          |
| (Increase)/decrease in prepayments                                           | 104            | (125)          |
| (Increase)/decrease in contract assets                                       | 1,252          | (1,334)        |
| Increase/(decrease) in trade and other payables                              | 1,804          | (679)          |
| Increase/(decrease) in contract and other liabilities                        | 2,991          | (646)          |
| Increase/(decrease) in provisions                                            | (1,092)        | (218)          |
| Increase/(decrease) in other liabilities                                     | 389            | (2)            |
| (Increase)/decrease in inventories                                           | 1              | 8              |
| <b>Net cash provided by/(used in) operating activities</b>                   | <b>53,669</b>  | <b>34,506</b>  |



9.3 Superannuation

Knox City Council 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. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund’s accumulation categories receive 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: 11.0%)).

Defined Benefit

Knox City Council 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 Knox City Council 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.

Funding arrangements

Knox City Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2024, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category.

The vested benefit index (VBI) of the Defined Benefit category as at 30 June 2024 (of which Knox City Council is a contributing employer) was 105.4%. The financial assumptions used to calculate the VBI were:

|                        |         |
|------------------------|---------|
| Net investment returns | 5.6% pa |
| Salary information     | 3.5% pa |
| Price inflation (CPI)  | 2.7% pa |

As at 30 June 2025, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2025.

Vision Super has advised that the VBI at 30 June 2025 was 110.5%. Knox City Council was notified of the 30 June 2025 VBI during August 2025 (2024: August 2024). The financial assumptions used to calculate this VBI were:

|                        |         |
|------------------------|---------|
| Net investment returns | 5.7% pa |
| Salary information     | 3.5% pa |
| Price inflation (CPI)  | 2.6% pa |

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2024 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category’s funding arrangements from prior years.



## Note 9 Other matters (continued)

### 9.3 Superannuation (continued)

#### Employer contributions

##### *Regular contributions*

On the basis of the results of the 2024 interim actuarial investigation conducted by the Fund Actuary, Knox City Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2025, this rate was 11.5% of members' salaries (11.0% in 2023-24). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2023 triennial valuation.

In addition, Knox City Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

##### *Funding calls*

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 98% from 26 July 2024 (previously 97%).

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Knox City Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.



### The 2024 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Knox City Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2024 while a full investigation was conducted as at 30 June 2023.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Knox City Council is a contributing employer:

|                                       | <b>2024<br/>Interim<br/>investigation</b> | <b>2023<br/>Triennial<br/>investigation</b> |
|---------------------------------------|-------------------------------------------|---------------------------------------------|
| A VBI surplus                         | \$108.4 million                           | \$85.7 million                              |
| A total service liability surplus     | \$141.4 million                           | \$123.6 million                             |
| A discounted accrued benefits surplus | \$156.7 million                           | \$141.9 million                             |

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2024.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2024.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2024.

### The 2025 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2025 as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the VBI at 30 June 2025 was 110.5%. Knox City Council was notified of the 30 June 2025 VBI during August 2025 (2024: August 2024). The financial assumptions used to calculate this VBI were:

|                        |         |
|------------------------|---------|
| Net investment returns | 5.7% pa |
| Salary information     | 3.5% pa |
| Price inflation (CPI)  | 2.6% pa |

It is anticipated that this actuarial investigation will be completed by October 2025.





Note 9 Other matters (continued)

9.3 Superannuation (continued)

The 2023 triennial actuarial investigation

The last triennial actuarial investigation conducted prior to 30 June 2023 was at 30 June 2020. This actuarial investigation was completed by 31 December 2020. The financial assumptions for the purposes of that investigation were:

|                        | 2023<br>Triennial<br>investigation | 2020<br>Triennial<br>investigation                                   |
|------------------------|------------------------------------|----------------------------------------------------------------------|
| Net investment returns | 5.7% pa                            | 5.6% pa                                                              |
| Salary information     | 3.5% pa                            | 2.5% pa<br>for the first<br>two years,<br>and 2.75% pa<br>thereafter |
| Price inflation (CPI)  | 2.8% pa                            | 2.0% pa                                                              |

Superannuation contributions

Contributions by Knox City Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2025 are detailed below:

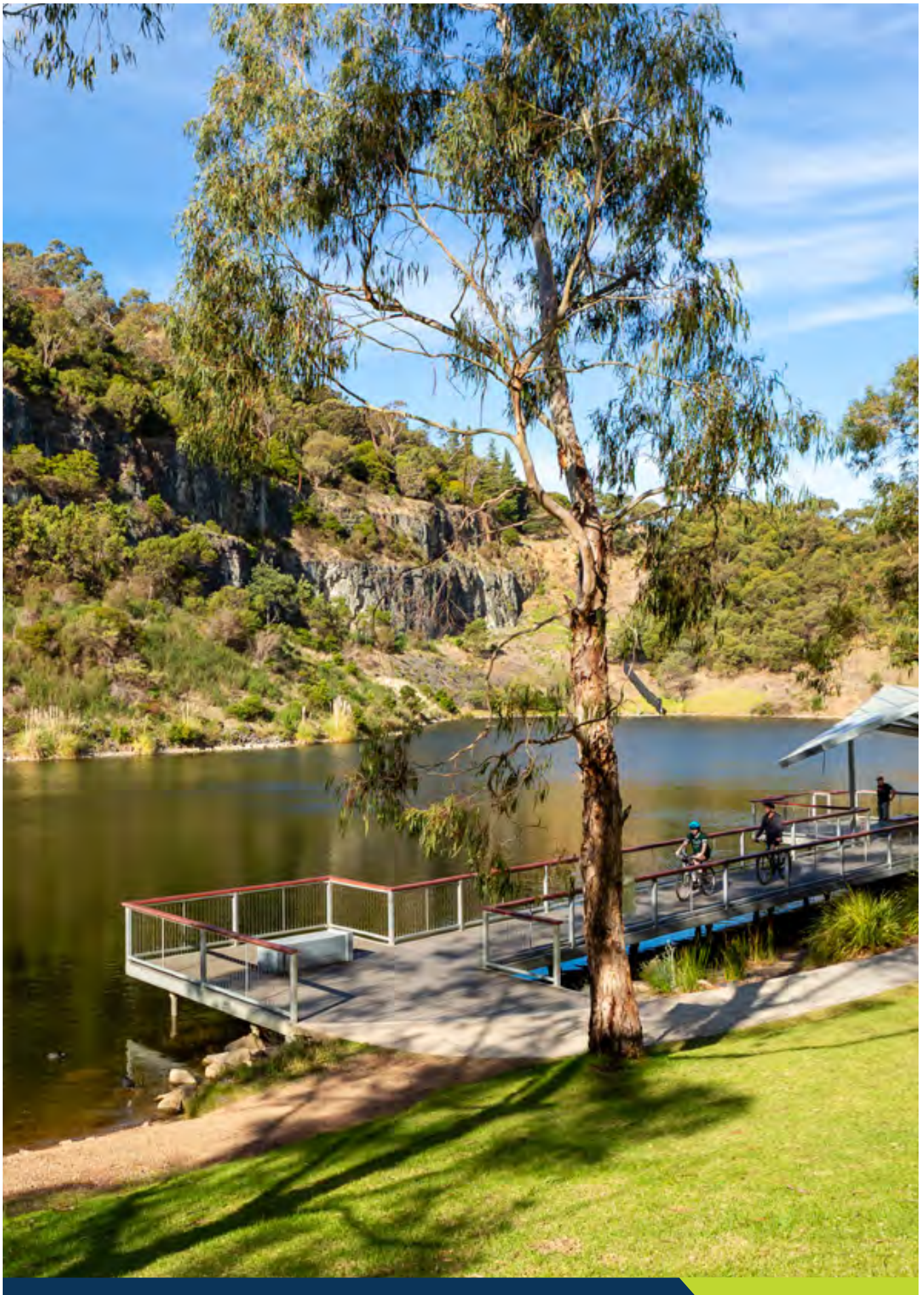
| Scheme       | Type of scheme    | Rate                | 2025<br>\$'000 | 2024<br>\$'000 |
|--------------|-------------------|---------------------|----------------|----------------|
| Vision super | Defined Benefit   | 11.5% (2024: 11.0%) | 235            | 254            |
| Other funds  | Defined Benefit   | 11.5% (2024: 11.0%) | -              | -              |
| Vision super | Accumulation Fund | 11.5% (2024: 11.0%) | 3,340          | 3,305          |
| Other funds  | Accumulation Fund | 11.5% (2024: 11.0%) | 3,650          | 3,460          |

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2025.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2026 is \$0.220 million.

Note 10 Change in accounting policy

There have been no changes to accounting policies in the 2024-25 year.





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## 8.10 Outdoor Dining - Parklets

|                                  |                                                                                          |
|----------------------------------|------------------------------------------------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                                                                  |
| <b>Paper Type:</b>               | For Decision                                                                             |
| <b>Author:</b>                   | Head of Economic Development, Michelle Bishop &<br>Manager City Futures, Shiranthi Widan |
| <b>Manager:</b>                  | Manager City Futures, Shiranthi Widan                                                    |
| <b>Executive:</b>                | Acting Director City Liveability, Jonathan McNally                                       |

### SUMMARY

This report responds to Council's resolution at its Mid-Month Meeting on 10 June 2025 in relation to the existing Outdoor Dining Parklets in Knox. Relevant to this report, the resolution, raised as an Alternate Motion is as follows:

*That Council:*

- 1) Approve the removal of the outdoor dining parklets located within Knox, with the exception of parklets currently in use by Paddy's Tavern (34 Forest Road, Ferntree Gully), Italianissimo (36 Forest Road, Ferntree Gully), Schokolade (213 Stud Road, Wantirna South) and Studfield Charcoal Chicken (215 Stud Road, Wantirna South).*
- 2) Approve the retention of the parklets benefitting Italianissimo, Paddy's Tavern, Charcoal Chicken and Schokolade on a temporary basis until 31 October 2025 to allow Council officers to prepare advice to Council on the following:*
  - a. a process to facilitate the ongoing or permanent provision of an outdoor dining parklet(s) benefiting the proprietors identified in Point 1, noting land ownership arrangements, statutory approvals, and other requirements;*
  - b. whether the existing outdoor dining parklet structures should be removed (noting the temporary nature of the structures) and rebuilt based on updated Building advice and other matters outlined in Point 2a);*
  - c. estimated cost for the removal and/or constructions of any new outdoor dining structure based on the Building advice noted in Point 2b);*
  - d. advice on any proposed governance arrangements that should be in place for the ongoing or permanent provision of an outdoor dining parklet(s) with respect to ongoing management, maintenance and operation of the parklets; and*
  - e. any other matters deemed relevant to Council's consideration of this matter.*
- 3) Authorise Council officers to write to the proprietors identified in Point 1 to advise that Council requires confirmation in writing of their intention to continue to operate a parklet at the current location over the longer term, and any associated costs that may be passed on to shop owners. This confirmation must be provided within 1 month from the date of Council's notice.*
- 4) Notes that officers will present a report at a future Council meeting no later than 31 October 2025 with advice on matters outlined in Points 2 and 3.*

Additionally, this report highlights an issue with respect to the parklet at "24 Spices" restaurant at 7/13 High Street, Bayswater. Council had resolved to remove a number of outdoor dining parklets including 24 Spices, as part of its 10 June 2025 resolution. All parklets have now been removed

except 24 Spices following strong feedback from the proprietor that they now wish for the parklet to remain.

