AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 25 May 2026 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson

Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 27 April 2026.

4 Presentations, Petitions And Memorials

5 Reports By Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 April 2026 to 30 April 2026

Final Report Destination: Council
Paper Type: For Noting
Author: Manager City Planning & Building, Paul Dickie
Manager: Manager City Planning & Building, Paul Dickie
Executive: Interim 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 April 2026 to 30 April 2026 as set out in the officers' report.

1. REPORT
Details of planning applications decided under delegation from 1 April 2026 to 30 April 2026 are attached. The applications are summarised as follows:

Application Type		**No.**
Building & Works:	Residential	4
	Other	3
Subdivision		6
Units		18
Tree Removal / Pruning		12
Single Dwelling		3
Change of Use		1
Signage		1
TOTAL		**48**

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 April 2026 and 30 April 2026

Ward	No/ Type	Address	Description	Decision
Baird	2026/9032	12 Sundew Avenue BORONIA VIC 3155	Two Lot Subdivision (Approved unit development)	2/04/2026 Approved
Baird	2025/6309	331 Dorset Road BORONIA VIC 3155	Construction of two (2) double storey dwellings on the land	2/04/2026 Approved
Baird	2026/9036	3 Orion Close FERNTREE GULLY VIC 3156	Removal of one (1) Grevillea robusta (Silky Oak)	13/04/2026 Approved
Baird	2025/6402	269A Scoresby Road BORONIA VIC 3155	Construction of three (3) double storey dwellings	13/04/2026 Approved
Baird	2026/6060	141 Dorset Road BORONIA VIC 3155	Removal of T9: One (1) Brachychiton populneus (Kurrajong)	15/04/2026 Approved
Baird	2026/6178	1/26 Iris Crescent BORONIA VIC 3155	Two lot subdivision (Existing dwellings)	16/04/2026 Approved
Baird	2026/6096	27 James Road FERNTREE GULLY VIC 3156	Removal of one (1) Ligustrum lucidum (Glossy Leaved Privet), one (1) Acer palmatum (Japanese Maple) and one (1) Grevillea robusta (Silky Oak)	21/4/2026 Approved
Baird	2026/9040	20 Holloway Drive BAYSWATER VIC 3153	Buildings and works	21/04/2026 Approved
Baird	2025/6534	20 Woodmason Road BORONIA VIC 3155	Development of the land for four (4) single storey dwellings	22/04/2026 Approved
Baird	2025/6619	91 Linda Crescent FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the rear of the existing dwelling	29/04/2026 Approved
Chandler	2026/6171	130 Dorset Road BORONIA VIC 3155	Building a front fence more than 1.2 metres in height	10/04/2026 Approved
Chandler	2025/6456	101 Basin-Olinda Road THE BASIN VIC 3154	Buildings and works for a horse arena, including earthworks	10/04/2026 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2025/6244	1300 Mountain Highway THE BASIN VIC 3154	Use of the land for a service station with associated buildings and works, internally illuminated signage and electronic sign	17/04/2026 Notice of Decision
Chandler	2026/6089	9 Phipps Avenue BORONIA VIC 3155	Removal of T1: one (1) Dead Eucalyptus sp, T2: One (1) Corymbia citriodora (Lemon Scented Gum), T3: One (1) Callistemon viminalis (Weeping Bottlebrush), T4: One (1) Melia azedarach (Cape Lilac) and T6: One (1) Melaleuca styphelioides (Prickly-Leaved Paperbark)	20/04/2026 Approved
Chandler	2026/6210	2 Lyndon Road BORONIA VIC 3155	Two Lot Subdivision (Approved Unit Development)	21/04/2026 Approved
Chandler	2026/6124	23 Hilda Avenue BORONIA VIC 3155	Lopping of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	28/04/2026 Approved
Chandler	2026/6091	13 Gwyn Crescent BORONIA VIC 3155	Buildings and works for an extension of the existing dwelling that encroach into the tree protection zone	29/04/2026 Approved
Chandler	2024/6409	4 Green Street BORONIA VIC 3155	Development of two (2) double storey dwellings on a lot, buildings and works, removal of vegetation	29/04/2026 Notice of Decision
Chandler	2026/6111	7 Girdwood Road BORONIA VIC 3155	Removal of T1: One (1) dead Eucalyptus obliqua (Messmate), T2: One (1) Eucalyptus mannifera (Brittle Gum), T3: One (1) Eucalyptus obliqua (Messmate) and T4: One (1) Grevillea robusta (Silky Oak)	30/04/2026 Approved
Collier	2024/6478	154 Harold Street WANTIRNA VIC 3152	Construction of a double storey dwelling to the side of the existing dwelling and associated subdivision of the land into two (2) lots	13/04/2026 Approved
Collier	2025/6258	388 Mountain Highway WANTIRNA VIC 3152	Construction of two (2) double storey dwellings, two lot subdivision and alteration of access to a TRZ2	27/04/2026 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2026/6113	11A Mingana Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	9/04/2026 Approved
Dinsdale	2025/6572	24 Piccadilly Avenue WANTIRNA SOUTH VIC 3152	Construction of a double storey dwelling to the side of the existing dwelling	9/04/2026 Approved
Dinsdale	2025/6307	568 Mountain Highway BAYSWATER VIC 3153	Use and construction of two (2) single storey Community Care Accommodation dwellings on a lot, including create and alter access to a road in a Transport Zone 2	14/04/2026 Notice of Decision
Dinsdale	2026/6105	6 Nickols Court BORONIA VIC 3155	Removal of one (1) Fraxinus angustifolia (Desert Ash)	21/04/2026 Approved
Dinsdale	2026/9043	2 Caroline Court BAYSWATER VIC 3153	Buildings and Works construct a double storey dwelling	23/04/2026 Approved
Dinsdale	2025/6448	22 Margaret Avenue BAYSWATER VIC 3153	The construction of three (3) double storey dwellings and removal of vegetation	24/04/2026 Notice of Decision
Dinsdale	2025/6447	38 Ireland Avenue WANTIRNA SOUTH VIC 3152	Construction of two (2) double storey dwellings on a lot and removal of vegetation	27/04/2026 Approved
Dinsdale	2025/6303	39 Roselyn Crescent BORONIA VIC 3155	Construction of three (3) double storey dwellings on a lot	29/04/2026 Notice of Decision
Dobson	2025/6560	25 Talaskia Road UPPER FERNTREE GULLY VIC 3156	The construction of a single storey dwelling and removal of vegetation	2/04/2026 Approved
Dobson	2025/6418	970-980 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and works, Two (2) Internally Illuminated Business Identification Panel Signs and Above Verandah, Internally Illuminated Business Identification Signage	9/04/2026 Approved
Dobson	2025/6568	16 Fern Road UPPER FERNTREE GULLY VIC 3156	The construction of a single dwelling on the land	15/04/2026 Approved
Dobson	2026/6012	9 The Glen FERNTREE GULLY VIC 3156	Construction of a Small Second Dwelling and a carport	29/04/2026 Approved
Dobson	2026/6134	15 Margot Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua (Messmate) and one (1) Melaleuca styphelioides (Prickly-Leaved Paperbark)	30/04/2026 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2026/6130	780 Burwood Highway FERNTREE GULLY VIC 3156	Internally illuminated business identification signage, including an internally illuminated panel sign	13/04/2026 Approved
Friberg	2025/6387	25 Mountain Gate Drive FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings	17/04/2026 Approved
Friberg	2026/6103	35 Rodney Drive KNOXFIELD VIC 3180	Construct a dwelling behind the existing dwelling	28/04/2026 Approved
Scott	2026/9033	12 Fewster Drive WANTIRNA SOUTH VIC 3152	Two Lot Subdivision (Approved Unit Development)	8/04/2026 Approved
Scott	2026/6123	1/408 Scoresby Road FERNTREE GULLY VIC 3156	Three (3) lot subdivision (approved development site)	21/04/2026 Approved
Scott	2026/9031	3 Cornelius Drive WANTIRNA SOUTH VIC 3152	Removal of One (1) Hesperocyparis lusitanica (Mexican Cypress)	21/04/2026 Approved
Scott	2026/6116	13 Glenmaggie Court WANTIRNA SOUTH VIC 3152	Removal of One (1) Cupressus sempervirens (Italian Pencil Pine)	24/04/2026 Approved
Scott	2026/6127	13 Lancelot Close WANTIRNA SOUTH VIC 3152	Removal of one (1) Grevillea robusta (Silky Oak)	28/04/2026 Approved
Taylor	2026/6131	6 Jedan Court ROWVILLE VIC 3178	Pruning of Rear Boundary Cupressus × leylandii (Leyland cypress) Hedge	24/04/2026 Approved
Taylor	2025/6442	48 Colorado Crescent ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings and removal of vegetation	27/04/2026 Approved
Tirhatuan	2026/9039	6 Glenifer Avenue SCORESBY VIC 3179	Two lot subdivision (Approved unit development)	9/04/2026 Approved
Tirhatuan	2024/6593	15 Deschamp Crescent ROWVILLE VIC 3178	Construction of six (6) double storey dwellings on a lot	10/04/2026 Notice of Decision
Tirhatuan	2025/6514	6 Fourth Avenue ROWVILLE VIC 3178	Construction of a double storey dwelling to the rear of an existing dwelling	28/04/2026 Approved
Tirhatuan	2026/9044	71/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Buildings and works associated with an internal mezzanine extension within the existing warehouse	30/04/2026 Approved

6.2 79 Grayson Drive, Scoresby

Final Report Destination: Council
Paper Type: For Decision
Author: Senior Planner, Emily Zeng
Manager: Manager City Planning & Building, Paul Dickie
Executive: Interim Director, City Liveability, Jonathan McNally

SUMMARY
This report considers Planning Application P/2025/6394 for the use and development of a Rooming House at 79 Grayson Drive, Scoresby.

RECOMMENDATION (SUMMARY)
That Council issue a Notice of Decision to Grant a Planning Permit for the use and development of a Rooming House at 79 Grayson Drive, Scoresby, subject to the conditions detailed in the full recommendation in section 10 below.

1. DISCUSSION

A new application P/2025/6394 has been lodged with Council for the use and development of a Rooming House at 79 Grayson Drive, Scoresby.

This application is being reported to Council as it received objections from more than 15 objector properties.

The proposed use and development is generally consistent with the relevant design guidelines, policies and strategies contained within the Planning Policy Framework, and subject to conditions, achieves compliance with the Standards of Clause 55 (Two or more dwellings on a lot) of the Knox Planning Scheme. The proposed use and development is consistent with the purpose of the Neighbourhood Residential Zone – Schedule 4 and will provide an appropriate balance between the need for additional housing within an established residential area while appropriately managing the amenity for future occupants and adjoining residents.

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

2. ENGAGEMENT

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total, 94 objections were received.

A Planning Consultative Committee (PCC) meeting was held with the objectors and the applicant as part of the application process.

The application was referred internally to Council's Asset Protection Unit, Building Services Unit, City Futures, Landscape Officer and Traffic Engineers. No major concerns were raised with the application.

3. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use and development, although it is noted that the Planning Policy Framework encourages diversity in housing types and affordable housing options in residential areas. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found in the Officer's Report at Attachment 1.

4. CLIMATE CHANGE CONSIDERATIONS

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

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

5. ENVIRONMENTAL IMPLICATIONS

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

6. FINANCIAL AND RESOURCE IMPLICATIONS

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

7. RISKS

There are no major risks associated with the proposal.

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

Planning our future city

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

9. CONFLICT OF INTEREST

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

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the use and construction of a Rooming House at 79 Grayson Drive, Scoresby, subject to the following conditions:

Amended Development Plans

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
   1.1. The two proposed driveways to align and match the width of the existing two crossovers along the Grayson Drive property boundary.
   1.2. The location of the contact detail sign for the person responsible for the management of the premises to be visible to any person entering the site.
   1.3. The north-facing window within Bedroom 5 of No. 79 Grayson Drive (southernmost building) to be externally shaded in accordance with Clause 55.05-4 (Solar protection to new north-facing windows objective) of the Knox Planning Scheme.
   1.4. A separate living area to replace Bedroom 5 within both buildings to meet the minimum dimensions and area as specified at Table B3-7.2 (Living area dimensions), in accordance with Clause 55.03-7 (Functional layout) of the Knox Planning Scheme.
   1.5. Deletion of the kitchenette (comprising sink and refrigerator) and associated joinery from all bedrooms. Shelves or low cupboards with bench space can be provided.

   To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
   2.1. A Stormwater Management Plan in accordance with Condition 3.
   2.2. An amended Landscape Plan in accordance with Condition 4.
   2.3. A Rooming House Management Plan in accordance with Condition 7.

   To the satisfaction of the Responsible Authority.

Stormwater Management Plan

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
   3.1. All stormwater drainage discharge from the site connected to a legal point of discharge.
   3.2. The internal drains of the dwellings to be independent of each other.
   3.3. An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
   3.4. The on-site detention system to be installed in a suitable location for easy access and maintenance.

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

To the satisfaction of the Responsible Authority.

Landscaping

4. Prior to the commencement of the development approved under this Permit, an amended landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The landscape plan must be generally in accordance with the landscape plan "Landscape Drawings – Version 1.0 – 79 Grayson Dve Scoresby Vic – Curves Landscape Design – 29 October 2025", submitted with the application, but amended to show:
   4.1. Revised Canopy Cover Table
      4.1.1. Site area – 731sqm
      4.1.2. Required Canopy Cover (10%) – 73.1sqm
      4.1.3. Proposed Canopy Cover – 95sqm
   4.2. Proposed Planting
      4.2.1. Front setback – Replace Gleditsia 'Sunburst' with Geijera parviflora, Eucalyptus 'Little Spotty' or other native canopy tree with mature canopy spread of 6m.
      4.2.2. SPOS 1 & 2 – Replace Callistemon viminalis (considered a large feature shrub) with Acacia implexa, or other native canopy tree with mature canopy spread of 5m.
   4.3. The following notes/annotations are to be shown on the plans:
      4.3.1. Annotation requiring Drip Irrigation be supplied to all new plantings
      4.3.2. All proposed trees in lawn areas must be within mulched 50 x 50cm edging box (minimum). Edging box not to protrude more than 30mm from ground level.
   4.4. The notation for the Rainwater tank capacities must be deleted. (Outline of tank may remain).

   To the satisfaction of the Responsible Authority.

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

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

Rooming House Management Plan

7. Prior to the occupation of the building/s, a Rooming House Management Plan (RHMP) must be submitted to and approved to the satisfaction of the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must include the following:

7.1. The contact details for the owner, manager or agent for leasing purposes of the premises.
7.2. The contact details for the person responsible for the management of the premises to be displayed so visible to any person entering the site.
7.3. House rules regarding occupancy and behaviour of residents and visitors, and grievance procedures.
7.4. Management of communal spaces.
7.5. Resolution process for disputes between residents.
7.6. Induction of residents to be familiar with the behaviour requirements of the RHMP.
7.7. Permanent display of the plan in a common area accessible to all residents of the premises.
7.8. Maintenance of the building, surrounds and landscaping.
7.9. A process for management to respond to complaints.
7.10. The storage of garbage and recyclables and waste collection.
7.11. A requirement to notify Council when changes are made to ownership or management of the premises.

The approved Rooming House Management Plan may be amended with the written consent of the Responsible Authority.

8. The requirements of the endorsed Rooming House Management Plan must be implemented by the rooming house owners, managers and occupiers of the site for the duration of the Rooming House operation in accordance with this permit, to the satisfaction of the Responsible Authority.