Officers have not acted to remove the 24 Spices parklet to date, noting their feedback. Should Council resolve to provide 'in-principle' support for the ongoing operation of Paddy's Tavern/Italianissimo and Schokolade/Studfield Charcoal Chicken parklet, it should consider offering the same to 24 Spices, noting that a final decision to allow a parklet to operate in any location is subject to separate statutory processes, and the officer recommendation is for the existing structure to be removed regardless of whether a future parklet is approved and operational.

This report advises of the potential pathways available to Council and/or the affected business owners to continue to operate a parklet at 34 Forest Road and 36 Forest Road, Ferntree Gully and 213 Stud Road and 215 Stud Road, Wantirna South.

## **RECOMMENDATION**

That Council:

1. Resolve to remove the existing outdoor dining parklets currently in use by Paddy's Tavern (34 Forest Road, Ferntree Gully), Italianissimo (36 Forest Road, Ferntree Gully), Schokolade (213 Stud Road, Wantirna South) and Studfield Charcoal Chicken (215 Stud Road, Wantirna South).
2. Note the processes outlined in this report to facilitate outdoor dining at the locations listed in Point 1.
3. Note the intermediary role Council is required to undertake to facilitate an on-road dining permit from the Department of Transport and Planning (DTP) in support of an outdoor dining parklet on Stud Road, Wantirna South.
4. Resolve to uphold its resolution from 10 June 2025 meeting to remove the existing outdoor dining parklet currently utilised by 24 Spices (7/13 High Street, Bayswater) and notes that any future outdoor dining at this location would require a Licence Agreement.

## **1. DISCUSSION**

A report was tabled at the Mid-Month Council Meeting of 10 June 2025 regarding the 9 parklet structures that were funded and constructed in activity centres throughout Knox as part of the Outdoor Eating and Entertainment Package initiative implemented by the Victorian Government during the COVID19 Pandemic. Due to the temporary nature of the structures, the officer report recommended the removal of all parklets, with advice to Council on pathways available to affected business owners to continue outdoor dining provision.

Through an Alternate Motion, Council resolved at this meeting to remove all parklet structures except the ones occupied by Italianissimo/Paddy's Tavern in Forest Road, Ferntree Gully and Schokolade/Studfield Charcoal Chicken in Stud Road, Wantirna South. The Alternate Motion (and Council resolution) sought to extend the operation of these parklets until 31 October 2025 to allow Council to consider a further report from officers on a process to support their ongoing operation. Refer to the Minutes of the June 2025 Mid-Month Council Meeting.

**Key Issues – Ongoing outdoor dining parklet operation**

Key issues considered by officers in determining potential pathways for the ongoing operation of outdoor dining parklets are discussed below by parklet location. The assessment assumes an outcome where the relevant business owner or proprietor is responsible for ongoing management/maintenance of the parklet.

Figure 1 below shows the general steps officers have undertaken to determine the appropriate pathway(s) for providing outdoor dining parklets at these locations.

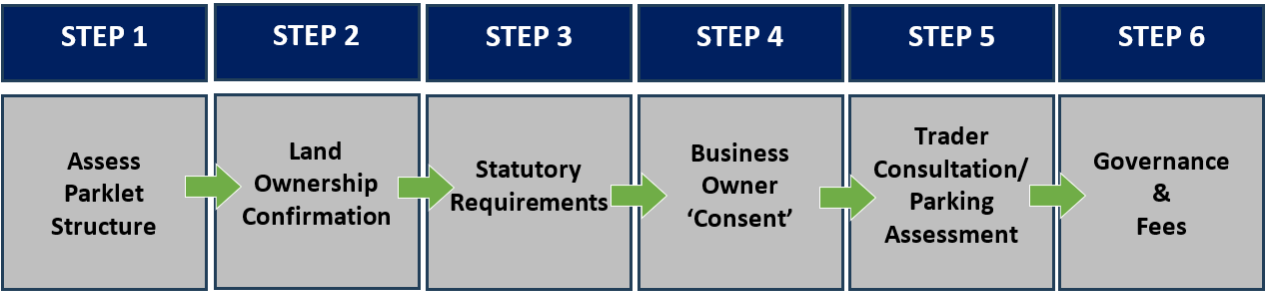


Figure 1. Outdoor Dining Parklet Assessment Process

- 1) *The structural integrity of the existing structures* – updated Building Inspection reports have been provided by Council’s Building Service based on assessments completed in August 2025, which identifies issues with the integrity and compliance of the existing structures **(Attachment 1)**. The Building Inspection Reports identify structural and non-compliance issues with the parklets. The reports recommend that the parklets be removed due to the level of non-compliance and degradation of the structures. Whilst rectification works could be undertaken to meet the Building standards and increase the integrity of the structures, the decision to do so would need to be offset by the overall cost of the works and other standards that would need to be met. Advice on indicative costs for rectification are noted under Section 6 of this report.
- 2) *Land ownership arrangements where parklets are located* – ‘complex’ land ownership arrangements are in place at the subject locations which impact the statutory pathways that must be complied with to allow the ongoing operation of parklets in the future. The car parking spaces at 34 and 36 Forest Road, Ferntree Gully are partly Council owned and partly privately owned land. Parking in front of shops was a requirement of planning rules by the Melbourne Metropolitan Board of Works (MMBW) and introduced in the 1950s. Officers have sought legal advice and confirmed the ‘status’ of the privately owned component of the car parks associated with 34 and 36 Forest Road operates as ‘road’ for the purposes of the *Local Government Act 2020* and *Road Safety Act 1986* however, are still privately held.  
  
The car parking spaces at 213 and 215 Stud Road, Wantirna South are owned by the Department of Transport and Planning (DTP) and managed by Council.
- 3) *Statutory requirements* – The ownership of the land occupied by the outdoor dining parklets largely dictates the statutory process to be followed to facilitate outdoor dining. Further advice is also provided below regarding planning, building and other statutory requirements for consideration at each location.

- 4) *Support from Paddy's Tavern/Italianissimo and Schokolade/Studfield Charcoal Chicken for the ongoing operation of the parklets* – officers wrote to the directly affected business owners requesting confirmation in writing of their support for the ongoing operation of the parklets and to provide advice on whether they would be happy to incur costs associated with their ongoing operation. Advice has been received from Paddy's Tavern confirming their full support and confirmation they are happy to incur costs associated with the parklet operation. Schokolade has also written to officers to confirm their support for the ongoing operation of the parklets but advise this is subject to the quantum of costs. Officers have not received feedback from Studfield Charcoal Chicken and Italianissimo by the requested date outlined in the letter. Attempts to follow up the proprietors of Italianissimo and Studfield Charcoal Chicken has not yielded any response. **Attachment 2** provides a summary of the feedback received from the affected businesses.

The parklets currently operate across several car parking spaces (3 car parking spaces at Forest Road and 4 spaces at Stud Road) and benefit two businesses at each location. The engagement with the businesses highlights that in each case one business is supportive of the parklet operating, whilst one is assumed not to be (by their lack of response/engagement). Council will need to consider how it facilitates future parklets at these locations where only one business may benefit but more than one car parking space is occupied. This issue may be more complex at Forest Road where more than one private landowners may be impacted. In the case of Stud Road, as outdoor dining must be approved by DTP, they may consider the extent of car parks to be occupied for outdoor dining should be reduced if only one business benefits.

- 5) *Support from surrounding businesses for the ongoing operation of parklets / Parking Utilisation (Forest Road)* – officers wrote to 69 stakeholders surrounding both parklet locations requesting their feedback on an option for parklets to continue to operate at the current locations on an ongoing basis. Officers requested feedback in writing from those businesses on whether they support or object to the parklet operation. Four businesses have written to Council; 1 in support (includes a petition) and 1 in objection of the parklets on Forest Road, Ferntree Gully and 1 in support and 1 in objection to the parklets on Stud Road, Wantirna South. The extent of the notification is shown in the maps at **Attachment 2**.
- 6) *Governance arrangements and fees* – As noted in Point 2 above, the land ownership arrangements for the car parking spaces currently occupied by the existing parklets determines the statutory pathway Council or the proprietor must follow to provide an outdoor dining parklet at the current locations. Given the ownership differs across the Forest Road and Stud Road locations, different statutory pathways, governance arrangements and fees are introduced. This is discussed by location below.

#### **Paddy's Tavern/Italianissimo Outdoor Dining Parklet (34-36 Forest Road, Ferntree Gully)**

The following provides a summary of officer advice to facilitate an outdoor dining parklet for Paddy Tavern/Italianissimo.

#### Building Inspection Report

An updated Building Inspection report has been provided by the Building Service team which confirms the existing parklet structure should be removed due to various structural and non-compliance issues. On this basis, officers advise the existing structure should be removed (**Attachment 1**).

### Land ownership arrangements

A review of the Land Title and legal advice has confirmed that the car spaces currently occupied by the parklet is partly privately owned and partly Council owned, although operates as a public car park. Notwithstanding the ownership arrangements across the car parks, legal advice confirms that the full extent of the car parks occupied by the parklet is defined as 'road' under the *Local Government Act* and *Road Safety Act*. This is an important distinction as it determines the statutory pathways to facilitate outdoor dining at this location where multiple land ownership arrangements are at play. Figure 2 below indicates the location of the parklets and private and Council owned components.

### Statutory Requirements

To facilitate outdoor dining at Forest Road, a Licence Agreement must be initiated to establish this arrangement on the Council owned component of the land, relying on Council's *Leasing and Licensing Policy 2025*. The Licence Agreement will stipulate various conditions regarding the construction and approval of a new parklet structure, operation and maintenance and other terms and conditions. The Agreement would confirm the Licensed area, duration of the License (usually a 5 year agreement must be entered into), Licence fees and conditions for maintenance and operation. Timelines are difficult to predict to finalise such an Agreement given the ownership complexities and would be reliant on engagement from the proprietor. Once a Licence Agreement has been drafted, this Agreement would need to be tabled at a Council Meeting for Council's approval before the Agreement is formally established. If Council enters into a Licence Agreement for the parklet, a Street Trading Permit would not be required.

Council cannot include the privately owned component of the car parks within the Licence Agreement as it is not Council owned land. Council would need to separately issue a Local Laws Permit, relying on Part 7 of its Amenity Local Law 2020, which applies to "*trading...on Council Land or Roads*". Based on the legal advice it is recommended that should Council determine to support outdoor dining at this location, a Local Laws Permit is issued following the finalisation of the Licence Agreement so that any provisions of the Licence Agreement can be mirrored within the Local Laws Permit where possible.





**Figure 2. Paddy's Tavern/Italianissimo parklet**

\*indicative only

Planning scheme amendment VC 275 approved by the Minister for Planning and introduced on 27 June 2025 has removed the requirement for property owners and applicants to obtain planning approval for the use of land, construction and associated works for outdoor dining on a road or public land, if the outdoor dining has been approved under a local law or by the public land manager (potentially a lease/licence).

Similarly, an amendment (VC286) approved by the Minister and introduced on 1 July 2025 deleted Clause 52.27 Licensed Premises from Victorian planning schemes. The deletion of this Clause means that a planning permit is no longer required for a licensed premises for the sale or consumption of liquor. A licence from Liquor Control Victoria is still required and can be obtained once Council has given statutory approval for outdoor dining to operate at this location.

A Building Permit is only required for relevant building and works on private land. As a consequence, a Building Permit is only required for building and works within the privately owned

component of the car park. The proprietor would need to determine through engagement of a private Building Surveyor whether a structure within the private land requires a Building Permit.

A liquor licence must be obtained through Liquor Control Victoria (LCV) once the Licence Agreement and Local Laws Permit have been approved. The fees for applying and obtaining a liquor licence from LCV are set under the Liquor Control Reform Regulations 2023 and vary depending on the type of licence applied for.

#### Business owner 'consent'

Officers wrote to the proprietors of Paddy's Tavern and Italianissimo on 22 July 2025 requesting their written confirmation of support (or objection) and feedback to the ongoing operation of their parklet. Paddy's Tavern has responded in support and the owner accepts all costs and responsibility for the parklet. Their feedback is summarised in **Attachment 2**. No feedback has been received from Italianissimo despite multiple attempts to engage with the business.

#### Trader consultation/Parking assessment

Officers also sent letters to stakeholders to advise of a future report to Council to discuss a process for ongoing operation of the parklet at 34 and 36 Forest Road, Ferntree Gully. Letters were sent to 27 surrounding businesses seeking their feedback on a proposal to retain the parklet and to advise Council of any objections/concerns with the proposals.

Two letters were received in response - 1 in support and 1 objecting. The letter of support for the ongoing operation of the parklet highlighted the importance of the structure to both the community and nearby businesses. The letter included a link to a Change.org petition established by the business owner, and a copy of the 161 signatures received at the time the feedback submitted. Of the 161 signatures received, 25 signatories are located within Knox but it is acknowledged that visitors from across Melbourne visit Knox.

The letter objecting to the ongoing operation of the parklet raised concerns around safety, equity, lack of use by the community and impact on parking within the area. **Attachment 2** provides a summary of both letters received.

Officers also engaged Traffic Engineers, Matrix Traffic and Transport, to undertake a parking survey of the car parking available on Forest Road, The Glen and Alpine Street in the vicinity of the existing outdoor dining parklet to understand parking demand within the area at peak times. Surveys were completed on Friday 5 and Saturday 6 September, between 4-8pm each day. The survey found that the parking spaces on Forest Road (areas noted as Zone C and D in Figure 3) were at 50-100% capacity during the survey period on Friday and between 75-100% capacity between 5-8pm on Saturday. Although the parking spaces on Forest Road were close to or at capacity at peak times, parking was still available at The Glen (Zone E and F) and is the closest public parking available to Forest Road. Advice from Council's Traffic Engineering department based on the survey results confirms the loss of parking at the current outdoor dining parklet location is not detrimental to parking supply in this area.



**Figure 3. Parking survey locations (5 & 6 September 2025)**

### Governance and Fees

If the proprietor(s) entered into a License Agreement, fees would be determined in line with Council's Leasing and Licensing Policy. As Commercial Tenants, the rental fee is set via a market rental valuation undertaken by an independent and suitably qualified valuer, with a fixed yearly percentage increase.

Firstly, the proprietor(s) must apply to Council to establish a Licence Agreement. The application fee for a commercial tenant is currently \$1,040 per application, which is payable up front and non-refundable. To inform this report, a valuation was undertaken to determine an indicative rental fee. The expected rental rate would be \$1,750 rate p.a. per car parking space as at 1 September 2025 (direct comparison valuation). As the outdoor dining parklet occupies 3 spaces, this equates to \$5,250 p.a. for the 3 spaces or approximately \$117 p/m<sup>2</sup> p.a. It should be noted that this valuation applies to the full extent of the car park (including the area that is privately owned and not subject of the Licence Agreement). The tenant (proprietor) would also be responsible for all other outgoing and maintenance costs.

Once the Licence Agreement has been established, the proprietor(s) must then apply to Council for the Local Laws Permit to operate outdoor dining on the privately owned component of the car park. The Permit fees are specified in Council's 2025/26 Fees and Charges Schedule. It would also be the responsibility of the proprietor(s) to determine if a Building Permit would need to be obtained through a private Building Surveyor.

Governance of the Licence Agreement is the responsibility of the 'property advocate' in the relevant business area, supported by the central Property Management team of Council. In this case, this would be the role of the Economic Development team but will require support from other departments of Council including Building and Community Laws. The Property Advocate is responsible for managing the relationship with the tenant and ensuring compliance with the lease.



Issuing and oversight of the Local Laws permit is the responsibility of Council's Community Laws team.

### **Schokolade/Studfield Charcoal Chicken (213 and 215 Stud Road, Wantirna South)**

The following provides a summary of officer advice to facilitate an outdoor dining parklet for Schokolade/Studfield Charcoal Chicken.

#### Building Inspection Report

An updated Building Inspection report has been provided by the Building Service which confirms the existing parklet structure should be removed due to various structural and non-compliance issues. As discussed below, due to DTP owning the land which the parklets occupy, DTP's approval is required for any parklet structure at this location. Their guidelines require any parklet to be temporary in nature. On the basis of non-compliance issues and the need for DTP's approval, officers advise the existing structure should be removed. For the purposes of understanding costs to rectify the existing structure, officers have provided indicative costs for some rectification works in Section 6 of this report.

#### Land ownership arrangements

Figure 4 below shows the location of the existing outdoor dining parklets for Schokolade and Studfield Charcoal Chicken. The parklet is located on Stud Road, occupying four car parking spaces (2 per business) and is zoned Transport Zone Schedule 2 (TRZ2). The TRZ2 applies to the Principal Road Network and is land owned by the Department of Transport and Planning (DTP) but is Council managed. North and south of the parklet are also DTP owned and Council managed car parking spaces that support the 43 businesses within this strip of retail/commercial businesses.

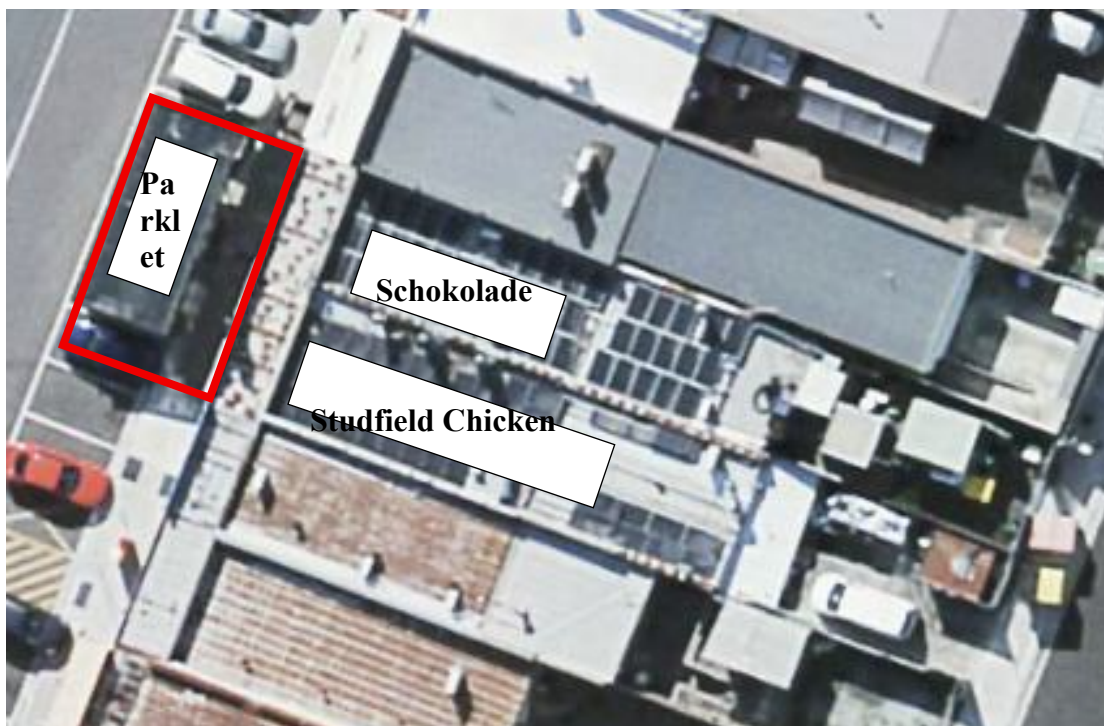


**Figure 4. Schokolade and Studfield Charcoal Chicken parklet**

### Statutory Requirements

As the parklets are located on public land, a planning permit is no longer required subject to DTP's prior approval. A liquor licence must be obtained via Liquor Control Victoria. A Building Permit is not required for construction on publicly zoned land.

Following discussions with DTP, officers have confirmed an On-Road dining permit must be obtained to operate a parklet on DTP land. DTP require Council to apply for the permit and Council will be responsible for management and compliance with the permit. The On-Road dining permit application must be accompanied by a detailed Traffic Management Plan (TMP) and Road Safety Audit. Council is expected to respond to any requirements of the audit. There are no application fees but preparation of supporting documentation will attract additional costs.

A DTP On-Road dining permit will be issued for a term of between 12-18 months and can be renewed thereafter through a new application which must include a new TMP, Road Safety Audit and insurance documentation. Parklets must also be constructed to be temporary in nature to accommodate road works and maintenance if required. Additional requirements in the design and siting of the parklet may also be requested by DTP, such as physical barriers to delineate the parklet from vehicular traffic. The On-Road dining permit is also expected to incorporate other particulars that would ordinarily fall under local laws requirements.

Council is required to undertake an intermediary role with DTP in facilitating an On-Road dining permit on behalf of the proprietors. This places obligations on Council to obtain various statutory supporting documentation including a Traffic Management Plan, Road Safety Audit and other documentation as requested by DTP approximately every 18 months. The administrative burden of this process on Council resources is unknown but expected to be material. Council should consider whether it wishes to impose a fee for administrative costs associated with applying and managing the permit.

### Business owner 'consent'

Correspondence was received from Schokolade to confirm their support for an outdoor dining parklet to operate at the current location but that their support to operate the parklet was 'subject to costs'. Studfield Charcoal Chicken have not replied to officers' request. Full costs for operating a new parklet are unknown at this stage but will include costs to obtain a TMP, Road Safety Audit, road safety measures (as requested by DTP), any administrative fees Council wishes to apply and construction of a new parklet structure. Noting only one business supports the parklet, DTP may also only approve a reduced area for outdoor dining.

### Trader consultation/Parking assessment

Officers sent letters to neighbouring businesses located in Studfield Shopping precinct, to advise of a future report to Council advising of a process for ongoing operation of the parklet. Letters were sent to 41 surrounding businesses seeking their feedback on a proposal to retain the parklet and to advise Council of any objections/concerns with the proposals.

Two letters were received in response - 1 in support and 1 objecting. The letter of support highlighted the importance of the structure to both the community and nearby businesses. The objection identified concerns with the safety and impacts on parking, lack of use and the overall poor condition of the parklet. **Attachment 2** provides a summary of both letters received. The

relatively low response suggests the surrounding businesses are 'neutral' in their views to the parklet's ongoing operation.

Officers reviewed occupancy data obtained from parking sensors located within the Studfield Shopping Centre precinct for the period 30 August 2025 to 29 September 2025. The analysis identified periods of higher occupancy, ranging between 53% and 68%, occurring from 11am to 1pm across most days of the week, and from 6pm to 8pm from Wednesday to Sunday. Notwithstanding these peak periods, the average parking duration per vehicle was relatively short, between 20 to 35mins, and therefore did not significantly impact the overall availability of parking within the precinct. However given DTP must issue the On-Road dining permit, it is expected a parking utilisation survey will be undertaken at the time of the application assessment.