General

9. All use and development must be in accordance with the endorsed plans.

10. The layout of the use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

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

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

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

Car Parking & Accessways

14. Before the dwellings are occupied, driveways and car parking areas must be:
14.1. Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
14.2. Formed to such levels and drained so that they can be used in accordance with the approved plan; and
14.3. Treated with an all-weather seal or some other durable surface; and

14.4. Line marked to indicate each car space.

To the satisfaction of the Responsible Authority.

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

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

Fencing

17. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.

Amenity During Construction

18. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
    18.1. the appearance of building, works or materials on the land
    18.2. parking of motor vehicles
    18.3. transporting of materials or goods to or from the site
    18.4. hours of operation
    18.5. stockpiling of top soil or fill materials
    18.6. air borne dust emanating from the site
    18.7. noise
    18.8. rubbish and litter
    18.9. sediment runoff
    18.10. vibration

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

Limit on number of persons

19. No more than ten (10) people are permitted to be housed within each building at any one time (including any manager/caretaker).

Security alarms

20. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service to the satisfaction of the responsible authority.

General amenity provision

21. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
    21.1. transport of materials, goods or commodities to or from the land;

21.2. appearance of any building, works or materials;
21.3. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
21.4. presence of vermin.

To the satisfaction of the responsible authority.

Stormwater

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

Permit Expiry

23. This permit will expire if one of the following circumstances applies:
23.1. The development is not started within three years of the date of this permit.
23.2. The development is not completed within five years of the date of this permit.
23.3. The use does not start within three years of the completion of the development.

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

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

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

- A building permit must be obtained before development is commenced. A Report and Consent may be required for flooding where applicable, please contact Council's Building Department on 9298 8125 for more information.
- Buildings are not allowed to be built over Council easements.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Officer Report - 79 Grayson Drive Scoresby [**6.2.1** - 15 pages]
2. Attachment 2 - Council Attachments - 79 Grayson Drive Scoresby [**6.2.2** - 12 pages]

Attachment 1

Planning Application P/2025/6394 for the use and construction of a Rooming House at 79 Grayson Drive, Scoresby

1. Summary:

Subject Site:	79 Grayson Drive, SCORESBY VIC 3179
Proposed Development:	Use and construction of a Rooming House
Existing Land Use:	Residential – Vacant Land
Site Area:	731m^2
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 4/No Overlays
Application Received:	1 September 2025
Number of Objections:	94 objections
PCC Meeting:	24 March 2026
Ward:	Tirhatuan

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2025/6394 assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Previous Permit Applications

Planning Permit P/2019/6049 for the construction of two (2) single storey dwellings was issued on 27 May 2019. The Permit remains valid with a current expiry for commencement of 27 May 2026, and development, landscape and engineering plans have been endorsed.

Planning Permit P/2026/6063 for the construction of two single storey dwellings was issued on 3 March 2026. The application was assessed under the 'deemed to comply' Standards of Clause 55, and was processed as a VicSmart application, which was exempt from the notice requirements of the *Planning and Environment Act 1987* (the Act). Development plans under Condition 1 of the Permit have been approved.

3.2 Subject Site and Surrounds

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

- The subject site is a single allotment located on the west side of Grayson Drive in Scoresby.
- The site is rectangular in shape with a frontage of 21.64 metres, a depth of 33.76 metres and an overall area of 731 square metres.
- The land has an approximate 1.8 metre fall across the site; sloping northwest (highest point) to southeast (lowest point).

knox your city

Attachment 1

- The site is not encumbered by any easements.
- The site is currently vacant with no vegetation and vehicular access is provided via two existing crossovers.
- The subject site and surrounds are located within a Neighbourhood Residential Zone – Schedule 4 and used and developed for residential purposes.

3.3 The Proposal

The proposal seeks permission for the use and construction of a Rooming House. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- Two (2) side-by-side single storey buildings with a total of ten (10) bedrooms, each with ensuite facilities, built-in-robes and desk, as well as a kitchenette consisting of a sink and refrigerator.
- Each building contains shared entry facilities and common areas, including kitchen and living areas, laundry facilities and private open space.
- A single car garage and tandem car space is provided to each building.
- Maximum building height is 5.94 metres.
- The total floor area of the Rooming House is 402.48m^2, excluding the porches and terraces.
- Site coverage is 410.28 square metres (approximately 56.1%) and site permeability is 305.02 square metres (approximately 41.7%).
- Garden Area is 264 square metres (approximately 36.1%) of the 731m^2 subject site.
- External finishes and materials include Colorbond roof sheeting, brickwork and vertical cladding in various greys and beige.

4. Consultation

4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. At the time of preparing this report, 94 objections were received and are summarised below.

Use (inappropriate and incompatible use and location, undesirable occupants, unreasonable number of occupants, self-contained dwellings)

- The use of the land for a Rooming House is not a prohibited use within the Neighbourhood Residential Zone. The planning provisions for this zone, subject to relevant decision guidelines, planning policy and amenity considerations, consider a Rooming House as a contemplated form of residential development within a residential area. The proposal maintains a residential character and is consistent with the purposes of the zone to recognise areas of predominantly single and double storey residential development, and to ensure that development is responsive to the identified neighbourhood character. The use and development addresses state and local policies, objectives and strategies to provide for a range of housing types that meet diverse community needs, including more affordable and flexible accommodation options, and to provide additional housing within established residential areas with access to existing infrastructure, commercial facilities and employment opportunities.

knox your city

Attachment 1

- The Planning Scheme does not give consideration to the future tenants of the building. The status of potential residents and their behaviour and actions are not relevant planning matters and are not able to be controlled by the planning system.

- The development is comparable in scale and built form to a development for two single storey dwellings. Such a configuration would represent a similar building envelope in terms of footprint and height. Accordingly, the site is capable of accommodating a development of this scale without resulting in adverse built form impacts.

- The applicant has indicated that each building can contain up to 10 people. While any permit to issue will include a condition limiting the maximum number of tenants to 10 in each building, the number of people will also be subject to an assessment under relevant legislation, which may result in less than 10 tenants in each building. A maximum occupancy of 10 people in each building is not unreasonable (subject to a condition that requires Bedroom 5 to be converted to a living area, which may also reduce the number of persons that can be accommodated).

- To ensure compliance with the definition of a Rooming House under the Scheme, a condition on any permit to issue will require the removal of kitchenettes within the bedrooms. In accordance with the relevant planning definitions, all essential facilities, including kitchen and laundry areas, must be provided as shared communal spaces, rather than within individual rooms, to ensure the rooms are not considered self-contained apartments.

Overdevelopment and Neighbourhood Character (visual bulk, inappropriate side and street setbacks, excessive site coverage and site impermeability, minimal landscaping and non-compliant Tree Canopy coverage)

- Clause 55 of the Scheme sets out key neighbourhood character standards for: street setback, building height, side and rear setbacks, walls on boundaries, site coverage, access, tree canopy, and front fences. Furthermore, Clause 55 sets out key sustainability standards for: permeability and stormwater management, waste and recycling and noise impacts. An assessment against all the Standards in Clause 55 is contained within Section 5.6 of this report.

- The development complies with Standard B2-1 (Street setback), Standard B2-2 (Building height) and Standard B2-3 (Side and rear setbacks) at Clause 55 of the Scheme. The development has been adequately setback from Grayson Drive and all side and rear boundaries in accordance with the relevant standards with building heights less than the maximum 9 metres allowed within the Neighbourhood Residential Zone.

- The development complies with Standard B2-5 (Site coverage) and Standard B5-1 (Permeability and stormwater management) at Clause 55 of the Scheme. The development has been adequately designed to comply with a maximum site coverage of 60% and a minimum site permeability of 20%.

- The development complies with Standard B2-7 (Tree Canopy) at Clause 55 of the Scheme. The development adequately achieves the minimum tree canopy cover of 10%.

Amenity Impacts (Overlooking, limited private open space provided, noise, light, odour and waste pollution, antisocial behaviour)

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- The development complies with Standard B4-4 (Overlooking) at Clause 55 of the Scheme. All ground floor habitable windows which require screening are shown to be adequately screened on the plans by the northern, southern and western boundary fencing (noting that in Standard B4-4 a habitable room does not include a bedroom).
- The development complies with Standard B3-5 (Private open space) at Clause 55 of the Scheme. Each residential building is provided with 40.8 square metres of secluded private open space within the backyard which complies with the minimum requirement of 25 square metres set by the standard.
- The development complies with Standard B5-6 (Noise impacts) at Clause 55 of the Scheme. Mechanical plant (e.g. hot water systems and air-conditioning units) has been positioned away from proposed and existing bedroom windows, and adjacent solid barriers (i.e. solid walls) to minimising the transmission of noise.
- The development complies with Standard B3-3 (Street integration) at Clause 55 of the Scheme. External lighting is adequately provided along the façades of the residential buildings to illuminate the driveway and pathways for occupants and visitors.
- It is noted that this is a residential development and as such, any noise, odour, waste and light attributed to the use is expected to be typical for a residential use. There is also other legislation that manages the operation of Rooming Houses, dealing with matters including safety, security, cleanliness and waste disposal.
- The development complies with Standard B5-5 (Waste and Recycling) at Clause 55 of the Scheme. The development complies with Standard B5-5 (Waste and Recycling) at Clause 55. Each residential building is provided 2.02m² of bin storage area which exceeds the minimum 1.8m² required under the standard.
- As mentioned above, the Planning Scheme does not give consideration to the behaviour of future tenants. Anti-social behaviour is not a relevant planning matter and is not able to be controlled by the planning system.
- To assist with managing potential amenity impacts of the proposed Rooming House, a Rooming House Management Plan will be required to be submitted to address on-site management, house rules, maintenance of building and landscaping, as well as the process of managing any complaints. This will be included as a condition on any permit to issue.

Traffic (Insufficient car parking onsite, increased traffic volumes and congestion, pedestrian and driver safety)

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Scheme prior to the introduction of Amendment VC277. An assessment of car parking under Clause 52.06 is contained within Section 5.4 of this report.
- Council's Traffic and Transport Department have not raised concerns with reference to the street network's ability to cater for the additional traffic that will be generated.
- All new driveways associated with the residential buildings must incorporate corner splays to ensure adequate visibility for both pedestrians and drivers, in accordance with Design Standard 1 (Accessways) at Clause 52.06 of the Scheme.

Waste Management (insufficient waste provisions, increased pests, lack of bin management)

- The development complies with Standard B5-5 (Waste and Recycling) at Clause 55 of the Scheme. Each residential building is provided 2.02 square metres of bin storage area which exceeds the minimum 1.8 square metres required under the Standard. As the Standard is met, a Waste Management Plan (WMP) is not required. Furthermore, Standard B5-5 does not consider the placement of bins for kerbside collection or the collection and maintenance of bins.

Property (devalue property values and rental yields)

- An assessment of the proposal's impact to surrounding property values and rental yields cannot be undertaken as it is not a consideration under the Scheme.

4.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held online via Zoom on 24 March 2026. The meeting was attended by 32 objectors and the objections listed above were discussed. The following issues were discussed in detail at the meeting:

- Inappropriate and incompatible use for the neighbourhood and in the Neighbourhood Residential Zone.
- Potential undesirable and transient occupants and increase in antisocial behaviours.
- Excessive impermeable and site coverage.
- Inappropriate high-density development within the residential neighbourhood.
- Minimal landscaping and Tree Canopy requirements not compliant with Clause 55 Standard.
- Unrealistic cost of development.
- Insufficient car parking provision.
- Traffic congestion, parking and safety concerns, street access, in a narrow residential street.
- Insufficient waste provisions
- No details of Rooming House management.
- No details of fire system proposed.
- Incorrect building class nominated; Class 1b versus Class 3.

At the conclusion of the PCC meeting, the issues remained unresolved.

4.3 Referrals

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

Asset Protection: No objections, subject to conditions to be included in any permit to issue requiring the proposed driveways to align with the existing crossovers.

Building Services: No issues identified. Standard building notes to be included in any permit to issue.

City Futures: No objections. Land not affected by any current or draft strategic documents.

Landscape: No objections, subject to conditions to be included in any permit to issue regarding an amended Landscape Plan.

Traffic Engineer: No objection subject to a condition to reduce the height of the paling fence within the splayed area north of No. 79A as required under Design Standard 1 (Accessways) of Clause 52.06-9 (Car Parking) of the Scheme.

Attachment 1

5. Discussion

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

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 4. A permit is required for use and construction a Rooming House.

- Pursuant to Clause 32.09-2 of the Scheme, the use of the land a Rooming House is a Section 2 – Permit Required Use as the use exemption requirements at Clause 52.23-2 are not met.
    - An assessment of a Rooming House under Clause 52.23 is contained within Section 5.4 of this report.
    - The proposed use of the land for a Rooming House is consistent with the purposes of the Neighbourhood Residential Zone – Schedule 4, which seeks to recognise areas of predominantly single and double storey residential development, and to manage and ensure that development is responsive to the identified neighbourhood character, heritage, environmental or landscape characteristics.
    - The residential use is appropriate having regard to the decision guidelines at Clause 32.09-14 of the Scheme, including the relevant directions, objectives and strategies of the Municipal Planning Strategy (MPS) and the Planning Policy Framework (PPF). An assessment against the MPS and PPF is contained within Section 5.2 of this report.
    - The bedrooms within the residential buildings are each shown with individual kitchenettes, including sinks and a refrigerator. To ensure compliance with the definition of a Rooming House under the Scheme, a condition on any permit to issue, will require the removal of these kitchenettes. In accordance with the relevant planning definitions, all essential facilities, including kitchen and laundry areas, must be provided as shared communal spaces, rather than within individual rooms, to ensure the rooms are not considered self-contained.

- Pursuant to Clause 32.09-4 of the Scheme, an application to construct a residential building on a lot with an overall area of 731 square metres must provide a minimum garden area of 35%.
    - Complies. Garden area is 264 square metres (approximately 36.1% of the site).

- Pursuant to Clause 32.09-7 of the Scheme, a permit is required to construct a residential building and must meet the requirements of Clause 55.
    - An assessment of Clause 55 (Townhouse and Low-Rise Code) of the Scheme is contained within Section 5.6 of this report.
    - The application complies with all the applicable standards under Clauses 55.02, 55.04-1, 55.04-2, 55.04-3, 55.04-4 and 55.05-2, and therefore is exempt from the decision requirements of Section 64(1), (2) and (3) and the review rights of section 82(1) of the Planning and Environment Act 1987.

- Pursuant to Clause 32.09-10 of the Scheme, a permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.09-2.

- The proposed development of a Rooming House is appropriate having regard to the decision guidelines at Clause 32.09-14 of the Scheme. In accordance with this clause, the proposal has been assessed against the objectives, standards and decision guidelines of Clause 55 and is considered to achieve an acceptable planning outcome, subject to conditions which will be included on any permit to issue.
- The development is appropriate having regard to the relevant directions, objectives and strategies of the Municipal Planning Strategy (MPS) and the Planning Policy Framework (PPF). An assessment against the MPS and PPF is contained within Section 5.2 of this report.

- Pursuant to Clause 32.09-11 of the Scheme, a building must not be constructed with a height exceeding 9m and must not contain more than 2 storeys at any point.
  - Complies. Development is single storey with a maximum height of 5.94m.

5.1.2 Overlays

The site is not affected by any overlays.

5.2 Policy Consideration: Municipal Planning Strategy and Planning Policy Framework

The Municipal Planning Strategy (MPS) provides an overview of important local planning issues, sets out the vision for future use and development and establishes strategic directions about how the municipality is expected to change.