#### Governance and Fees

Based on discussions with officers at DTP, Council is required to act as the intermediary on behalf of businesses in applying for and overseeing the operation of an On-Road Dining Permit. There are no application fees to apply for an On-Road Dining Permit. However an applicant may be required to provide a Traffic Management Plan, Road Safety Audit and other necessary documentation as part of their application. It would be expected that the proprietor(s) requesting the outdoor dining would be responsible for obtaining the necessary documentation to accompany the application.

DTP will assess and approve the extent of car parking area that is permitted to be occupied for outdoor dining and will advise of any road safety considerations. DTP also advise that any outdoor dining parklet structure would need to be temporary in nature, so the existing structure is unlikely to be supported.

It is difficult to estimate the costs associated with providing outdoor dining at this location as it is subject to DTP's assessment process but will include costs to obtain the necessary supporting documentation and cost to construct or install any new outdoor dining parklet in compliance with DTP's requirements. As DTP will only issue a Permit for a maximum period of 18 months, a new application would need to be resubmitted every 18 months or so.

#### **Process to facilitate outdoor dining**

Based on the considerations outlined in this report, to facilitate outdoor dining at Forest Road, Ferntree Gully:

- Remove the existing outdoor dining parklet structure based on the Building Inspection Report at Council's cost (relying on City Futures 2025/26 Operating Budget).
- Proprietor(s) to apply to Council to initiate a Licence Agreement to occupy Council owned land for outdoor dining. The Agreement will specify type of parklet structure, terms and conditions for operation and associated costs.
- Once the Licence Agreement is approved for Council, the proprietor(s) should apply to Council for a Local Laws Permit to occupy the private land proposed to be occupied for outdoor dining.
- The proprietor should obtain all other necessary permits and approvals (e.g. Building Permit as required) to provide outdoor dining
- Once Council has permitted outdoor dining at Forest Road, the proprietor(s) should obtain a Liquor Licence from LCV.

Based on the considerations outlined in this report, to facilitate outdoor dining at Stud Road, Wantirna South:

- Remove the existing outdoor dining parklet structure based on the Building Inspection Report at Council's cost (relying on City Futures 2025/26 Operating Budget).
- Proprietor(s) to apply to DTP for an On-Road Dining Permit via Council and provide any necessary supporting documentation with the application as required by DTP.
- Proprietor to respond to any requirements by DTP in the design of the parklet and traffic management/road safety audit requirements.

#### **24 Spices, 7/13 High Street, Bayswater**

In accordance with Council's resolution, four parklets have been removed to date, these include:

- Annie's Cafe -26 Station Street, Bayswater
- Chilli and Basil Thai – 24 Station Street, Bayswater
- Vacant business – 1 Wantirna Mall, 348 Mountain Hwy, Wantirna
- Spade 9 Cafe & Bar – 436 Burwood Hwy, Wantirna South

Economic Development officers have been liaising with the business owner of 24 Spices about the removal of their parklet and to arrange a date for its removal to minimise disruption to their business. The business owner has requested a number of times that the parklet remain and would like Council to reconsider its decision. Given this report, officers have not yet acted to remove the parklet. Officers wrote to the directly affected business owner requesting confirmation in writing of their support for the ongoing operation of the parklet and to provide advice on whether they would be happy to incur costs associated with their ongoing operation. Advice has been received from 24 Spices confirming their full support and confirmation they are happy to incur costs associated with the parklet operation. As the parklet is located on Council owned car parking spaces, a Licence Agreement would need to be entered into by the proprietor to facilitate outdoor dining at this location. Officers have obtained an updated Building Inspection report (**Attachment 3**) which confirms the structure should be removed due to non-compliance and other structural issues.

If Council wishes to support this parklet's retention consultation with neighboring businesses would be required and could be facilitated through the Licence Agreement process should the proprietor accept costs associated with the Agreement.

## **2. ENGAGEMENT**

Officers have undertaken extensive engagement internally and externally to inform this report. This includes the Property team, Traffic and Transport, Community Laws, Planning and Building, Research and Geospatial Analytics and the Asset team. Officers have also engaged legal advice, land valuers and transport engineers and liaised with DTP's property advocate to inform this advice.

Notification was sent to surrounding businesses at both parklet locations and engagement with the directly affected businesses has also taken place.

## **3. SOCIAL IMPLICATIONS**

The provision of outdoor dining contributes positively to local communities and the local economy by providing additional outdoor dining options for people to socialise and connect. However it is

noted that due to non-compliance issues with the parklets, the parklets are not accessible to all members of the community.

Since their introduction there has been limited concerns raised regarding the parklets. There has been minimal feedback from neighbouring businesses to officers' request for feedback on the proposal to provide outdoor dining parklets at either location. A letter of support and a letter of objection has been received regarding parklets at both Stud Road and Forest Road (not including businesses directly benefiting from the parklet). A petition of support for the parklet at Forest Road has been received. It is unknown whether the petitioners are patrons of the associated business or generally in support of outdoor dining.

#### 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

As highlighted in the Building Inspection reports, the construction of the existing parklet may cause impacts to the nearby kerb and channel. Otherwise there are no known positive or negative environmental implications arising from this report.

#### 6. FINANCIAL AND RESOURCE IMPLICATIONS

This report has been prepared within the City Futures Operating Budget 2025/26. Ongoing facilitation of outdoor parklets at these locations will require officer resources from a number of departments including Economic Development Property, Traffic and Transport, Community Laws and Building. Officer resources from across a number of departments/services will be required to:

- facilitate the Licence Agreement/Local Laws Permit process;
- apply for any approvals required by DTP;
- advise on any Licence Agreement requirements for the parklets; and
- oversee ongoing management and maintenance of the parklets.

The impact or delays to delivering existing Service Plan priorities are unknown at this time.

The cost to remove the existing parklets at Stud Road, Wantirna South and Forest Road, Ferntree Gully is estimated to be approximately \$11,500 (excl. GST). The parklets can be removed within the City Futures Operating Budget 2025/26 within remaining Outdoor Dining grant funding that has been carried over to this financial year.

The indicative cost to proprietors to restore the existing structures identified in the building inspection reports are:

| Parklet Location             | Works                                                                                                       | Cost (excl. GST)                |
|------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------|
| Paddy's Tavern/Italianissimo | • Resurrect the accessible ramps, sealing of timber and installation of non-slip flooring.                  | <b>\$24,049</b>                 |
|                              | • Cost of a permanent footing system that would need to be designed and certified by a structural engineer. | <b>Unknown/To be determined</b> |



| Parklet Location                                    | Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Cost (excl. GST)                |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|                                                     | <ul style="list-style-type: none"> <li>Costs for barriers to be installed to prevent damage to the structure from vehicle impact to address the live traffic area. Drainage system would need to be designed to include removable grates located between the kerb and parklet structures may also necessitate a structural engineer to design and certify an appropriate solution.</li> </ul>                                                                                                                             |                                 |
| Schokolade/Studfield<br>Charcoal Chicken *          | <ul style="list-style-type: none"> <li>Resurrect the accessible ramps, sealing of timber and installation of non-slip flooring.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                | <b>\$16,997</b>                 |
|                                                     | <ul style="list-style-type: none"> <li>Cost of a permanent footing system that would need to be designed and certified by a structural engineer.</li> <li>Costs for barriers to be installed to prevent damage to the structure from vehicle impact to address the live traffic area.</li> <li>Drainage system would need to be designed to include removable grates located between the kerb and parklet structures may also necessitate a structural engineer to design and certify an appropriate solution.</li> </ul> | <b>Unknown/To be determined</b> |
| 24 Spices<br>7/13 High Street,<br>Bayswater Parklet | <ul style="list-style-type: none"> <li>Resurrect the accessible ramps, sealing of timber and installation of non-slip flooring.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                | <b>\$5,566</b>                  |
|                                                     | <ul style="list-style-type: none"> <li>Cost of a permanent footing system that would need to be designed and certified by a structural engineer.</li> <li>Costs for barriers to be installed to prevent damage to the structure from vehicle impact to address the live traffic area.</li> <li>Drainage system would need to be designed to include removable grates located between the kerb and parklet structures may also necessitate a structural engineer to design and certify an appropriate solution.</li> </ul> | <b>Unknown/To be determined</b> |

**Table 1. Indicative costs - remediation of parklets**

\* Costs are indicative based on rectification of some works to existing structure. Given DTP approval is required, works to construct a parklet are subject to DTP approval and associated costs are to be determined.

The cost to proprietors to facilitate an outdoor dining parklet at Forest Road will include the Licence Agreement application fee, leasing cost (as per market rates), cost to construct or install a parklet and statutory permits (such as any Local Laws Permit and Liquor Licence). The full cost of these will not be known until such time as the outdoor dining particulars are negotiated.

The cost to proprietors to facilitate an outdoor dining parklet at Stud Road include the cost to obtain a Traffic Management Plan (TMP), Road Safety Audit, Insurance and other requirements stipulated by DTP through the On-Road dining permit process. Additional costs include

construction of a parklet and road safety treatments (as required by DTP). The full costs of these are unknown until such time as an On-Road dining permit is lodged. Given a permit may only be valid for 18 months, the proprietor may be required to obtain a TMP or Road Safety Audit if requested at the time of re-application to DTP.

Additional officer resources are required to apply for any permits to DTP as well their ongoing management and oversight at Stud Road. A Licence Agreement for Forest Road will require Economic Development to oversee the Agreement but given the statutory nature of the issues, will require oversight and support from other Services including Building, Community Laws, Traffic and Transport.

## 7. RISKS

The parklets that are subject of this report were introduced at a time when the livelihood of food and drink related businesses and opportunities to socially connect were under threat due to COVID lockdowns. The State Government response to this was to allow food and drink businesses to operate outdoor dining parklets with little to no statutory requirements, along with providing funding for the parklets to be delivered. This context highlights some risks Council will need to consider should it continue to support their operation:

- The current structures are not built to National Construction Code standards and are recommended by Council's Building Department to be removed.
- Statutory requirements that have since been reinstated or introduced place a greater burden on Council and the proprietor to meet transport safety and other public liability requirements than previously contemplated.
- Supporting a parklet at Stud Road, Wantirna South places a greater administrative burden on Council to act as an intermediary between DTP and the proprietors through the On-Road dining permit process.
- Land ownership arrangements at Forest Road, Ferntree Gully may allow the private land owners (who are separate from the proprietors) to 'object' to the parklet through negotiation of the Licence Agreement. Although this is subject to further legal advice.
- Potential issues with sightlines and visibility for drivers in proximity of the structures to car parking spaces and vehicular movement.

Council's Risk and Assurance officers undertook site visits of all three parklets and have highlighted the following risk ratings (refer Table 2 below) based on the current condition of the structures and worst case scenario of loss of life. It should be noted that the risk assessment is based on an 'upper threshold' (worst case scenario) of consequence, however the likelihood of this incident occurring is assessed as being 'unlikely'. Notwithstanding, the overall risk rating is 'high' for the People Risk Category when assessed through Council's Risk Management Framework.

| Risk Category      | Category Description                                                                 | Consequence | Appetite Level |
|--------------------|--------------------------------------------------------------------------------------|-------------|----------------|
| Reputation         | Risks that can affect the reputation, trust levels, satisfaction or image of Council | Major       | Medium         |
| Financial          | Risks that can affect the financial viability of Council                             | Major       | Low            |
| Legal & Regulatory | Risks that affect our contractual obligations and legal requirements                 | Major       | Very Low       |

| Risk Category | Category Description                 | Consequence | Appetite Level |
|---------------|--------------------------------------|-------------|----------------|
| Environmental | Risks that affect our environment    | Moderate    | Low            |
| People        | Risks of physical harm to the public | Critical    | Very Low       |

**Table 2. Risk assessment - Parklets**

Council does hold public liability insurance in the event of a claim where Council is named as a party, with the excess payable being \$50,000.

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

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

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

## **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 - Parklet Building Inspections - Recommendation - Forest Rd FTG and Stud Rd Wantirna [**8.10.1** - 11 pages]
2. Attachment 2 - Outdoor Dining Parklet Feedback summary and maps [**8.10.2** - 7 pages]
3. Attachment 3 - Parklet Building Inspections - Recommendation - 7 13 High Street Bayswater (24 Spices) [**8.10.3** - 8 pages]



| RECORD OF INSPECTION OF BUILDING WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose of inspection                 | Review Temporary Structures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Inspector                             | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Inspection Date                       | 04/08/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Location                              | 34 & 36 Forest Road Ferntree Gully                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Inspection Observations               | <p>A building inspection was carried out on the temporary parklet structure located within the public car parking spaces outside 34 &amp; 36 Forest Rd Ferntree Gully</p> <p>The structure is timber-framed with a polycarbonate roof and is currently being used as a public dining area. The building is classifiable under the National Construction Code (NCC) as a Class 10a public building, and as such, it must meet the minimum health, safety and amenity requirements specified by the NCC and applicable Australian Standards.</p> <p>The parklet presents numerous risks associated with structural safety, accessibility, and regulatory compliance. The following items were identified during the inspection for the consideration of Council:</p> <ol style="list-style-type: none"> <li>1. The structure has been placed directly on bitumen without permanent footings or suitable anchorage. This compromises stability under lateral and uplift forces such as wind loads. The lack of an appropriate footing system and tie-down does not meet the minimum structural performance requirements under the NCC for public use buildings. In the event of strong winds, this could result in partial or full displacement of the structure. As a publicly accessible installation, this poses a significant risk to public safety.</li> <li>2. Access to the structure does not comply with the NCC or AS 1428.1 – Design for Access and Mobility. The accessible ramp is non-compliant, lacking required handrails, tactile ground surface indicators and does not provide a compliant transition between the footpath and the ramp. Additionally, the floor covering (artificial grass) is unlikely to meet the minimum slip resistance classification required for wet conditions. These factors create a barrier in terms of equitable access and present a risk of claims against Council under the Disability Discrimination Act 1992. This also presents increased risk of a falls and or injury to the public which could result in a claim against Council</li> <li>3. The structure appears to be constructed using treated timber, which has not been sealed or painted for weather protection. As structural elements are directly exposed to the weather, visible signs of deterioration are present. This is likely to compromise the structural integrity of the parklet over time.</li> <li>4. The structure is located within a live traffic area, positioned directly over existing parking bays. The adjacent parking bay remains in use, however there is minimal clearance between car parking spaces and the structure. This creates a high risk of vehicle impact which the structure has not been designed to resist. Hazard signs are in place to make the structure more visible to traffic, however there is no impact protection, such as bollards, to provide protection from vehicle impact.</li> </ol> |

## BUILDING INSPECTION SUMMARY -

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|  | <p>The siting of the structure also creates a significant visual obstruction for drivers using nearby parking bays. These items collectively present additional public safety concerns which need to be addressed.</p> <ol style="list-style-type: none"> <li>5. The parklet is positioned adjacent to the kerb and channel drain, to the extent that it obstructs the operation of the drainage system. This promotes water ponding underneath the structure, which may contribute to deterioration and unsanitary subfloor conditions. There is no subfloor access for inspection or maintenance. As a result, the structural adequacy of the subfloor cannot be confirmed. Given the drainage concerns noted above, it is likely that accelerated deterioration is occurring beneath the structure, which may compromise structural reliability and safety of the public.</li> <li>6. Based on visual assessment of timber sizing and framing configuration, the deck structure does not appear adequate to meet the minimum live loading requirement of 3.0 kPa for public-use outdoor areas, as specified in AS 1170.1. The construction is consistent with domestic (residential) standards, which are not appropriate for a public-use setting.</li> <li>7. The structure includes electrical lighting. An electrical certificate has not been sighted to verify compliance with relevant electrical safety standards.</li> <li>8. The structure also has an outdoor gas heater in place. Manufacturer specifications have not been sighted to verify the suitability for use in a public setting.</li> </ol> <p>The structure has not been constructed in a manner that would ensure long-term durability or compliance with the minimum performance requirements of NCC. The lack of structural anchorage, inadequate weather protection, and insufficient floor load capacity raise serious concerns about its ongoing safety and stability.</p> <p><b><i>Recommendation: The structure has been built with inferior materials and in a manner not conducive to withstanding long term effects of the elements. Additionally, a significant number of items do not meet the minimum standards, and as such it is recommended that the structure is removed.</i></b></p> |
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BUILDING INSPECTION SUMMARY -

INSPECTION PHOTOS





BUILDING INSPECTION SUMMARY -



BUILDING INSPECTION SUMMARY -







| RECORD OF INSPECTION OF BUILDING WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose of inspection                 | Review Temporary Structures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Inspector                             | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Inspection Date                       | 04/08/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Location                              | 213 & 215 Stud Rd Wantirna South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Inspection Observations               | <p>A building inspection was carried out on the temporary parklet structure located within the public car parking spaces outside 213 &amp; 215 Stud Rd Wantirna South, 3152.</p> <p>The structure is timber-framed with a polycarbonate roof and is currently being used as a public dining area. The building is classifiable under the National Construction Code (NCC) as a Class 10a public building, and as such, must meet the minimum health, safety and amenity requirements specified by the NCC and applicable Australian Standards.</p> <p>The parklet presents numerous risks associated with structural safety, accessibility, and regulatory compliance. The following items were identified during the inspection for the consideration of Council:</p> <ol style="list-style-type: none"> <li>1. The structure has been placed directly on bitumen without permanent footings or suitable anchorage. This compromises stability under lateral and uplift forces such as wind loads. The lack of an appropriate footing system and tie-down does not meet the minimum structural performance requirements under the NCC for public use buildings. In the event of strong winds, this could result in partial or full displacement of the structure. As a publicly accessible installation, this poses a significant risk to public safety.</li> <li>2. Access to the structure does not comply with the NCC or AS 1428.1 – Design for Access and Mobility. The accessible ramp is non-compliant, lacking required handrails and tactile ground surface indicators. Additionally, the floor covering (artificial grass) is unlikely to meet the minimum slip resistance classification required for wet conditions. These factors create a barrier in terms of equitable access and present a risk of claims against Council under the Disability Discrimination Act 1992.</li> <li>3. The structure appears to be constructed using treated timber, which has not been sealed or painted for weather protection. As structural elements are directly exposed to the weather, visible signs of deterioration are present. This is likely to compromise the structural integrity of the parklet over time.</li> <li>4. The structure is located within a live traffic area, positioned directly over existing parking bays. The adjacent parking bays remain in use, however there is minimal clearance between car parking spaces and the structure. This creates a high risk of vehicle impact which the structure has not been designed to resist. Additionally, there is no impact protection, such as bollards, to provide protection from vehicle impact. The siting of the structure also creates a significant visual obstruction for drivers using nearby parking bays. These items collectively presents additional public safety concerns which need to be addressed.</li> </ol> |

## BUILDING INSPECTION SUMMARY

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>5. The parklet is positioned adjacent to the kerb and channel drain, to the extent that it obstructs the operation of the drainage system. This promotes water ponding underneath the structure, which may contribute to deterioration and unsanitary subfloor conditions. There is no subfloor access for inspection or maintenance. As a result, the structural adequacy of the subfloor cannot be confirmed. Given the drainage concerns noted above, it is likely that accelerated deterioration is occurring beneath the structure, which may compromise structural reliability and safety of the public.</p> <p>6. Based on visual assessment of timber sizing and framing configuration, the deck structure does not appear adequate to meet the minimum live loading requirement of 3.0 kPa for public-use outdoor areas, as specified in AS 1170.1. The construction is consistent with domestic (residential) standards, which are not appropriate for a public-use setting.</p> <p>The structure has not been constructed in a manner that would ensure long-term durability or compliance with the minimum performance requirements of NCC. The lack of structural anchorage, inadequate weather protection, and insufficient floor load capacity raise serious concerns about its ongoing safety and stability.</p> <p><b>Recommendation: The structure has been built with inferior materials and in a manner not conducive to withstanding long term effects of the elements. Additionally, a significant number of items do not meet the minimum standards, and as such it is recommended that the structure is removed.</b></p> |
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BUILDING INSPECTION SUMMARY

INSPECTION PHOTOS

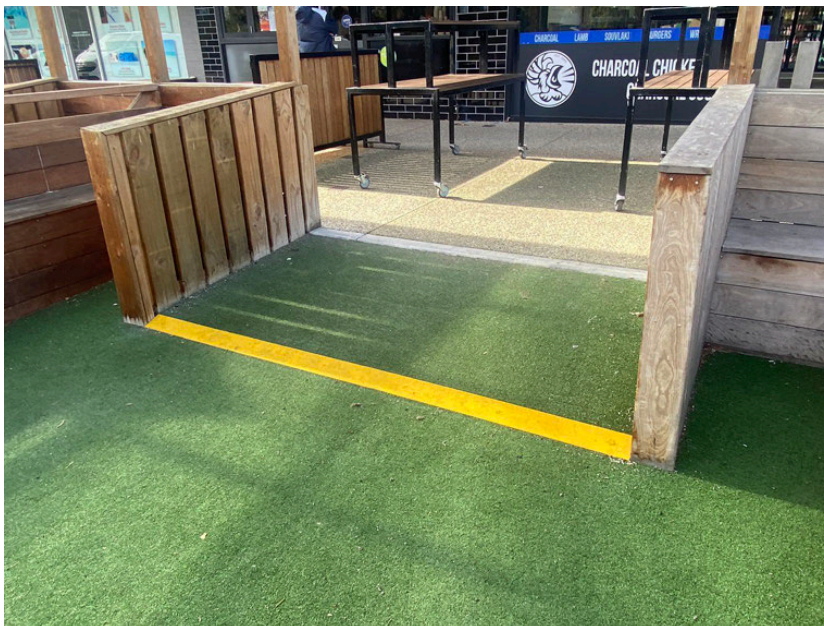


BUILDING INSPECTION SUMMARY

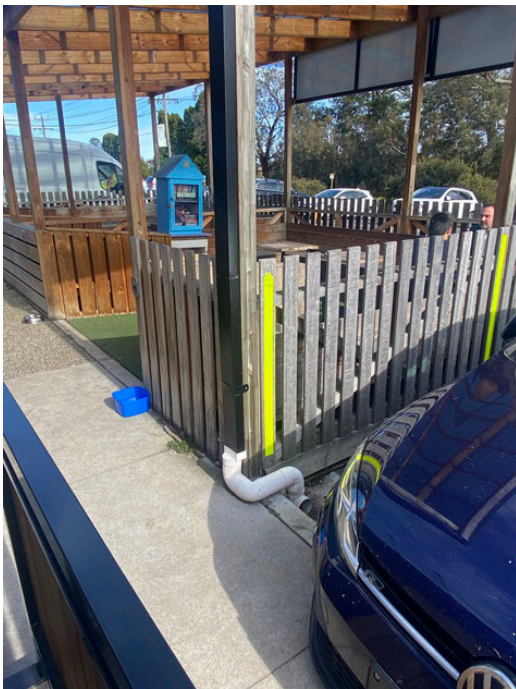
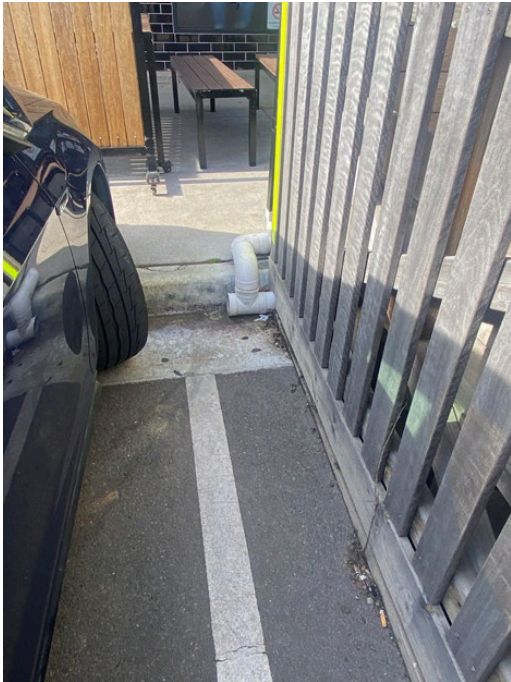