The Planning Policy Framework (PPF) seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices that integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.

5.2.1 Clause 02.02 Vision

Visions which are relevant this application:

- Knox's housing and infrastructure will meet the changing needs of our community.
- Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

5.2.2 Clause 2.03-4 Built environment and heritage

Directions which are relevant to this application:

- Urban design and building design strategic directions:
  - Ensure well designed development to create functional, architecturally attractive, sustainable and accessible places and buildings.
  - Facilitate design that responds positively to the public realm and the open space and waterway corridors and improves public amenity.
  - Facilitate design that prioritises the needs of pedestrians and cyclists.
- Neighbourhood character directions:

- Strengthen the unifying 'green and leafy' character of Knox across all residential areas.
- Ensure development responds to the residential typologies and the desired future character, built form, and natural environmental elements that make up the neighbourhood character of each residential area.

- Healthy neighbourhoods directions:
  - Promote living and working locally, active transport, opportunities for increased social interactions, improved services for an ageing and more diverse population.
- Sustainable development directions:
  - Implement environmentally sustainable design in development to improve housing liveability and amenity for occupants.

5.2.3 Clause 2.03-5 Housing

The residential population is forecast to grow significantly. The current housing stock is inadequate to respond to the demand for smaller, more diverse and accessible dwellings, particularly as the community ages and diversifies.

There is an undersupply of affordable housing, which has contributed to high levels of mortgage stress within some parts of the municipality. Knox's supply of social housing is below the Melbourne Metropolitan average.

Four distinct residential typologies have been identified that support a scaled approach to residential development. These are shown in the table below. A different level of change is anticipated within each typology to respond to the City's current and future housing needs.

- Strategic directions for housing:
  - Support a scaled approach to housing growth in line with each residential topology – Maintain minimal change that reflects the existing character in Knox Neighbourhood areas.
  - Respond to changing housing needs and improve housing affordability by supporting the development of different housing styles, types, forms and sizes.
  - Facilitate incremental residential growth with design guidelines in strategic investigation areas.
  - Encourage ageing in place through increasing the supply of aged care facilities, social housing and

5.2.4 Clause 11.01-1L Settlement

The strategy that is relevant to this application is to direct minimal housing change in Knox Neighbourhood areas.

5.2.5 Clause 15.01-1L Urban Design on residentially zoned land

The objective of this policy is to sure that the design and scale of development is consistent with the housing types encouraged in each area and makes a positive contribution to the built form of the area. Strategies that are relevant to this application are as follows:

- Provide visual interest and articulation to present an appropriate scale and detail to the street frontage and adjoining sites.
- Design street facades with an appropriate scale, rhythm and proportion that respond to the site's context.
- Support opportunities for social interaction at interfaces between the public and private areas, spaces, and facilities within multi storey residential and mixed use developments.
- Avoid large blank walls and facades.
- Ensure site services and car parking areas are sensitively designed and sited so as to be as visually unobtrusive as possible from the street and adjoining sites.
- Provide landscape planting to screen blank walls and buildings lacking articulation.
- Ensure elements such as security grills/screens, ramps, carpark entry doors, shading and screening structures, drain pipes, air conditioning units, lift over-runs, plant and communication equipment and other building services are integrated into the design of buildings and facades.
- Provide large and useable open spaces to maximise solar access.

5.2.6 Clause 15.01-2L Accessible design

The strategy of this policy seeks to ensure the design of development considers the needs of people with limited mobility.

5.2.7 Clause 15.01-2L Environmentally sustainable development

The objective of this policy is to achieve best practice in environmentally sustainable development. Strategies seek to facilitate development that minimises environmental impacts and to encourage environmentally sustainable development that is consistent with the type and scale of the development; responds to site opportunities and constraints; adopts best practice through a combination of methods, processes and locally available technology that demonstrably minimise environmental impacts.

5.2.9 Clause 15.01-4L Healthy neighbourhoods

The strategy of this policy seeks to facilitate healthy neighbourhoods that are safe with good access and mobility, have convenient access to health, education, recreation and cultural facilities, have local and good access to employment opportunities, and have convenient and efficient public and active transport options.

5.2.10 Clause 15.01-5L Neighbourhood character (Knox Neighbourhood Area)

The objectives of the Knox Neighbourhood Area is to ensure development retains the valued characteristic of the areas, including:

- A sense of open space, fresh air, trees and large backyards.
- Low-scale neighbourhoods.
- The retention of front and back yards.
- A garden setting that includes canopy trees.

Knox Neighbourhood strategies are as follows:

- Retain and enhance the streetscape through the planting of appropriate trees on private land.
- Avoid the dominance of buildings from the street.
- Avoid the loss of front and rear garden space.
- Avoid the dominance of car storage facilities from the street.
- Retain large backyards for landscaping and open space.
- Design buildings to reflect the prevailing scale of buildings in the street.
- Accommodate landscaping including canopy trees in front and rear gardens.
- Locate carports and garages behind the line of the dwelling or in the rear yard.
- Support pitched, hipped or gabled roof forms.
- Retain understorey planting, wherever possible.

5.2.11 Clause 16.01-1L Housing supply

The objective of this policy is to support a scaled approach to residential development that is consistent with preferred dwelling typologies. Knox Neighbourhood strategies are as follows:

- Discourage increased housing growth in Knox Neighbourhood areas.
- Support detached dwellings and dual occupancies.
- Support villa unit developments (more than two dwellings) on lots greater than 1,000 square metres.
- Support villa unit developments (more than two dwellings) on lots less than 1000 square metres where it abuts with the Boronia Major Activity Centre.
- Avoid the development of townhouses and apartments.

Assessment

The proposed use and development for a Rooming House provides an appropriate and well-designed housing outcome that aligns relevant objectives and strategies of the Municipal Planning Strategy and Planning Policy Strategy. The proposal support Knox's vision for well-designed and diverse housing which responds to changing community needs while maintaining the minimal level of change envisaged for Knox Neighbourhood areas. The scale, siting and architectural presentation of the building suitably responds to the surrounding residential context, which is characterised by predominantly single storey dwellings with front and rear garden settings. Appropriate setbacks, articulated façades, varied materials and finishes, hipped roof forms, landscaping with canopy tree planting contribute to a visually cohesive streetscape outcome which reinforces the preferred "green and leafy" neighbourhood character. The development avoids visual dominance through its low-scale built form, integrated garage design and landscaping opportunities, while the omission of front fencing and inclusion of habitable room windows facing the street support passive surveillance and interaction with the public realm.

The proposal also supports housing affordability and diversity by providing a smaller and more accessible housing typology within an established residential area. The site is located within an established residential precinct with access to Scoresby Village, Westfield Knox Shopping Centre, the Scoresby-Rowville-Knoxfield employment precinct

and nearby public transport services, including a Smart Bus Route with a bus stop within walking distance along Stud Road, and bus routes along O'Connor Road and Zerfas Street. The development incorporates accessible and environmentally sustainable design principles, including step-free dwellings entry, north-facing private open space, window shading devices, rainwater tanks and opportunities for solar energy generation and future electric vehicle charging infrastructure. The buildings also achieve good internal amenity through access to natural daylight and ventilation. Overall, the proposed use and development of a Rooming House at No. 79 Grayson Drive, Scoresby delivers a neighbourhood responsive, sustainable and functional residential outcome that is consistent with the strategic intent and preferred neighbourhood character outcomes set out within the Knox Planning Scheme.

5.3 Amendments to Planning Scheme

During the processing of the planning application, **Amendment VC277** was introduced by the Minister of Planning and gazetted on 18 December 2025 to amend car parking requirements to align car parking rates with demand and reduce the number of car parks required in locations well-serviced by public transport. The proposed planning application to use and construct a Rooming House on the land was submitted prior to the day Amendment VC277 came into operation.

Under the former Clause 52.06 of the Scheme (prior to the operation of Amendment VC277), the development required the provision of 2 car spaces (1 car space to each 4 bedrooms). Under the current Clause 52.06 (Amendment VC277), the development continues to require the provision of 2 car spaces (0.25 car spaces to each bedroom).

As the number of car parking spaces that would be required for the transition proposal under the former clause is not less than the minimum number of car parking spaces required under the current clause, the proposed planning application is to be assessed under the former Clause 52.06.

5.4 Particular Provisions

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

Clause 52.06-5 specifies a ratio of two car spaces to each four bedrooms. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause.

Assessment

- **Car parking provision:**
  - The proposal satisfies the car parking provision each Rooming House is provided with a single garage and a tandem car space along the driveway; providing four (4) car parking spaces in total.

- **Car parking design:**
  - Design Standard 1 (Accessways): Generally compliant. A variation is sought to the requirement for a corner splay with an area of at least 50% clear of visual obstructions for the northern side of the

driveway to No. 79A (the northernmost building). The 2 metre high northern boundary fence between the subject site and No. 81 Grayson Drive is an existing condition and is not proposed to be altered as it connects to an existing 2 metre high front fence associated with No. 81 Grayson Drive. The existing crossover is to be retained and has been assessed as serviceable by Council's Asset Protection Unit, subject to a condition on any outgoing permit requiring the proposed driveways to align with the existing crossovers. This will result in the driveway moving further south to align with the crossover. In this context, the retained arrangement is considered to provide adequate access and visibility for the intended residential use, and the variation is therefore acceptable.

- Design Standard 2 (Car Parking Spaces): Complies.
- Design Standard 3 (Gradients): Not applicable.
- Design Standard 4 (Mechanical Parking): Not applicable.
- Design Standard 5 (Urban Design): Complies.
- Design Standard 6 (Safety): Complies.
- Design Standard 7 (Landscaping): Complies.

Clause 52.23 Rooming House: The purpose of this provision is to facilitate the establishment of domestic-scale rooming houses and applies to the use and development land for a rooming house.

- **Use:**
  - Pursuant to Clause 52.23-2 of the Scheme, any requirement in the Neighbourhood Residential Zone to obtain a permit to use the land for a rooming house does not apply if all the following requirements are met:
    - Any condition opposite the use 'rooming house' in the table of uses in the zone or schedule to the zone is met.
    - The total floor area of all buildings on the land, measured from the outside of the external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
    - No more than 12 persons are accommodated.
    - No more than 9 bedrooms are provided.
- **Buildings and works**
  - Pursuant to Clause 52.23-3 of the Scheme, any requirement in the Neighbourhood Residential Zone to obtain a permit to construct a building or construct or carry out works on the land for a rooming house does not apply if all the following requirements are met:
    - No more than 9 bedrooms are developed on the land.
    - Bedrooms can only be accessed from within the building.
    - The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
    - If the development is in the General Residential Zone or Neighbourhood Residential Zone, a garden area is provided in accordance with the minimum garden area requirement specified in the zone.
    - Shared entry facilities and common areas, including a kitchen and living area, are provided.

Assessment

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The proposal does not meet the above exemptions as the total floor area of all buildings on the land exceeds 300 square metres and contains more than 9 bedrooms in total. Also, not all bedrooms are accessed internally only.

It should be noted that there are no decision guidelines under Clause 52.23 specific to a Rooming House that must be considered.

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

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

If a development meets a standard:

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

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

Despite any other provision of this planning scheme, in determining applications to which this clause applies, the responsible authority is exempt from and is not required to consider:

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

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

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

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

Neighbourhood Character

Street Setback – Complies.

Building Height – Complies.

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Site coverage – Complies.

Access – Complies.

Tree Canopy – Complies.

Front fences – Complies.

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Liveability

Dwelling diversity – Complies.

Parking location – Complies.

Street integration – Complies.

Entry – Complies.

Private open space – Complies.

Solar access – Complies.

Functional layout – Does not comply, as the living area in each building does not meet the minimum dimension of 3.6 metres and is not shown to be separate from the kitchen area (which means it also does not meet the minimum area). Conditions to be included should a permit be issued will require Bedroom 5 in each building to be converted into a living area with the minimum dimensions and area to comply with Standard B3-7.

Room depth – Complies.

Daylight to new windows – Complies.

Natural ventilation – Complies.

Storage – Complies.

External Amenity

Daylight to existing windows – Complies.

Existing north-facing windows – Not applicable.

Overshadowing secluded open space – Complies.

Overlooking – Complies.

Internal views – Complies.

Sustainability

Permeability and stormwater management – Complies.

Overshadowing domestic solar energy systems – Complies.

Rooftop solar generation area – Not applicable.

Solar protection to new north-facing windows – Does not comply. Conditions to be included should a permit be issued will require the eave depth to the north facing window in Bedroom 5 in No. 79 to have a minimum width of 0.5 metres to comply with Standard B5-4.

Waste and recycling – Complies.

Noise impacts – Complies.

5.6 General Decision Guidelines

Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

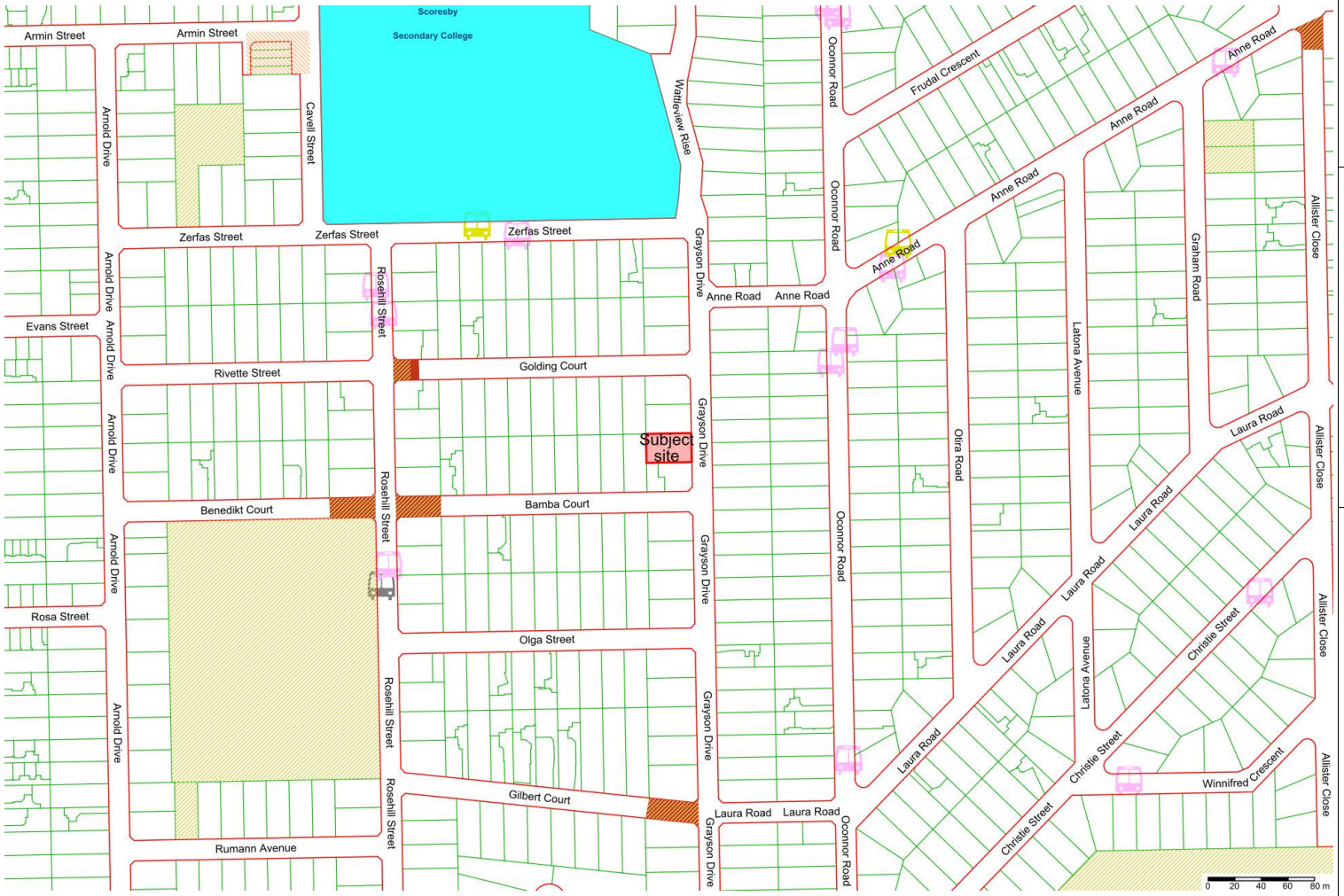
Attachment 1

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with the relevant design guidelines, policies and strategies with the Planning Policy Framework, including Clause 02.03 (Strategic Directions), Clause 11.01 (Settlement), Clause 15.01 (Built Environment) and Clause 16.01 (Residential Development) of the Knox Planning Scheme.
- The proposal complies with the purpose and decision guidelines of Neighbourhood Residential Zone – Schedule 4.
- The development satisfies all relevant 'deemed to comply' requirements of Clause 55 (Townhouse and Low-Rise Code) of the Knox Planning Scheme. While not all other Clause 55 standards are fully met in the submitted plans, full compliance with the Clause 55 standards can be achieved via conditions on any permit to issue.
- The development provides an appropriate balance between the need for housing within an established residential area while ensuring the amenity of the surrounding properties is protected.
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the planting of native and indigenous vegetation and the provision of four (4) new canopy trees across the site.