BUILDING INSPECTION SUMMARY



BUILDING INSPECTION SUMMARY



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## **Outdoor Dining – Parklet – Community Engagement**

### **Local Businesses**

#### **Parklet: 34-36 Forest Road, Ferntree Gully**

##### **Businesses Feedback: Parklet 34-36 Forest Road, Ferntree Gully**

###### **Feedback Snapshot:**

- Officers wrote to 28 stakeholders on 6 August 2025, requesting their feedback in writing on the parklet located at 34-36 Forest Road, Ferntree Gully by 5pm, 22 August 2025.
- 2 written responses received.
- 1 written response opposed to an ongoing permanent parklet at the location.
- 1 written response with a petition supporting the ongoing permanent parklet at the location.

| <b>Opposing an ongoing permanent parklet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Supporting an ongoing permanent parklet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Feedback received (summary):</p> <ul style="list-style-type: none"> <li>• Lack of use – parklet is underutilised.</li> <li>• Loss of car spaces – parklet has removed several car spaces in a location where parking is already limited causing a disadvantage for visitors and businesses in the village.</li> <li>• Lack of consultation – no meaningful consultation with the wider business community prior to Council extending the period for the structure to be in place.</li> <li>• Community Feedback – little support for retention of the parklet from local businesses and community, parking concerns, safety issues and lack of fairness cited.</li> <li>• Safety concerns – visibility concerns when reversing out of the southern end car spaces.</li> <li>• Exclusive use of public assets – inequity issues with public land being used for single business use.</li> <li>• Concerned raised in Council reports- echo Council's concerns outlined in prior reports.</li> </ul> | <p>Feedback received (summary):</p> <ul style="list-style-type: none"> <li>• Full support for the continued operation of the outdoor dining parklet.</li> <li>• From a business and community perspective, the parklet has been an overwhelming positive addition to the village.</li> <li>• Parklet has increased foot traffic, created a more vibrant and welcoming streetscape, provided a safe and accessible and sheltered space for locals and visitors to gather.</li> <li>• Directly benefits neighbouring businesses.</li> <li>• Space has become a central hub for weekly community shop ride which has concluded at this location for almost four years.</li> <li>• Every Saturday morning between 10am and 12pm, average 20-30 riders (from a group of 230 members), majority purchasing coffee and food from nearby cafes and bakeries, including Ferntree Gully Bakery, Rapture Cafe, Miss Florence, Bits and Bites and Station St Food Co.</li> <li>• Gathering fosters a sense of belonging and community that encourages people to return</li> </ul> |



| Opposing an ongoing permanent parklet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Supporting an ongoing permanent parklet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Design Consultation- proposed structure in a permanent location should meet community expectations and subjected to consultation.</li> <li>• Licensing, Permits and Enforcement -clear requirements and enforcement by Council, currently unclear as to whether these obligations are being met.</li> <li>• Signage and maintenance – essential that signage and associated fixtures are maintained and in good condition.</li> <li>• The outdoor dining parklet on Forest Road, not be retained beyond 31 October 2025.</li> </ul> | <p>and support local businesses throughout the year.</p> <ul style="list-style-type: none"> <li>• Riders and their families also shop locally at the village outside ride times, including our own shop.</li> <li>• Ongoing economic benefit generated by the shared community space is significant and immeasurable.</li> <li>• No other suitable area in the village that can safely or comfortably accommodate groups of this size (20-30 people) including cafes without displacing regular patrons.</li> <li>• Parklet provides an essential shared space that supports both community connection and local business</li> <li>• The space is used throughout the week by families, dog walkers and local residents who value the accessibility and shelter.</li> <li>• We initiated a <a href="https://www.change.org/localbicycleshop">https://www.change.org/localbicycleshop</a> petition only one week ago and have already collected 161 signatures (as at 20 August 2025) from customers and local residents.</li> </ul> |





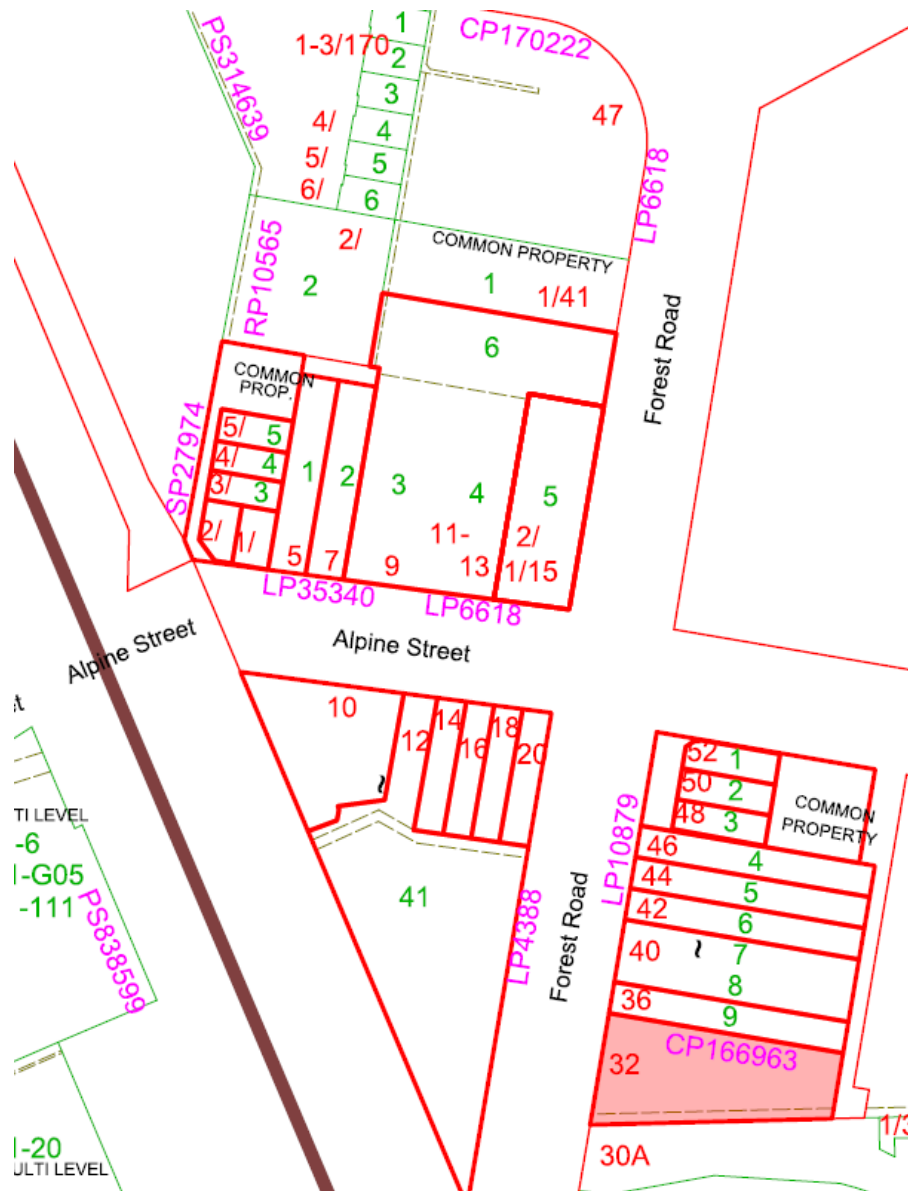
### Business Owners: Parklet 34-36 Forest Road, Ferntree Gully

#### Background:

Officers wrote to businesses owners for Paddy's Tavern and Italianissimo on 22 July 2025 to respond in writing by 5pm, 19 September 2025 addressing the following:

- whether you support or do not support the operation of an outdoor dining parklet;
- whether you are happy to incur costs associated with the construction, repair and management of these parklets, as required under any statutory approvals; and
- any other information you deem relevant to Council's consideration on this matter.

| Response: Paddy's Tavern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | No Response: Italianissimo                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Full commitment to the continued and permanent operation of the Parklet.</li> <li>• Acknowledges and accepts responsibility for all costs associated with the ongoing management and maintenance of the parklet.</li> <li>• Qualified tradespeople servicing the area regularly attend Paddy's, which ensures the parklet will continue to be well maintained and supported.</li> <li>• To date, personally invested several thousand dollars into the development and enhancement of the parklet.</li> <li>• In the process of finalising the red line plan for Liquor Control Victoria (LCV).</li> </ul> | <ul style="list-style-type: none"> <li>• No written response received.</li> </ul> |

**Map: Forest Road and Alpine Street Business Mail Out Area**



### Parklet: 213-215 Stud Road, Wantirna South

#### Businesses Feedback: Parklet 213-215 Stud Road, Wantirna South

##### Feedback Snapshot:

- Officers wrote to **41** surrounding businesses (see map below) on 6 August 2025 requesting their written feedback on the parklet located at 213-215 Stud Road, Wantirna South by 5pm, 22 August 2025.
- 2 written responses received.
- 1 written response opposed to an ongoing permanent parklet at the location.
- 1 written response in support of the ongoing permanent parklet at the location.

| Opposing an ongoing permanent parklet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Supporting an ongoing permanent parklet                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Feedback received (summary):</p> <ul style="list-style-type: none"> <li>• Car park out the front is a very hectic parking area.</li> <li>• Daily near misses and honking because the parklet obstructs drivers' view.</li> <li>• Accident waiting to happen.</li> <li>• Parklet takes away 5-6 parking spots that can be used, strip shops is very busy.</li> <li>• Parklet is never used, rarely see people in it at any time of the year.</li> <li>• Parklet is an eyesore, fake ground unclean and dirty. Not an appealing place to sit and eat.</li> <li>• Does not support the ongoing outdoor parklet.</li> </ul> | <p>Feedback received (summary):</p> <ul style="list-style-type: none"> <li>• A lovely space for locals to come together.</li> <li>• Supports local business and one of the best things to have come out of COVID.</li> <li>• For staff in the area it allows extra seating during the lunchtime rush.</li> <li>• An asset to the area.</li> </ul> |