Knox City Council

ATTACHMENT 2

Address	*79 Grayson Drive, SCORESBY*
Application Number	*P/2026/6063*
Description	*The construction of two (2) single story, side by side dwellings*
Ward	Tirhatuan

LEGEND:

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

Scale: **1:3000**

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
Aerial Photography - MetroMap (Flown August 2025 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

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



Knox City Council

ATTACHMENT 2

Address	*79 Grayson Drive, SCORESBY*
Application Number	*P/2026/6063*
Description	*The construction of two (2) single story, side by side dwellings*
Ward	Tirhatuan

LEGEND:

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

Scale: **1:3000**

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
Aerial Photography - MetroMap (Flown August 2025 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

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3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.

DESIGN RESPONSE:

1. NDIVIDUAL ADDRESS AND READILY IDENTIFIABLE ENTRY
2. PROVISION OF HABITABLE SPACES TO FRONTAGE TO PROVIDE OPPORTUNITIES FOR CASUAL SURVEILLANCE
3. LANDSCAPING WITHIN FRONTAGE TO SOFTEN HARDSTAND AREAS AND PROVIDE FOR CANOPY TREE PLANTING WITHIN THE FRONT SETBACK
4. ARTICULATION OF THE DWELLINGS WITH A VARIATION IN MATERIALS AND BUILT FORM ELEMENTS TO MINIMIZE BUILDING BULK AND ENHANCE OUTLOOK
5. SPOS OF SUFFICIENT SIZE AND DIMENSIONS TO CATER FOR SERVICE AND RECREATION NEEDS AND PROVIDE FOR MEANINGFUL PLANTING. DIRECT ACCESS TO LIVING AREA/S ENHANCES INDOOR-OUTDOOR RELATIONSHIP.





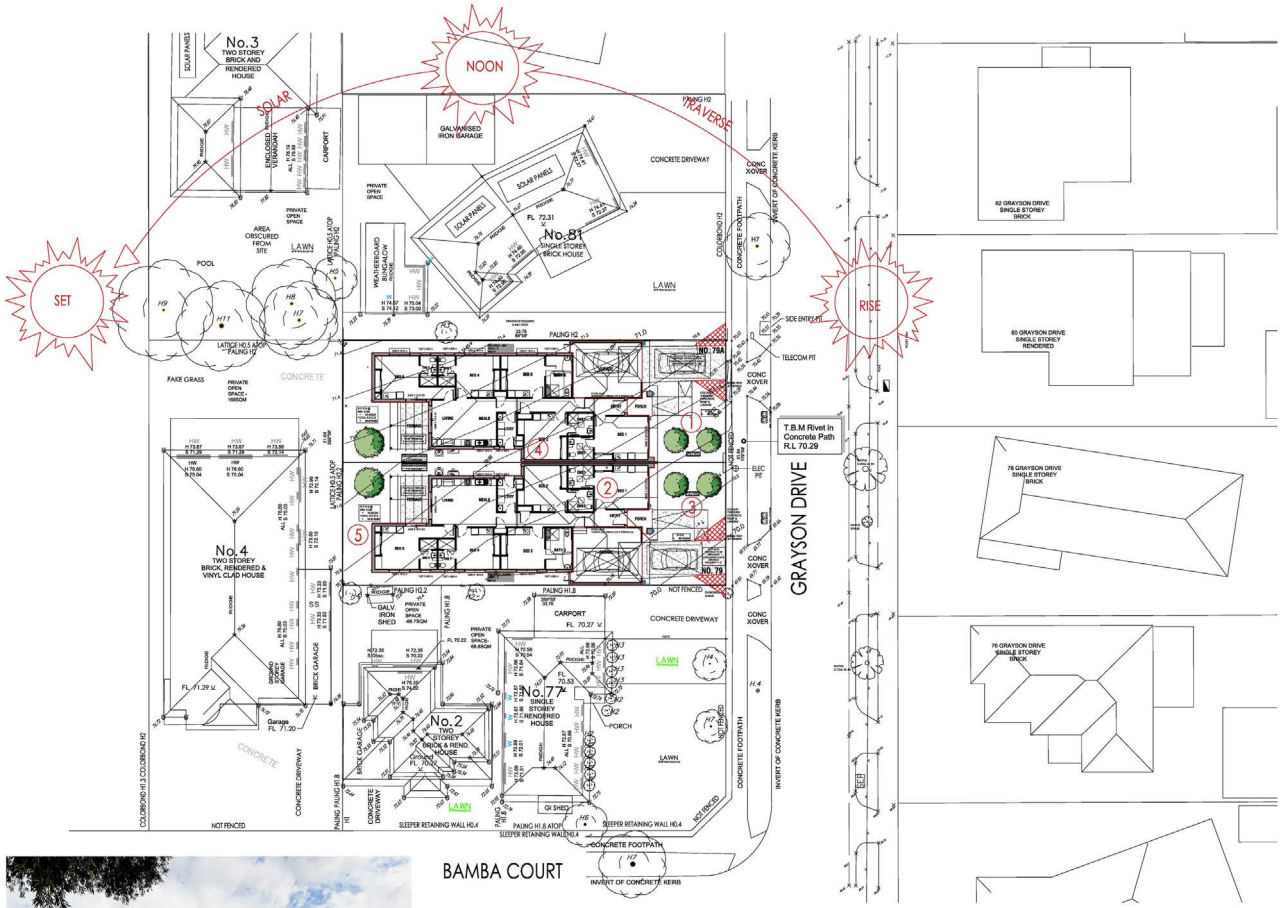








PHOTO MONTAGE





01 ELEVATION - STREETSCAPE
SCALE - 1:200

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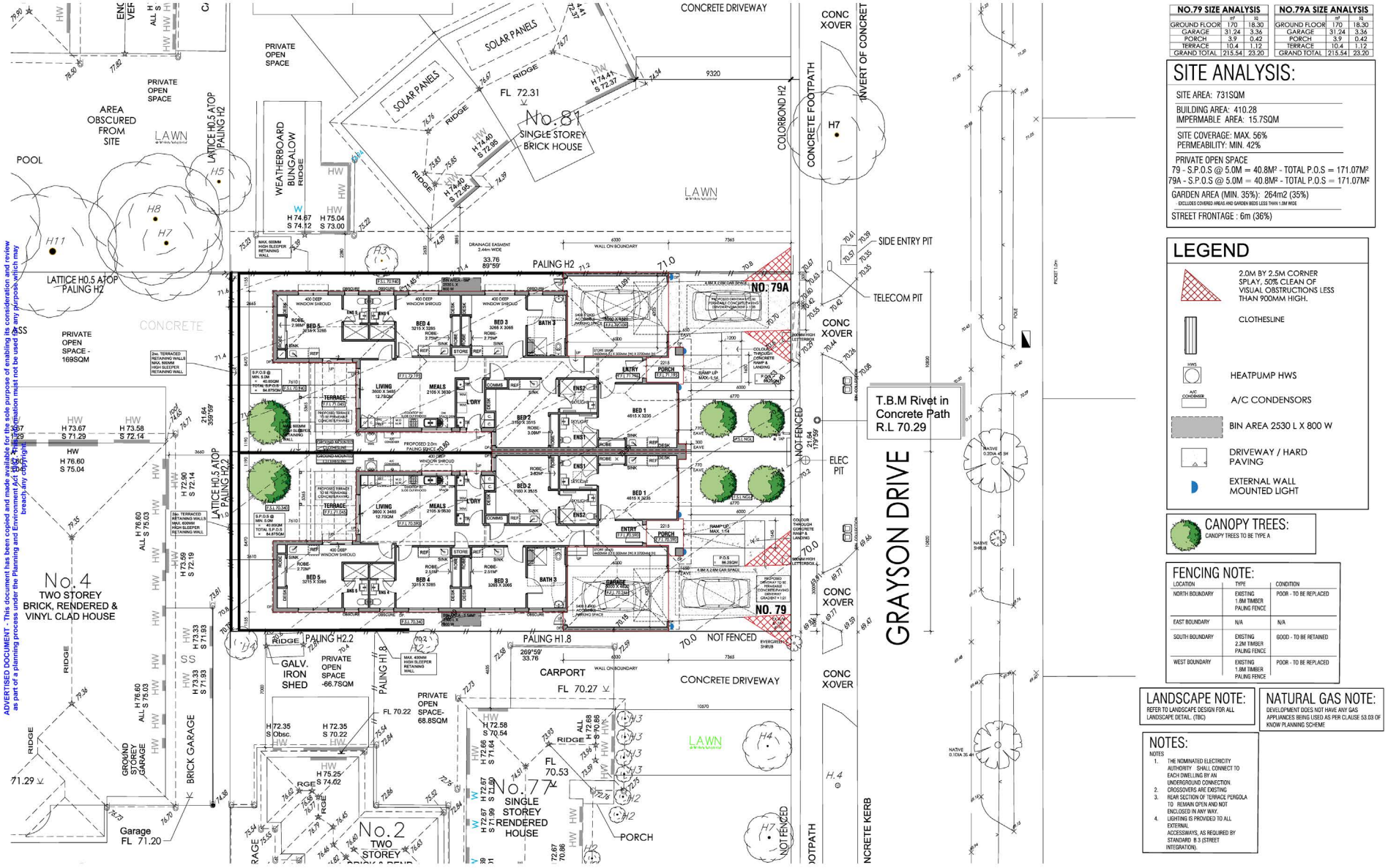
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SCALE: 1:200
DRAWING SIZE: A1
DATE: 15/08/2025
DRAWN: [redacted]
CHECKED:
JOB NUMBER: 2025/79

CLIENT: [redacted] - MELBOURNE EAST
PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: DESIGN RESPONSE

DRAWING NUMBER: 03 OF 12
REVISION: TP02
ISSUE: TOWNPLANNING



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NO.79 SIZE ANALYSIS	m²	sq
GROUND FLOOR	170	18.30
GARAGE	31.24	3.36
PORCH	3.9	0.42
TERRACE	10.4	1.12
GRAND TOTAL	215.54	23.20

NO.79A SIZE ANALYSIS	m²	sq
GROUND FLOOR	170	18.30
GARAGE	31.24	3.36
PORCH	3.9	0.42
TERRACE	10.4	1.12
GRAND TOTAL	215.54	23.20

SITE ANALYSIS:

SITE AREA: 731SQM

BUILDING AREA: 410.28
IMPERMABLE AREA: 15.7SQM

SITE COVERAGE: MAX. 56%
PERMEABILITY: MIN. 42%

PRIVATE OPEN SPACE
79 - S.P.O.S @ 5.0M = 40.8M² - TOTAL P.O.S = 171.07M²
79A - S.P.O.S @ 5.0M = 40.8M² - TOTAL P.O.S = 171.07M²

GARDEN AREA (MIN. 35%): 264m2 (35%)
EXCLUDES COVERED AREAS AND GARDEN BEDS LESS THAN 1.0M WIDE

STREET FRONTAGE : 6m (36%)

LEGEND

- 2.0M BY 2.5M CORNER SPLAY, 50% CLEAN OF VISUAL OBSTRUCTIONS LESS THAN 900MM HIGH.
- CLOTHESLINE
- HEATPUMP HWS
- A/C CONDENSORS
- BIN AREA 2530 L X 800 W
- DRIVEWAY / HARD PAVING
- EXTERNAL WALL MOUNTED LIGHT

CANOPY TREES:

CANOPY TREES TO BE TYPE A

FENCING NOTE:

LOCATION	TYPE	CONDITION
NORTH BOUNDARY	EXISTING 1.8M TIMBER PALING FENCE	POOR - TO BE REPLACED
EAST BOUNDARY	N/A	N/A
SOUTH BOUNDARY	EXISTING 2.2M TIMBER PALING FENCE	GOOD - TO BE RETAINED
WEST BOUNDARY	EXISTING 1.8M TIMBER PALING FENCE	POOR - TO BE REPLACED

LANDSCAPE NOTE:

REFER TO LANDSCAPE DESIGN FOR ALL LANDSCAPE DETAIL. (TBC)

NATURAL GAS NOTE:

DEVELOPMENT DOES NOT HAVE ANY GAS APPLIANCES BEING USED AS PER CLAUSE 53.03 OF KNOW PLANNING SCHEME

NOTES:

NOTES
1. THE NOMINATED ELECTRICITY AUTHORITY SHALL CONNECT TO EACH DWELLING BY AN UNDERGROUND CONNECTION.
2. CROSSOVERS ARE EXISTING.
3. REAR SECTION OF TERRACE PERGOLA TO REMAIN OPEN AND NOT ENCLOSED IN ANY WAY.
4. LIGHTING IS PROVIDED TO ALL EXTERNAL ACCESSWAYS, AS REQUIRED BY STANDARD B 3 (STREET INTEGRATION).