### Business Owners: Parklet 213-215 Stud Road, Wantirna South

#### Background:

Officers wrote to businesses owners for Schokolade and Studfield Charcoal Chicken on 22 July 2025 to respond in writing by 5pm, 19 September 2025 addressing the following:

- whether you support or do not support the operation of an outdoor dining parklet;
- whether you are happy to incur costs associated with the construction, repair and management of these parklets, as required under any statutory approvals; and
- any other information you deem relevant to Council's consideration on this matter.

| Response: Schokolade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | No Response: Studfield Charcoal Chicken                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Definitely want to keep parklet.</li> <li>• Parklet is used by both Schokolade customers as well as customers of other take away places during the day, night and on Sundays.</li> <li>• Community library is also housed in the parklet and gets plenty of use.</li> <li>• Prepared to incur costs associated with the construction, repair and management of the parklet, as required under any statutory approvals however: <ul style="list-style-type: none"> <li>- depends on cost - if costs to upkeep are unrealistic then that would be an issue;</li> <li>- small business with huge overheads, struggling along; and</li> <li>- losing the Parklet will cause financial stress due to less seating.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• No written response received.</li> </ul> |



**Map: Studfield Shopping Centre Business Mail Out Area**





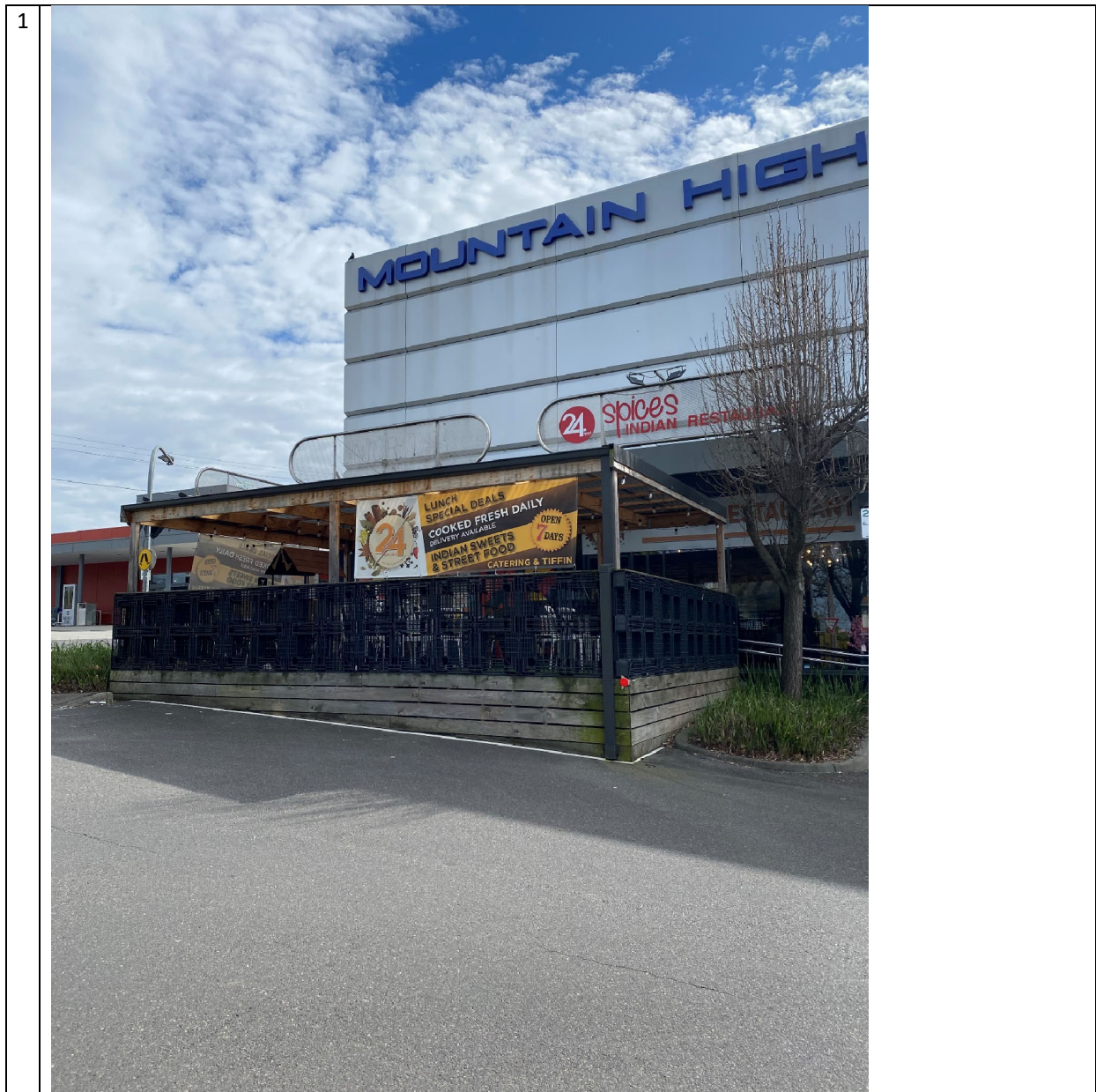
| RECORD OF INSPECTION OF BUILDING WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose of inspection                 | Review Temporary Structures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Inspector                             | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Inspection Date                       | 25/08/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Location                              | 7/13 High Street Bayswater ( <b>Mountain High Shopping Centre</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Inspection Observations               | <p>A building inspection was carried out on the temporary parklet structure located within the public car parking spaces outside the 24 Spices Indian Restaurant at 7/13 High Street Bayswater (Mountain High Shopping Centre).</p> <p>The structure is timber-framed with a polycarbonate roof and is currently being used as a public dining area. The building is classifiable under the National Construction Code (NCC) as a Class 10a public building, and as such, must meet the minimum health, safety and amenity requirements specified by the NCC and applicable Australian Standards.</p> <p>The parklet presents numerous risks associated with structural safety, accessibility, and regulatory compliance. The following items were identified during the inspection for the consideration of Council:</p> <ol style="list-style-type: none"> <li>1. The structure has been placed directly on bitumen without permanent footings or suitable anchorage. This compromises stability under lateral and uplift forces such as wind loads. The lack of an appropriate footing system and tie-down does not meet the minimum structural performance requirements under the NCC for public use buildings. In the event of strong winds, this could result in partial or full displacement of the structure. As a publicly accessible installation, this poses a significant risk to public safety.</li> <li>2. Access to the structure does not comply with the NCC or AS 1428.1 – Design for Access and Mobility. The accessible ramp is non-compliant, lacking required handrails and tactile ground surface indicators. Additionally, the floor covering (artificial grass) appears unlikely to meet the minimum slip resistance classification required for wet conditions. These factors create a barrier in terms of equitable access and present a risk of claims against Council under the Disability Discrimination Act 1992.</li> <li>3. The structure appears to be constructed using treated timber, which has not been sealed or painted for weather protection. As structural elements are directly exposed to the weather, visible signs of deterioration are present. This is likely to compromise the structural integrity of the parklet over time.</li> <li>4. The structure is located within a live traffic area, positioned directly over 3 existing parking bays. Due to this, there is an increased risk of vehicle impact which the structure has not been designed to resist. Additionally, there is no impact protection, such as bollards, to provide protection from vehicle impact.</li> </ol> |

## BUILDING INSPECTION SUMMARY

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>5. The parklet is positioned adjacent to the kerb and channel drain, to the extent that it obstructs the operation of the drainage system. This may promote water ponding underneath the structure, which may contribute to deterioration and unsanitary subfloor conditions. There is no subfloor access for inspection or maintenance. As a result, the structural adequacy of the subfloor cannot be fully confirmed. Given the drainage concerns noted above, it is likely that accelerated deterioration is occurring beneath the structure, which may compromise structural reliability and safety of the public.</p> <p>6. The roof structure is served via a single downpipe, which is not connected into the stormwater drainage system. This results in the collected stormwater from the roof, discharging over the shared pedestrian access path to the shopping centre. This is causing surface moss to accumulate over the access path, creating an increased risk of slips and falls, especially during wet conditions.</p> <p>7. Based on visual assessment of timber sizing and framing configuration, the deck structure does not appear adequate to meet the minimum live loading requirement of 3.0 kPa for public-use outdoor areas, as specified in AS 1170.1. The construction is consistent with domestic (residential) standards, which are not appropriate for a public-use setting.</p> <p><b>MBS Recommendation</b></p> <p>The structure has not been constructed in a manner that would ensure long-term durability or compliance with the minimum performance requirements of NCC. The lack of structural anchorage, inadequate weather protection, and insufficient floor load capacity raise serious concerns about its ongoing safety and stability.</p> <p>Given the extent of the non-compliances, the lack of structural certification, and the unresolved safety risks, it is recommended that the structure be removed in its entirety. Removal will mitigate potential public safety hazards, ensure compliance with the Building Act 1993 and Building Regulations 2018, and reduce Council's exposure to legal and liability risks.</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BUILDING INSPECTION SUMMARY

INSPECTION PHOTOS



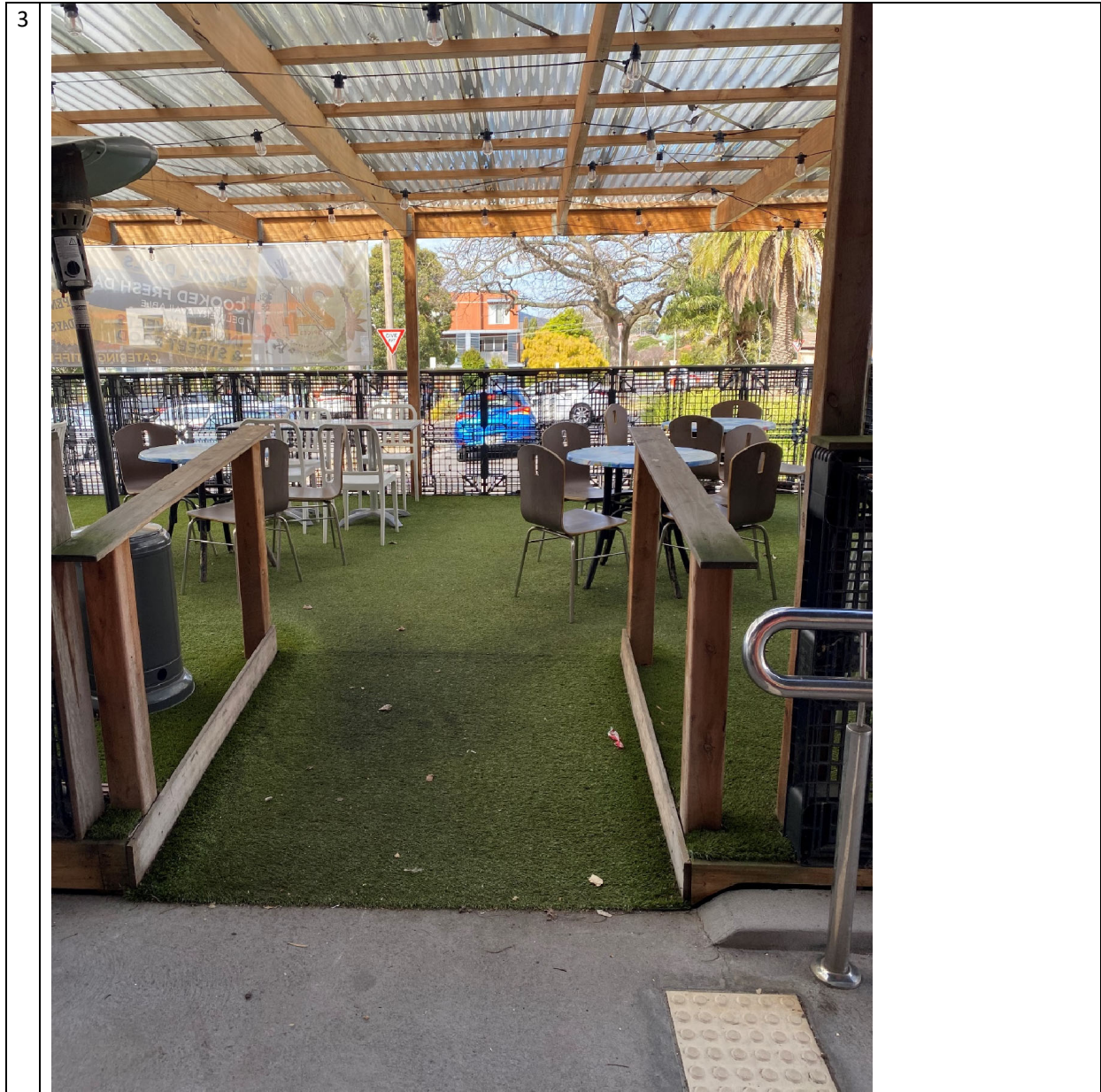


BUILDING INSPECTION SUMMARY

2



BUILDING INSPECTION SUMMARY

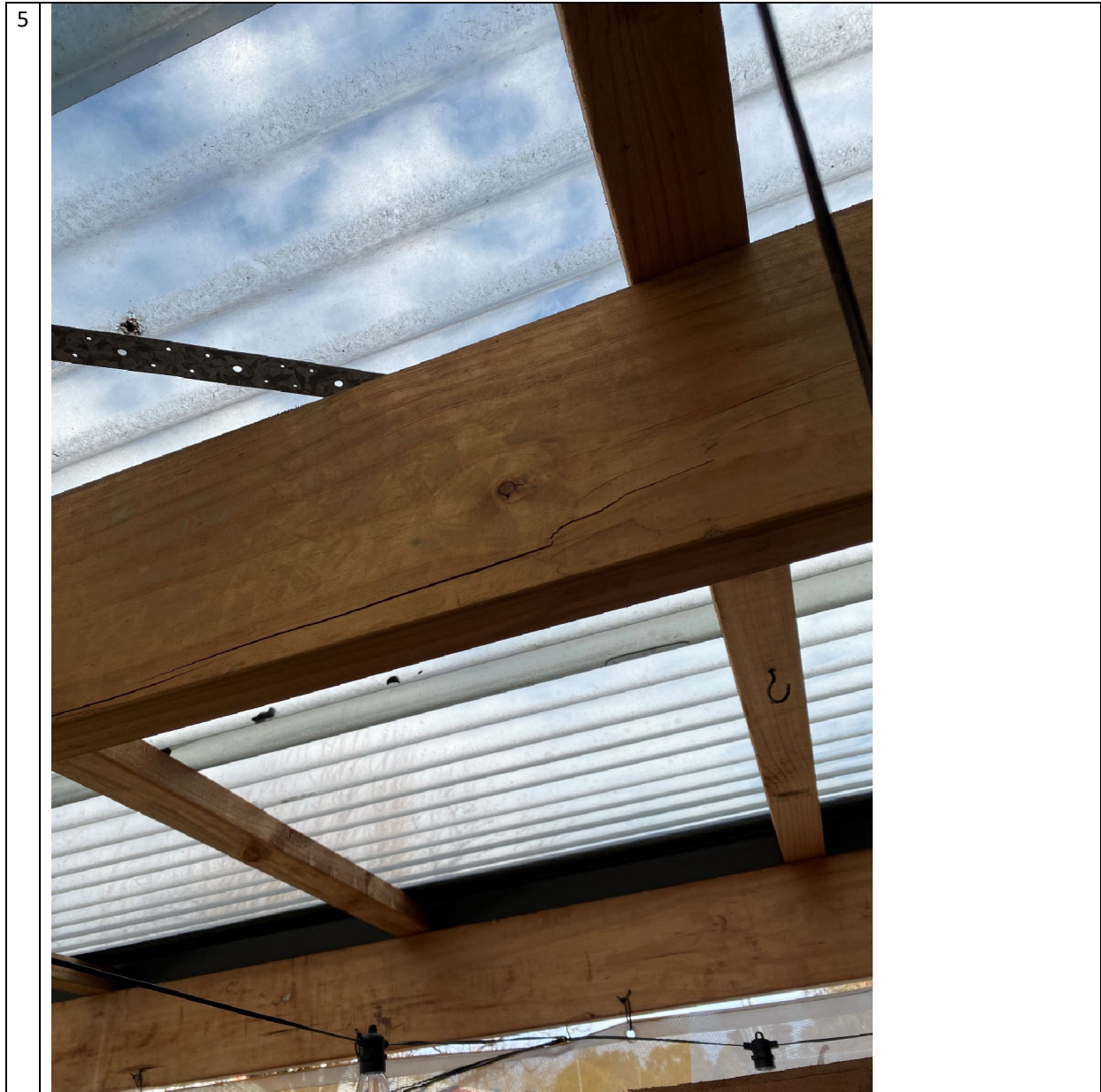




BUILDING INSPECTION SUMMARY



BUILDING INSPECTION SUMMARY



BUILDING INSPECTION SUMMARY



## 8.11 Transfer of Lease - 100 Station Street Ferntree Gully

|                                  |                                                |
|----------------------------------|------------------------------------------------|
| <b>Final Report Destination:</b> | Council                                        |
| <b>Paper Type:</b>               | For Decision                                   |
| <b>Author:</b>                   | Property Officer, Hayley Maxwell               |
| <b>Manager:</b>                  | Co-Ordinator Property Management Flora Wescott |
| <b>Executive:</b>                | Chief Financial Officer, Navec Lorkin          |

### SUMMARY

The current tenant of 100 Station Street, Ferntree Gully, Matta Associates Pty Ltd, has applied to transfer their lease to Hong (Winnie) Nguyen Thi Phan. This report recommends transferring the lease from Matta Associates Pty Ltd ('current tenant') to Hong (Winnie) Nguyen Thi Phan ('proposed tenant').

### RECOMMENDATION

That Council resolve to:

1. Agree to the transfer of the lease for 100 Station Street, Ferntree Gully from Matta Associates Pty Ltd (current tenant) to Hong (Winnie) Nguyen Thi Phan (proposed tenant) in accordance with the current terms and conditions of the lease (Confidential Attachment 1).
2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to execute all lease documentation required to execute the transfer of lease (Confidential Attachment 2); and
3. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to negotiate and execute the extension option available on the lease of one further option of 4 years.

## 1. DISCUSSION

### 1.1 Background

Council is the owner and landlord of the premises at 100 Station Street, Ferntree Gully. The shop is leased to Matta Associates Pty Ltd (current tenant) and operates as a bakery and café. The lease commenced on 18 March 2024, for a term of 5 years with one further option to extend it by 4 years (Confidential Attachment 1).

Matta Associates Pty Ltd (current tenant) have sold their bakery business to Hong (Winnie) Nguyen Thi Phan (proposed tenant) who intends to continue operating as a bakery. Council received a request for a lease transfer, via the managing agent Cameron, on 8 October 2025, dated 3 October 2025. The settlement date for the transfer of business is 3 November 2025.

Under the *Retail Leases Act 2003*, a landlord has 28 days to respond to any request for a transfer of lease. This timeline expires on 5 November 2025, with no response to the proposed tenant constituting acceptance of the transfer of the lease. Councils' Leasing and Licensing Policy require Council to approve all leases and licenses of 4 years and over.



The *Retail Lease Act 2003* stipulates that a landlord can only withhold consent to the transfer of lease under the following conditions:

- The proposed tenant wants to use the premises in a way that is not permitted under the lease;
- The proposed tenant does not have sufficient financial resources or business experience to meet the obligations under the lease;
- The proposed tenant has not complied with reasonable assignment provisions under the lease; and
- The business has been sold, and the current tenant has not provided the proposed tenant with business records for the previous 3 years.

### **1.2 Analysis and recommendation**

Due diligence has been undertaken by the property manager, Cameron, including a review of references, financial statements, and consideration of relevant business experience. Based on this review, officers consider that the proposed tenant has demonstrated the ability to fulfil their obligations under the lease as outlined under the Act.

| Condition                                              | Response                                                                                                                                               |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use of the premises                                    | As the business has been sold, the premises will continue to be used as a bakery.                                                                      |
| Financial resources and business experience            | Camerons advise that the proposed tenant has been working in similar roles as a bakery manager and has recently started their own independent company. |
| Reasonable assignment provisions                       | Camerons advise that the reasonable assignment provisions have been adhered to.                                                                        |
| Provision of business records for the previous 3 years | Camerons advise that the existing tenant has provided appropriate business records to the proposed tenant.                                             |

The lease is proposed to be transferred with all the existing terms and conditions of the current tenant to the proposed tenant, including the permitted use of Bakery (Retail).

### **1.3 Next Steps**

Camerons have drafted the Deed of Transfer at [Confidential Attachment 2](#). Should Council endorse the recommendations in this report, the Deed will be provided for signing to

- 1) the existing tenant
- 2) the proposed tenant
- 3) Council CEO.

The transfer will take effect from 3 November 2025. As a sale of business, the bakery will continue to operate in the same form.

## **2. ENGAGEMENT**

Council officers have been working with the agent acting on the Council's behalf and with the current and proposed future tenant.

As the lease is less than 10 years and the annual rent is less than \$100,000, there is no requirement under the Local Government Act 2020 to undertake community consultation.

## **3. SOCIAL IMPLICATIONS**

The transfer of the lease ensures the bakery remains open rather than closing, preserving access to a familiar and valued local business. Residents continue to have a convenient place to buy fresh bread, coffee, and meals, supporting both everyday convenience and social connection. A smooth transition between owners also signals confidence in the area's potential, demonstrating ongoing investment in the precinct rather than decline.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

## **5. ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications for this report.

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

The current rental return of \$23,190.24 per annum, increasing by 4% annually will continue. This amount would be transferred with the lease.

## **7. RISKS**

Management of commercial real estate sites is not a core function of council and carries a range of statutory obligations that must be met in its capacity as landlord. To ensure these obligations are fulfilled and risks are appropriately managed, council engages a commercial property manager to oversee the day-to-day administration of these properties.

The property manager is contracted to undertake due diligence on prospective tenants, including assessment of financial capacity, proposed use, and compliance with lease conditions and planning controls. This process helps ensure incoming tenants are suitable for the premises and that their operations align with Council's strategic and community objectives.

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

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

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

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

## **9. CONFLICT OF INTEREST**

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



#### **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 1 and 2 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 when negotiating commercial leases;

#### **ATTACHMENTS**

Nil

9      Supplementary Items

10     Notices Of Motion

11     Urgent Business

12     Questions Through the Chair

13     Confidential Items