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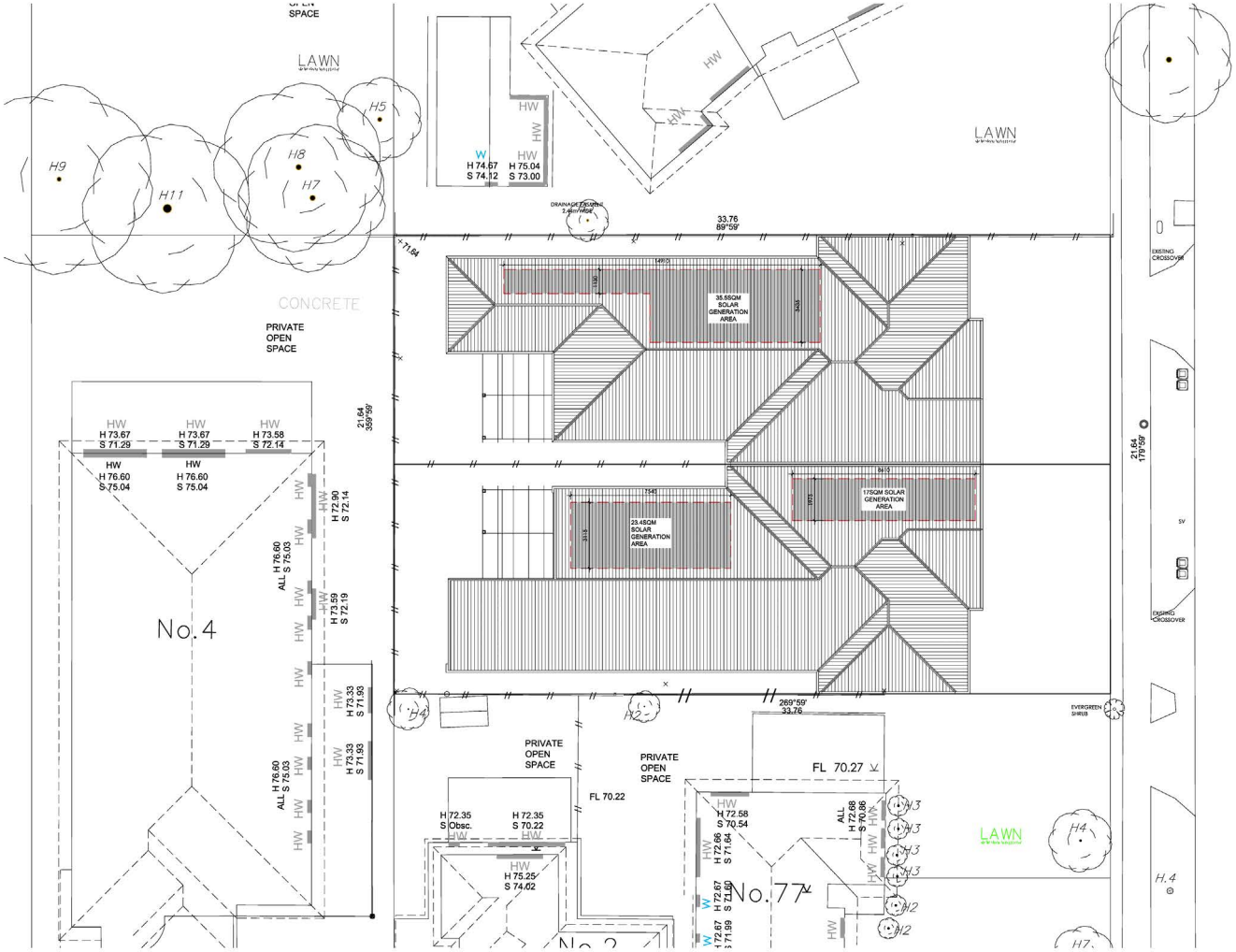
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JOB NUMBER: 2025/79

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PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: GROUND FLOOR / SITE PLAN

DRAWING NUMBER: 04 OF 12
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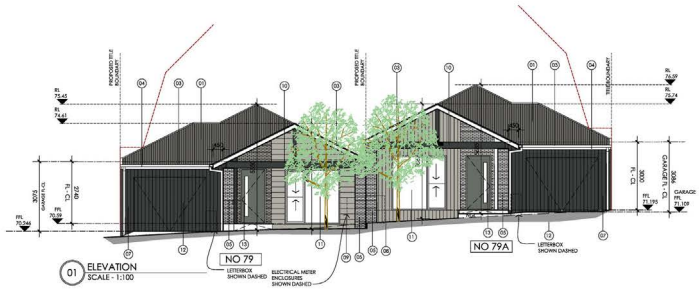
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JOB NUMBER:	2025/79

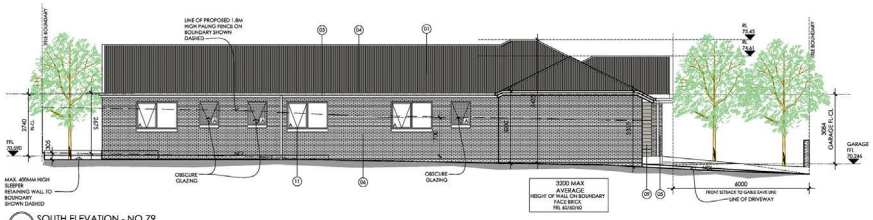
CLIENT: [redacted] - MELBOURNE EAST
PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: ROOF / SITE PLAN

DRAWING NUMBER: 05 of 12
REVISION: TP02
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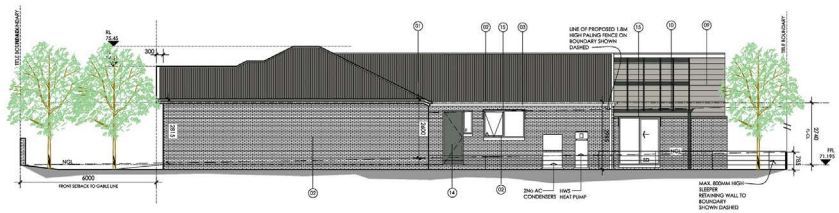
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SCALE - 1:100



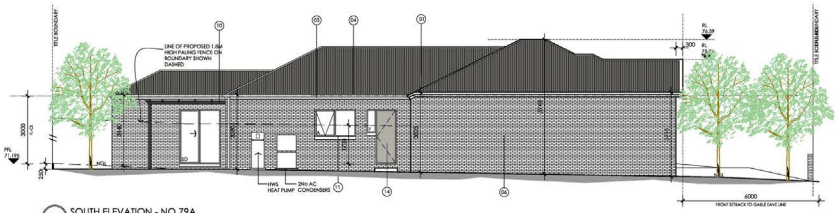
02 SOUTH ELEVATION - NO 79
SCALE - 1:100



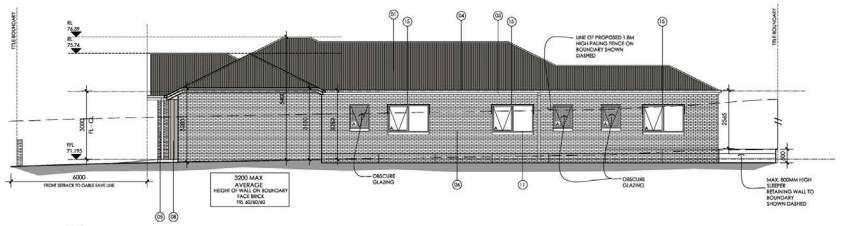
03 NORTH ELEVATION - NO 79
SCALE - 1:100



04 WEST ELEVATION
SCALE - 1:100



05 SOUTH ELEVATION - NO 79A
SCALE - 1:100



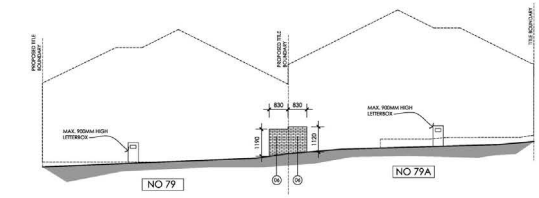
06 NORTH ELEVATION - NO 79A
SCALE - 1:100

NOTE:
ALL LEVELS ARE TO AHD

EXTERNAL MATERIALS / COLOURS



01 - COLORBOND WALLABY	- CUSTOM ORB ROOFING	09 - PAINT FINISH	- WEATHERBOARDS COLOUR: DULUX WINTER FOG
03 - COLORBOND MONUMENT	- FASCIA / BARGE BOARDS	10 - PAINT FINISH	- TIMBER BEAMS COLOUR: DULUX DOMINO
04 - COLORBOND WALLABY	- QUAD GUTTER	11- POWDERCOAT FINISH	- WINDOWS / DOOR FRAMES COLOUR: MONUMENT
05 - FEATURE FACE BRICK	- BRICK TYPE: AUSTRAL BRICKS SAN SELMO CORSO COLOUR: LIVENZA RAW LOCATION - FACADE	12 - PAINT FINISH	- INTERGRATED GARAGE DOOR COLOUR: DULUX DOMINO
06 - FACE BRICK	- BRICK TYPE: AUSTRAL BRICKS INDUSTRIAL COLOUR: CHAR LOCATION - MAIN BRICK	13 - PAINT FINISH	- ENTRY DOORS COLOUR: DULUX TEAHOUSE
07 - PAINT FINISH	- VERTICAL CLADDING COLOUR: DULUX DOMINO	14 - PAINT FINISH	- LAUNDRY DOORS / REAR ACCESS DOORS COLOUR: DULUX WINTERFOG
08 - PAINT FINISH	- VERTICAL CLADDING COLOUR: DULUX WINTER FOG	15- POWDERCOAT FINISH	- WINDOW SHROUDS COLOUR: MONUMENT



07 EAST ELEVATION - LETTERBOXES / ELECTRICAL ENCLOSURES
SCALE - 1:100

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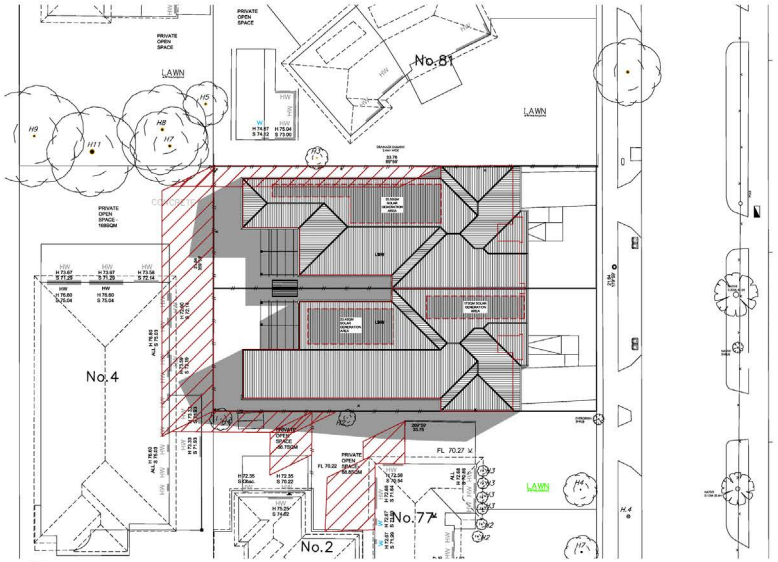
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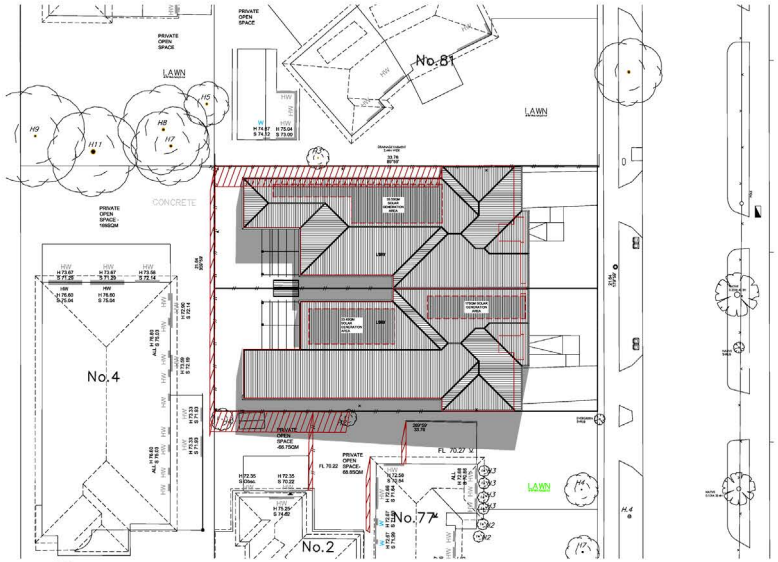
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PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: ELEVATIONS

DRAWING NUMBER: 06 OF 12
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01 SHADOW DIAGRAMS - 9AM
SCALE - 1:200



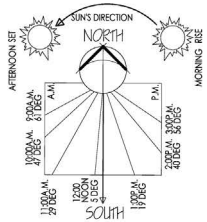
02 SHADOW DIAGRAMS - 12PM
SCALE - 1:200



03 SHADOW DIAGRAMS - 3PM
SCALE - 1:200

HATCHING INDICATES EXTENT OF EXISTING OVERSHADOWING

SHADING INDICATES EXTENT OF PROPOSED OVERSHADOWING



SEPTEMBER 22 (EQUINOX)			
TIME	SHADOW LENGTH PER METRE HIGH.	ALTITUDE SUN DEGREES	AZIMUTH
8:00 AM	2.60 METRES	21° DEG.	73° DEG.
9:00 AM	1.60 METRES	32° DEG.	61° DEG.
10:00 AM	1.15 METRES	41° DEG.	47° DEG.
11:00 AM	0.87 METRES	49° DEG.	28° DEG.
12:00 PM	0.81 METRES	52° DEG.	5° DEG.
1:00 PM	0.84 METRES	50° DEG.	341° DEG.
2:00 PM	1.00 METRES	45° DEG.	320° DEG.
3:00 PM	1.37 METRES	36° DEG.	304° DEG.
4:00 PM	2.14 METRES	25° DEG.	292° DEG.

MARCH 21 - SEPTEMBER 22 (EQUINOX)
(NOTE: DIAGRAM IS FOR SEPTEMBER 22)
STANDARD TIME MELBOURNE (LATITUDE 38 5")

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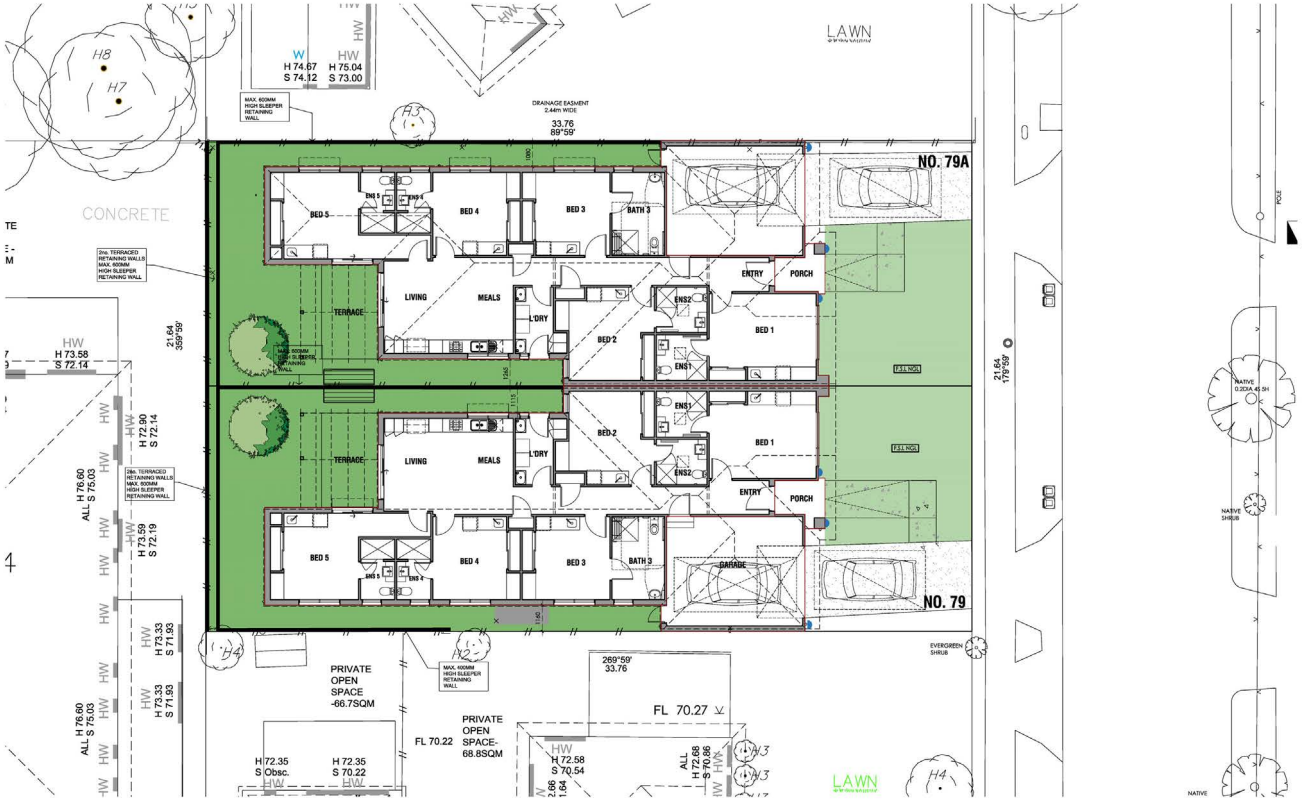
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PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: SHADOW DIAGRAMS

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CLAUSE 72 - MINIMUM GARDEN AREA

SHADING INDICATES EXTENT OF PROPOSED GARDEN AREA

- AREA A - 93.5 SQM / 12%
- AREA B - 170.5 SQM / 23%

SITE AREA = 731SQM
TOTAL GARDEN AREA = 264 SQM / 35%

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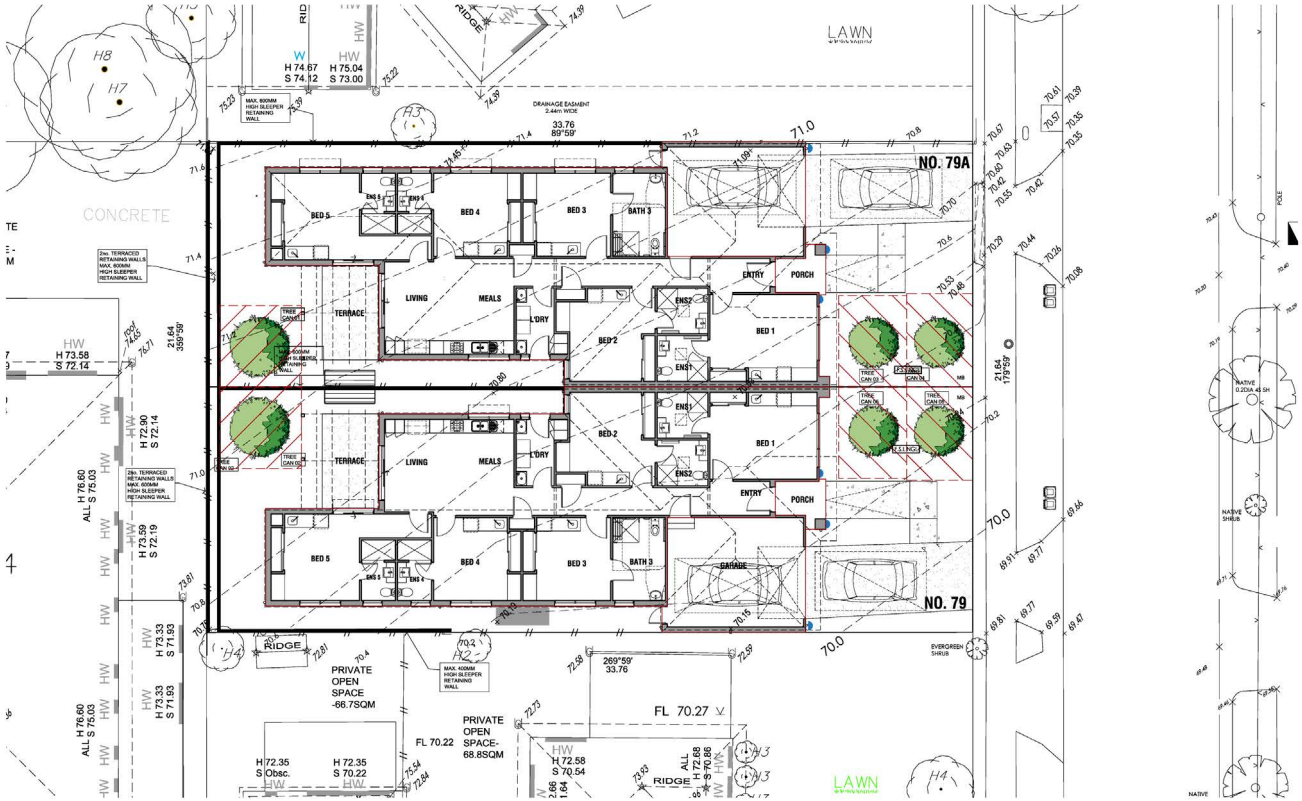
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CLIENT: [redacted] - MELBOURNE EAST
PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: GARDEN AREA PLAN

DRAWING NUMBER: 08 OF 12
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TREE CANOPY CALCULATIONS:

SITE AREA: 731SQM

TREE CANOPY REQUIRED: 73.1 SQM

TREES	EXISTING/ PROPOSED	TREE NAME	NATIVE NAME	SIZE H X W (M)	TYPE OF TREE	AREA OF TREE: (M2)	DEEP SOIL REQUIRED (M):	MIN. SOIL PLAN: (M)
CAN 01	PROPOSED	DWARF SNOWGUM	SSP. NIPHOPHILA	6.0 X 4.0	TYPE A	12.6	0.8	125QM
CAN 02	PROPOSED	DWARF SNOWGUM	SSP. NIPHOPHILA	6.0 X 4.0	TYPE A	12.6	0.8	125QM
CAN 03	PROPOSED	PINK OR WHITE BLUEBERRY ASH	ELAEOCARPUS RETULATUS	6.0 X 4.0	TYPE A	12.6	0.8	125QM
CAN 04	PROPOSED	DWARF SNOWGUM	SSP. NIPHOPHILA	6.0 X 4.0	TYPE A	12.6	0.8	125QM
CAN 05	PROPOSED	DWARF SNOWGUM	SSP. NIPHOPHILA	6.0 X 4.0	TYPE A	12.6	0.8	125QM
CAN 06	PROPOSED	GOLDEN WATTLE	ACACIA PYCNANTHA	6.0 X 4.0	TYPE A	12.6	0.8	125QM
					TOTAL AREA:	75.6SQM		

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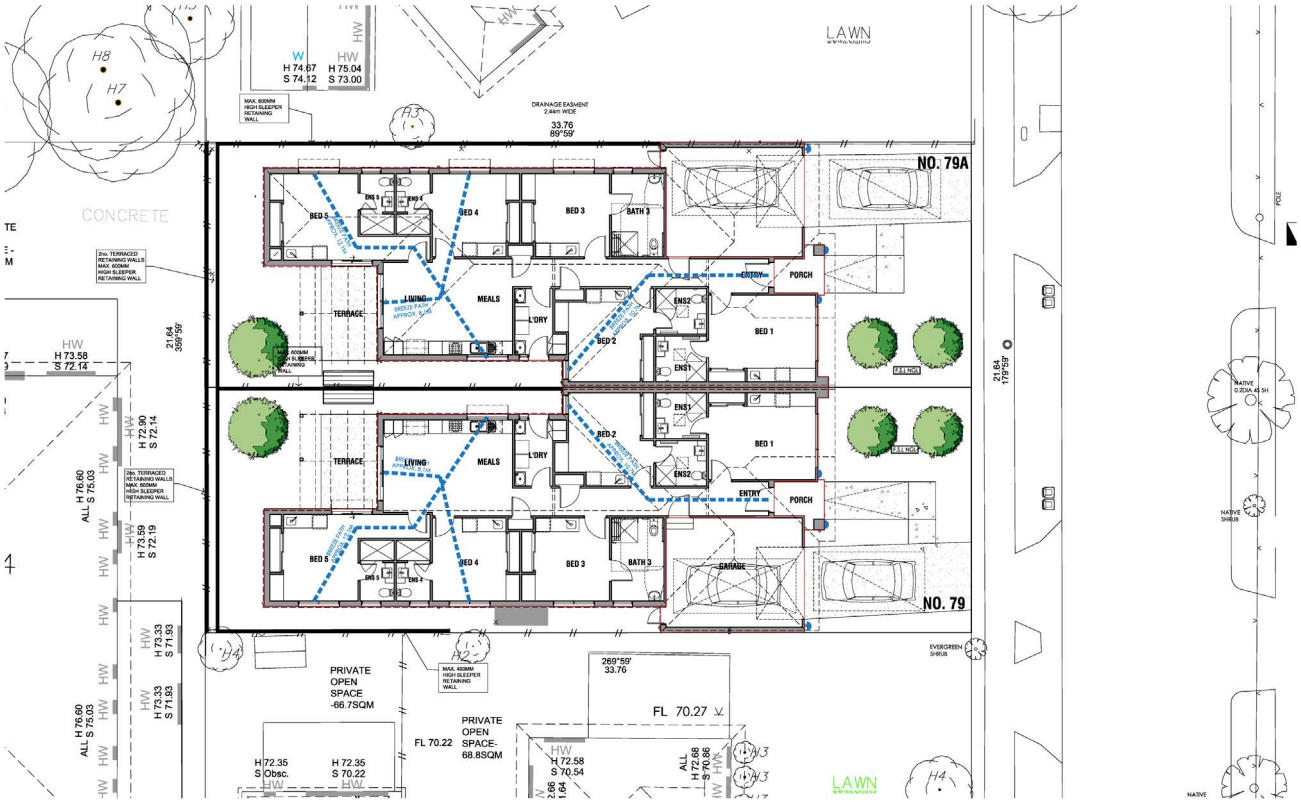
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CHECKED:
JOB NUMBER: 2025/79

CLIENT: [redacted] - MELBOURNE EAST
PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: TREE CANOPY PLAN

DRAWING NUMBER: 09 OF 12
REVISION: TP02
ISSUE: TOWNPLANNING

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info@linkarchitecture.com.au
ph. [redacted]

REV.	DATE	AMMENDMENT
TP02	07/11/25	PLANNING RFI REVISIONS

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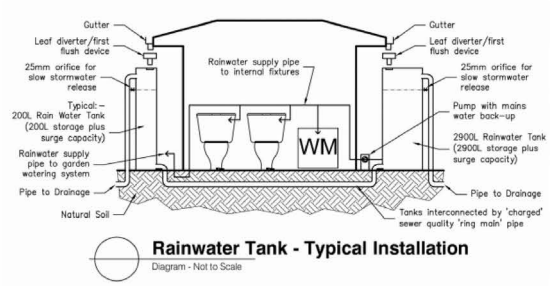
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JOB NUMBER: 2025/79

CLIENT: [redacted] - MELBOURNE EAST
PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: BREEZE PATH PLAN

DRAWING NUMBER: 10 OF 12
REVISION: TP02
ISSUE: TOWNPLANNING



Rainwater Tank - Typical Installation

Diagram - Not to Scale

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Melbourne Water

STORM Rating Report

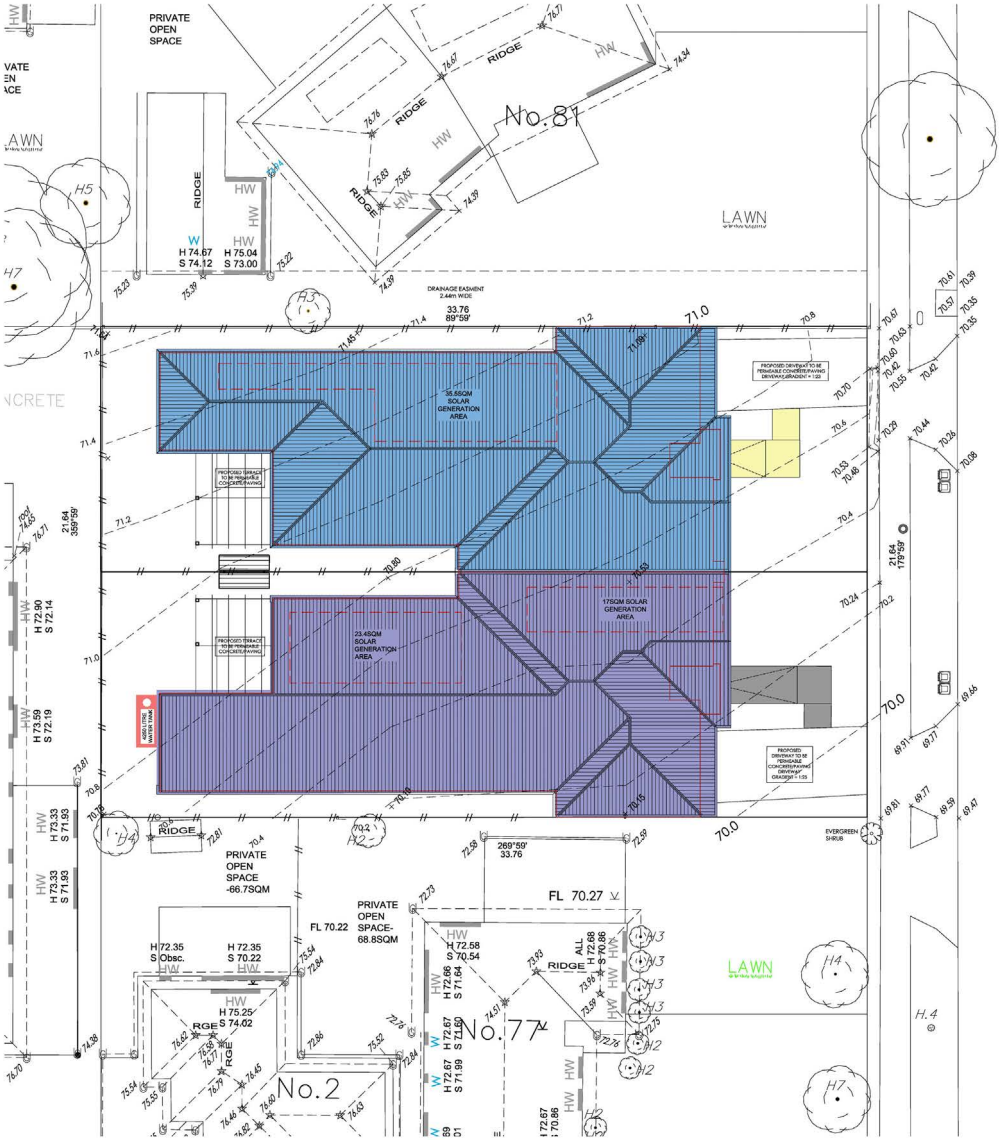
TransactionID:	0
Municipality:	KNOX
Rainfall Station:	KNOX
Address:	79 Grayson Drive
	Scoresby
	VIC 3179
Assessor:	John Alexander
Development Type:	Residential - Multiunit
Allotment Site (m2):	731.00
STORM Rating %:	100

Description	Impervious Area (m2)	Treatment Type	Treatment Area/Volume (m2 or L)	Occupants / Number Of Bedrooms	Treatment %	Tank Water Supply Reliability (%)
Dwelling 79	205.14	Rainwater Tank	4,250.00	5	104.70	91.10
Dwelling 79A	205.14	Rainwater Tank	4,000.00	5	102.60	89.00
Ramp 01	6.60	None	0.00	0	0.00	0.00
Ramp 02	9.10	None	0.00	0	0.00	0.00

TOTAL IMPERVIOUS AREAS:

- IMPERVIOUS AREA 01 - 205.14SQM
- IMPERVIOUS AREA 02 - 205.14SQM
- IMPERVIOUS AREA 03 - 6.6SQM
- IMPERVIOUS AREA 04 - 9.1SQM

STORM RATING: 103%



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REV.	DATE	AMMENDMENT
TP02	07/11/25	PLANNING RFI REVISIONS

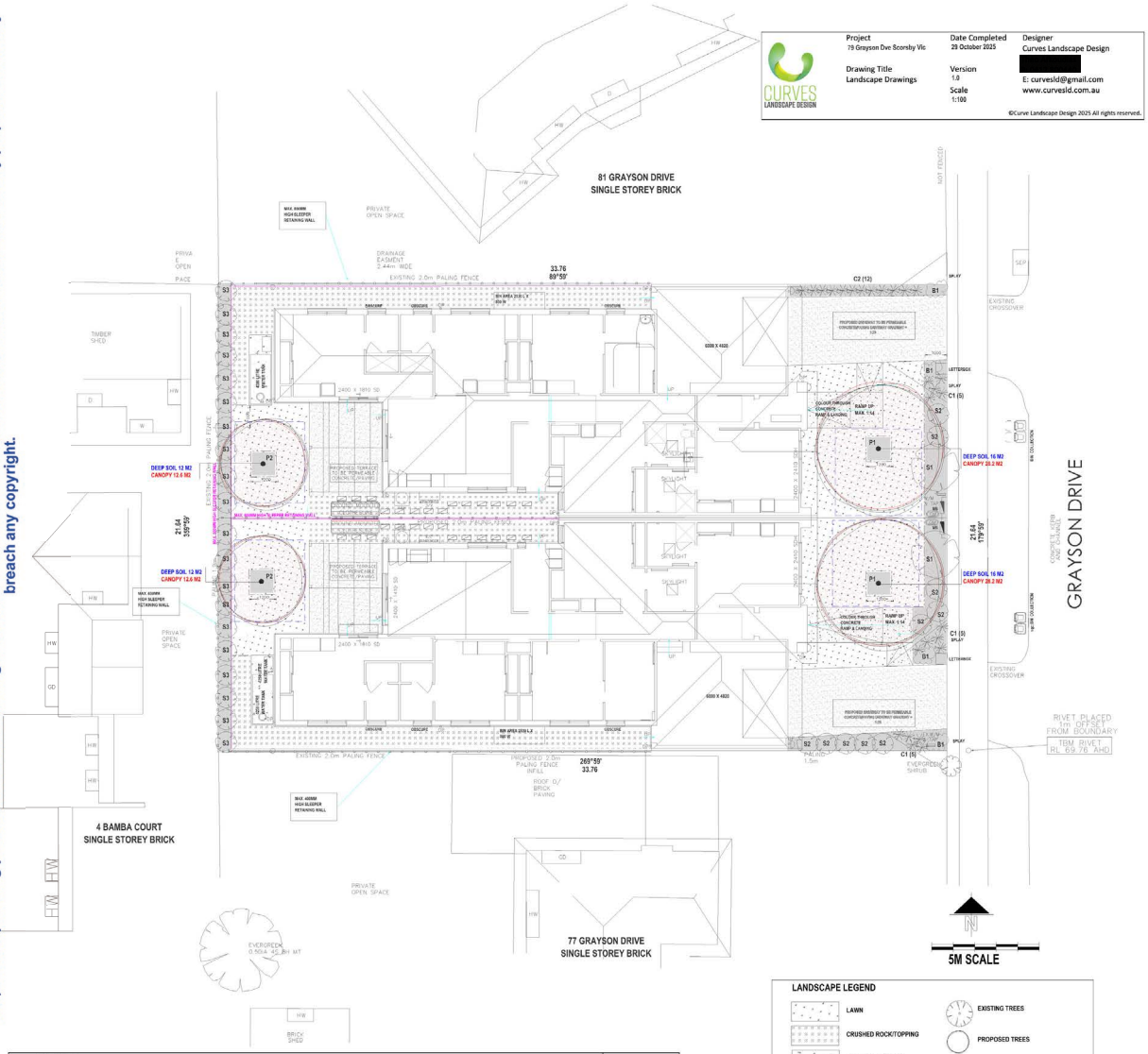
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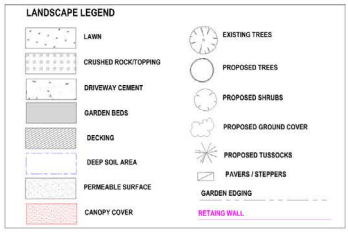
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DATE: 15/08/2025
DRAWN: [redacted] CHECKED:
JOB NUMBER: 2025/79

CLIENT: [redacted] - MELBOURNE EAST
PROJECT: 79 GRAYSON DVE SCORESBY
DRAWING TITLE: WATER SENSITIVE PLAN

DRAWING NUMBER: 11 OF 12 | REVISION: TP02
ISSUE: TOWNPLANNING

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CODE	PLANT LIST BOTANICAL NAME	COMMON NAME	MATURE HxW (M)	SOURCE SIZE	QTY	TREE TYPE	AREA P/TREE	CANOPY AREA M2
	PROPOSED TREES							
P1	Gleditsia triacanthos 'Sunburst'	Sunburst Honey locust	8 x 5.9	2 M HGT	2	A	28.2	56.4
P2	Callistemon viminalis 'Weeping Bottlebrush'	'Weeping Bottlebrush'	6 x 4.9	2 M HGT	2	A	12.6	25.2
							TOTAL	**81.6**
							M2 REQUIRED	73.1 M2
							% COVERAGE	**11.16%**
	SHRUBS						% COV REQUIRED	10%
S1	Atriplex nummularia	Common Saltbush	2 x 2	15 CM	2			
S2	Westringia fruticosa Jervis Gem	Coastal Rosemary	1 x 1	15 CM	10			
S3	Hebe Inspiration	Hebe	1 x 1	15 CM	20			
	TUSSOCKS							
C1	Lomandra longifolia	Tanika	0.5 x 0.5	15 CM	15			
C2	Poa labillardierei	Tussock grass	1 x 0.5	15 CM	12			
	GROUND COVERS							
B1	Banksia spinulosa	Birthday Candles	0.3 x 1	15 CM	4			

NOTES

LANDSCAPE STRATEGY

Provide low-maintenance, attractive gardens whilst blending with the local streetscape and environment.

PREPARING SITE

Weeds - All weeds on the site must be removed by physical removal or spraying with a glyphosate-based herbicide.
Any areas of soil contaminated by paint or building rubble/materials should be removed and replaced with suitable topsoil from the site or imported.

PLANTING

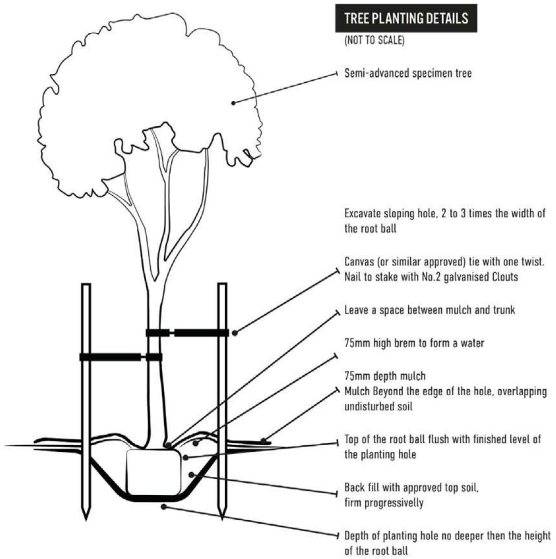
Garden Bed Preparation - Existing garden beds can be prepared with added organic material, such as well-rotted manure or materials from plant and animal sources sold as improvers or compost, and prepared to AS 4454 – 2003. These can just be top-dressed (placed over the top of the soil) and then covered with mulch. If there is no existing topsoil left, imported topsoil that complies with AS 4419 –2003 shall be used, with mulch applied on top.
All tree stock used must be in accordance with AS2303-2015 Tree Stock for Landscape Use.
Topsoil levels are at 125mm. Cultivate to improve permeability and break up areas of compaction.
Mulch – Sustainably sourced pine mulch with an average particle size of 10mm, maintained at 75 -100 mm on all garden beds,
Hard Garden Edging –All garden beds and lawn areas are to be framed by hard garden edging. Recommended garden edging includes; treated pine, plantation sugar gum, recycled plastic sleepers, recycled railway sleepers, local stone, and recycled brick or concrete.
Lawn Areas - Topsoil levels at 75 mm. Lawn areas are to be established with seeds.
Nature Strip Lawn Areas – Nature strip lawn to be repaired/reinstated.
Tree Planting methods– Refer to the image.

MAINTENANCE – 24 Months

Tree guards are removed when plants are established
Watering -Water in accordance with current water restrictions using a programmable irrigation system according to weather conditions but generally 10 minutes every second day to garden beds during the establishment period (6 months) and during summer dry periods. At other times and as plants become established watering should gradually be reduced to conserve water and promote deep root systems.
Weeding and trimming every 30 days.
Plant replacement - As required particularly during the establishment period (6 months).
Pruning - All plants are to be pruned/shaped to an appropriate size and spread on an ongoing basis.

TREE PLANTING DETAILS

(NOT TO SCALE)



6.3 466 Burwood Highway, Wantirna South

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

SUMMARY
This report considers Planning Application P/2025/6544 to construct buildings and carry out works associated with a Section 2 Use (Retirement Village) and removal of vegetation at 466 Burwood Highway, Wantirna South.

RECOMMENDATION (SUMMARY)
That Council issue a Notice of Decision to Grant a Planning Permit to construct buildings and carry out works associated with a Section 2 Use (Retirement Village) and removal of vegetation at 466 Burwood Highway, Wantirna South, subject to the conditions detailed in the full recommendation in section 10 below.

1. DISCUSSION

Application P/2025/6544 has been lodged with Council to construct buildings and carry out works associated with a Section 2 Use (Retirement Village) and removal of vegetation at 466 Burwood Highway, Wantirna South (Levande Knox Village).

The application is being reported to Council as 15 objections have been received from separate properties.

The proposal is consistent with the strategic directions for the subject site as it facilitates substantial change through increased residential density and diversity within the Knox Central Major Activity Centre, while providing additional opportunities for ageing in place. The proposal delivers a site responsive design that balances increased density with respect for adjoining residential interfaces, with the built form, setbacks and landscaping designed to meet the preferred character of the precinct, whist also ensuring that amenity impacts are appropriately managed.

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

2. ENGAGEMENT

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total, 15 objections and four (4) letters of support were received.

The application was referred externally to Head, Transport for Victoria, and internally to City Futures, Council's Traffic Engineer, Arborist, Parks Services, Stormwater, Landscape Officer, Waste Services, and Building Services. No major concerns were raised with the application. Any

conditions from referral authorities have been included in the Conditions within the Recommendation.

3. SOCIAL IMPLICATIONS

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

4. CLIMATE CHANGE CONSIDERATIONS

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

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

5. ENVIRONMENTAL IMPLICATIONS

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

6. FINANCIAL AND RESOURCE IMPLICATIONS

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

7. RISKS

There are no major risks to Council associated with the proposal.

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

Planning our future city

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

9. CONFLICT OF INTEREST

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

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit to construct buildings and carry out works associated with a Section 2 Use (Retirement Village) and removal of vegetation at 466 Burwood Highway, Wantirna South, subject to the following conditions:

Amended Development Plans

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit.

   The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:

   1.1 Details of the proposed front fence along Burwood Highway, including its location, height, materials and design treatment, demonstrating that the fence is substantially transparent and constructed using high-quality materials in accordance with the requirements of DDO13.

   1.2 Acoustic annotations and details, generally in accordance with the recommendations of the Marshall Day Acoustics report titled *Levande Knox Redevelopment – Acoustic Town Planning Report, Rp 001 R03 20250610, dated 27 February 2026*. The plans must show:

      1.2.1 Minimum glazing specifications for all elevations, including:

         1.2.1.1 6/12/10 double glazing to the northern elevation;

         1.2.1.2 6/12/8 double glazing to eastern and western elevations within 20m of the northern boundary; and

         1.2.1.3 6/8/4 double glazing to all other elevations or glazing with equivalent acoustic performance.

      1.2.2 Minimum acoustic performance ratings for external sliding doors, including:

         1.2.2.1 Rw 38 to the northern elevation;

         1.2.2.2 Rw 35 to eastern and western elevations within 20m of the northern boundary; and

         1.2.2.3 Rw 33 to all other elevations.

      1.2.3 Notation confirming that all openable windows are to incorporate acoustic-grade seals.

      1.2.4 A notation confirming that the outdoor events lawn and associated outdoor communal areas are not to be used during the night period between 10:00pm and 7:00am.

   1.3 Car parking areas clearly line marked and signed, including delineation of structural pillars and clear direction of traffic movements.

1.4 Provision of low-clearance signage at the lower ground car park entry, in accordance with Australian Standard AS 2890.1.

1.5 Details of the access gate operation, including confirmation that any card reader is positioned on the driver's side.

1.6 The porte cochere car parking spaces to be line marked in accordance with Clause 52.06 and clearly signed for short-stay use, emergency vehicles, and ride-share services (including taxis and rideshare operators).

1.7 A sign provided at the lower ground car park entry stating that vehicles greater than 6.3m in length are not permitted to enter.

1.8 The height, design and specification of all lighting poles, which must not exceed a maximum height of 6m above natural ground level.

1.9 Construction details of the proposed pathway within the Tree Protection Zones (TPZs) of the adjoining reserve trees (one Eucalyptus sieberi and two Eucalyptus nicholii), demonstrating that construction methods will minimise root disturbance and avoid damage to retained trees, and including a requirement that any roots greater than 50mm in diameter encountered during works must not be cut or removed unless first inspected and approved by Council's Arborist.

1.10 The location and design of all underground services, demonstrating that:

1.10.1 All services within any TPZ are to be installed using non-destructive construction methods (including hydro excavation or equivalent techniques); and

1.10.2 No services are located within any Structural Root Zone (SRZ) of a tree.

1.11 Tree Protection Fencing and Tree Protection Zones to be drawn on the plans in accordance with Condition 15.

To the satisfaction of the Responsible Authority.

Other Plans

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

2.1 Drainage plans in accordance with Condition 3.

2.2 Landscape plans in accordance with Condition 4.

2.3 Lighting Plan in accordance with Condition 7.

2.4 Tree Management and Protection Plan in accordance with Condition 15.

2.5 Waste Management Plan in accordance with Condition 22.

2.6 Construction Management Plan in accordance with Condition 26.

To the satisfaction of the Responsible Authority.

Drainage Plans

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

    3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.

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

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

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

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

    3.6 Tree Protection Fencing and Tree Protection Zones to be drawn on the plans in accordance with Condition 15.

    To the satisfaction of the Responsible Authority.

Landscaping

4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with *Landscape Masterplan Report, Levende Knox, Revision 04, 466 Burwood Hwy, Wantirna South, prepared by Tract, dated 27 February 2026,* but amended to show:

    4.1 Fencing details shown in accordance with Condition 1.1.

    4.2 Tree Protection Fencing and Tree Protection Zones to be drawn on the plans in accordance with Conditions 15.

    4.3 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.

    4.4 All canopy trees must comply with the setback requirements in accordance with the Knox City Council Landscape Plan Guidelines (including neighbouring buildings):

        4.4.1 Large trees (15m+ height) – Minimum setback to buildings – 5m.

        4.4.2 Medium trees (10-15m height) – Minimum setback to buildings – 4m

        4.4.3 Small trees (6-10 height) – Minimum setback to buildings – 3m

        4.4.4 1m setbacks to all infrastructure (drainage, fencing, paths etc.) for all trees.

(Consult KCC Landscape Plan Guidelines for the tree dimensions that will be used to assess plans.)

4.5 A planting plan showing locations and numbers of all proposed under plantings as well as canopy trees.

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

4.7 The following notes/annotations are to be shown on the plans:

4.7.1 Mulch specifications

4.7.2 Garden Edging specifications

4.7.3 Maintenance notes

4.7.4 Climbing plants are to be attached to a freestanding post and rail/trellis support structure and at no times attached to the existing fence.

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

4.8 The following construction details are to be shown on the plans:

4.8.1 Tree, shrub/groundcover planting details

4.8.2 Planter box detail (Including materiality, growing media volume and specification, drainage, etc.)

4.8.3 Freestanding climber frame/trellis detail

4.9 A survey (including botanical names, TPZ/SRZs height and width) of all existing vegetation with note stating whether to be retained and / or removed.

To the satisfaction of the Responsible Authority.

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

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

Lighting Plan – Sports Court

7. Prior to the commencement of the development approved under this Permit, a detailed lighting plan and associated specifications must be submitted to and approved by the Responsible Authority. The lighting plan must include the following:

7.1 The location, layout and orientation of all lighting fixtures associated with the sports court.

7.2 The height, design and specification of all lighting poles, which must not exceed a maximum height of 6m above natural ground level.

7.3 Details of the luminaires, including mounting details, beam angles, lux levels, and measures to minimise light spill and glare to adjoining properties and the public realm.

7.4 A lighting assessment demonstrating compliance with AS 2560.2:2021 – Sports Lighting, including appropriate maintained illuminance levels and uniformity ratios for the intended use of the facility.

7.5 Demonstration that spill light into adjoining properties and surrounding areas does not exceed the maximum permissible levels specified in AS 2560.2:2021 and/or any relevant Council lighting guidelines.

7.6 Measures to minimise light spill, glare and night sky illumination, including the use of appropriate shielding, cut-off luminaires and directional control.

7.7 Confirmation that the lighting system will be locally controlled and operated to restrict lighting to periods of approved use only.

8. The sports court lighting must be constructed and operated in accordance with the approved lighting plan to the satisfaction of the Responsible Authority and must not be altered without further written approval.

Compliance with documents approved under this permit

9. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.

Layout not altered

10. The layout of the development must not be altered from the layout on the approved and endorsed plans without the written consent of the responsible authority.

Plant/equipment or features on roof

11. No plant, equipment, services or architectural features other than those shown on the approved plans are permitted above the roof level of the building(s).

General

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

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

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

Tree Management and Protection Plan

15. Prior to the endorsement of plans pursuant to Condition 1, and before the commencement of any demolition, vegetation removal or development works, a Tree Management Plan (TMP) and Tree Protection Plan (TPP), prepared by a suitably qualified arborist and to the satisfaction of the Responsible Authority, must be submitted to and endorsed by the Responsible Authority.

15.1 The Tree Management Plan must:

15.1.1 Be prepared in accordance with Australian Standard AS4970-2009 *Protection of Trees on Development Sites.*

15.1.2 Identify all trees proposed to be retained and removed, consistent with the trees shown on the endorsed Tree Protection Plan.

15.1.3 Detail the tree protection and management measures to be implemented to ensure that all retained trees remain viable following completion of the development.

15.1.4 Include construction details for the proposed pathway within the Tree Protection Zones (TPZs) of the adjoining reserve trees comprising one *Eucalyptus sieberi* and two *Eucalyptus nicholii*, demonstrating that the proposed construction methodology will minimise root disturbance and avoid damage to retained trees.

15.1.5 Require that any roots greater than 50 millimetres in diameter encountered during works must not be cut, pruned or removed unless first inspected and approved by Council's Arborist.

15.1.6 Identify all stages of development at which arboricultural inspections are required to ensure compliance with the endorsed tree protection measures.

15.2 The Tree Protection Plan must:

15.2.1 Be prepared in accordance with AS4970-2009 *Protection of Trees on Development* Sites.

15.2.2 Be drawn to scale.

15.2.3 Show the Tree Protection Zone (TPZ) and Structural Root Zone (SRZ) for:

15.2.3.1 all trees to be retained on the subject land.

15.2.3.2 all trees within the adjoining tree reserve.

15.2.3.3 all trees on neighbouring properties where any part of the TPZ extends into the subject land.

15.2.4 Show the location and specification of all tree protection measures to be installed and maintained throughout the construction period.

16. All tree protection and management measures identified in the endorsed Tree Management Plan and Tree Protection Plan must be installed prior to the commencement of works and maintained for the duration of the development. All works on the land must be undertaken in accordance with the endorsed plans, to the satisfaction of the Responsible Authority.

17. Prior to the commencement of any demolition, vegetation removal or development works, the name and contact details of the project arborist responsible for overseeing implementation of the endorsed Tree Management Plan must be submitted to the Responsible Authority.

18. Any pruning required to the canopy of a retained tree must be undertaken by a suitably qualified arborist in accordance with AS4373-2007 *Pruning of Amenity Trees*. Any pruning of

roots associated with a retained tree must be undertaken manually and under the supervision of a suitably qualified arborist.

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

Acoustic Report Requirements

20. The development must be designed, constructed and operated in accordance with the recommendations and mitigation measures contained within the Acoustic Town Planning Report prepared by *Marshall Day Acoustics dated 27 February 2026*, to the satisfaction of the Responsible Authority. In particular, noise attenuation and management measures must be implemented to address potential impacts from traffic noise, mechanical plant, music noise, and outdoor events lawn activities on adjoining residential properties and existing residents of the village.

21. Any amendments to the acoustic mitigation measures must be to the satisfaction of the Responsible Authority.

Waste Management and Collection

22. Prior to the commencement of the development approved under this Permit, a revised Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, addressing the following:

    22.1 Specify off-peak hours and intended waste collection times to limit conflict between patrons using the car park and the waste collection vehicle.

    To the satisfaction of the Responsible Authority.

23. Waste management and collection must be carried out in accordance with the requirements of the approved and endorsed waste management plan to the satisfaction of the responsible authority.

Car Parking & Accessways

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

    24.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and

    24.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and

    24.3 Treated with an all-weather seal or some other durable surface; and

    24.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

    To the satisfaction of the Responsible Authority.

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

Construction Management Plan

26. Prior to the commencement of the development approved under this Permit, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:

    26.1 A detailed schedule of works including a full project timing.

    26.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.

    26.3 The location of on-site parking areas for all vehicles associated with construction personnel, contractors and sub-contractors during construction. No parking associated with construction activities is permitted on surrounding roads.

    26.4 A fully detailed plan indicating where construction hoardings would be located.

    26.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.

    26.6 Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.

    26.7 Site security.

    26.8 Public safety measures.

    26.9 Construction times, noise and vibration controls.

    26.10 Restoration of any Council assets removed and/or damaged during construction.

    26.11 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).

    26.12 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).

    26.13 An emergency contact that is available for 24 hours a day.

    26.14 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.

27. During the construction, the following must occur to the satisfaction of the Responsible Authority:

    27.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.

27.2 Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.

27.3 Vehicle borne material must not accumulate on the roads abutting the site.

27.4 The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.

27.5 All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.

27.6 All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

Fencing

28. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.

Lighting

29. Accessway and car parking lighting shall be provided to the satisfaction of the Responsible Authority in accordance with AS1158.

30. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent adverse effects on adjoining land.

Amenity During Construction

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

31.1 the appearance of building, works or materials on the land.

31.2 parking of motor vehicles.

31.3 transporting of materials or goods to or from the site.

31.4 hours of operation.

31.5 stockpiling of top soil or fill materials.

31.6 air borne dust emanating from the site.

31.7 noise.

31.8 rubbish and litter.

31.9 sediment runoff.

31.10 Vibration.

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

Stormwater

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

Permit Expiry

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

    33.1 The development is not started within three (3) years of the date of this permit.

    33.2 Stage 1 of the development is not completed within five (5) years of the date of this permit.

    33.3 Stage 2 of the development is not completed within eight (8) years of the date of this permit.

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

    - The commencement date referred to in Condition 33.1 if a request is made in writing before the permit expires or within six (6) months afterwards; and
    - The completion date referred to in Condition 33.2 and Condition 33.3 if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings and be easily accessible for maintenance;
- Drainage works in the Road reserve or in the Council easement will require a road opening permit;
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained; and
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- A building permit must be obtained before development is commenced;
- Buildings are not allowed to be built over Council easements;
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125;

- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet;
- Raised concrete slabs on the existing footpath fronting the site should be grounded; and
- All litter and rubbish associated with the construction must be contained on site at all times.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Officer Report - 466 Burwood Highway, Wantirna South [**6.3.1** - 19 pages]
2. Attachment 2 - Council Attachments - 466 Burwood Hwy, Wantirna South [**6.3.2** - 50 pages]

Attachment 1

Planning Application P/2025/6544 to construct buildings and carry out works associated with a Section 2 Use (Retirement Village) and removal of vegetation at 466 Burwood Highway, Wantirna South

1. Summary:

Subject Site:	466 Burwood Highway, WANTIRNA SOUTH VIC 3152
Proposed Development:	Construct buildings and carry out works associated with a Section 2 Use (Retirement Village) and removal of vegetation
Existing Land Use:	Retirement Village
Site Area:	6.474ha
Planning Scheme Controls:	Residential Growth Zone – Schedule 1 & Design and Development Overlay – Schedule 13
Application Received:	13 November 2025
Number of Objections:	15 objections
PCC Meeting:	Not applicable
Ward:	Scott

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2025/6544 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

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

- The subject site is a large landholding of approximately 6.474 hectares. It is irregular in shape and has an extended frontage to Burwood Highway. The site is currently developed with the Levande Knox Retirement Village. The site is undulating, with the ground level generally rising from the north-west toward the south-east.
- The existing retirement village comprises 204 single storey independent living units (ILUs). These dwellings are connected by an internal road network and supported by a centrally located community facility for residents.
- The site adjoins a 12m wide landscape tree reserve along the northern boundary. This reserve separates the site from the Burwood Highway road reserve. The tree reserve contains a number of established and mature canopy trees.
- The site is strata subdivided under Registered Plan of Strata Subdivision 012247 and is wholly owned by Knox Village Pty Ltd. A number of easements affect the land, as noted on the relevant title documents.

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- The planning unit subject to this application forms part of the north-western portion of the site and has an area of approximately 10,960m^2. It includes existing Units 18-46 and the existing communal facility, comprising Lots 18A to 46A on the registered plan of subdivision.
- Within the planning unit, there are 28 existing single-storey ILUs, all of which are proposed to be demolished and replaced as part of the redevelopment. The internal road layout within the planning unit will also be modified to accommodate the proposed built form and new access arrangements. The existing community facility serving residents of the retirement village is centrally located within the planning unit.
- Vehicle access is provided via the main entry on the intersection of Burwood Highway and Melbourne Road. To the west of the planning unit are existing ILUs within the Levande Knox Retirement Village, forming part of an area known as “The Avenue”. These dwellings are accessed separately via a slip lane from Burwood Highway.
- A range of trees of varying species, size and condition are located across the site. An Arboricultural Impact Assessment prepared by Tree Department Pty Ltd accompanies the application and assesses the vegetation within the planning unit. The assessment identifies that most trees are of low to moderate arboricultural value. Trees of higher arboricultural and streetscape value are primarily located within the adjoining Council owned tree reserve to the north.
- The site is located within the Knox Major Activity Centre and sits directly opposite Westfield Knox Shopping Centre.
- An existing five storey residential aged care facility, operated by Arcare (The Lodge Knox), occupies a portion of the frontage to Burwood Highway.
- To the west along Burwood Highway is a recently developed six-storey apartment building known as Knoxia. Further west, toward the intersection of Burwood Highway and Stud Road, there are examples of additional higher density developments, with buildings heights of up to 11 storeys. Beyond this, the western boundary of the site abuts primarily residential land within the Neighbourhood Residential Zone, characterised by one and two storey dwellings. Walker Reserve is located toward the sites south-west corner and provides open space and facilities for sporting and recreational uses.
- To the east of the site, townhouse and apartment developments are located along Tyner Road. These include three storey townhouses and an eight-storey apartment building on the corner of Tyner Road and Burwood Highway.
- To the south, the site is adjoined by residential land also within the Neighbourhood Residential Zone. This area is characterised by a mix of one and two storey dwellings.

3.2 The Proposal

The proposal seeks permission to construct a building and carry out works associated with a Section 2 Use (Retirement Village) and removal of vegetation within the Planning Unit.

The use of the land for a retirement village does not require a planning permit as the site benefits from existing use rights. The proposal is associated with the ongoing use of the site as a retirement village.

The details of the proposal are as follows:

Development overview

- Demolition of Units 18-46 and the existing communal facility within the Planning Unit (a planning permit is not required for demolition).
- Construction of 172 Independent Living Units (ILUs) within two apartment-style buildings constructed over a shared basement.
- Provision of a replacement community facility.
- Development to be carried out in two stages.

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Staging

- Stage 1: Construction of Building 1, the community facility, and part of the basement.
- Stage 2: Construction of Building 2, remaining basement works, and landscaping.

Building 1

- Located in the northern portion of the planning unit, fronting Burwood Highway. Oriented generally north-south.
- Part six and seven storeys, with a maximum height of approximately 24m.
- 99 ILUs (6 one-bedroom, 62 two-bedroom, and 31 three-bedroom).
- Setbacks:
  - 6m from the northern boundary at lower levels.
  - An additional 4.6m setback at Level 4 (10.6m total), resulting in approximately 22.6m to the street boundary.
  - Minimum 9m setback from the western boundary.
  - Minimum 11.1m separation from Building 2.
- Contains the community facility and a central ground floor courtyard that provides landscaping and a clear pedestrian entry.

Building 2

- Located south of Building 1 and oriented generally east–west.
- Six storeys with a maximum height of approximately 20.4m.
- 73 ILUs (57 two-bedroom and 16 three-bedroom).
- Minimum 9m setback from the western boundary.
- Approximately 35m separation from existing villas to the south.
- Designed to accommodate ILUs only, with all communal facilities located in Building 1.
- Pedestrian entrances provided centrally on the north and south façades.

Community Facility

- Located on the ground floor of Building 1 and will directly replace the existing facility.
- Single-storey form, clearly differentiated from residential areas.
- Accessible to all residents of the retirement village.
- Facilities include:
  - Café and bar
  - Multipurpose and games rooms
  - Gym and yoga room
  - Salon
  - Pool, sauna and spa
- Access integrated with a porte-cochere and supported by additional pedestrian entries and pathways.

Vehicle Access

- Vehicle and pedestrian access via the existing internal road network of the retirement village.
- New driveway and ramp proposed to access the basement car park.
- A porte-cochere located adjacent to the community facility entrance for resident, visitor and community bus use.

Car Parking

- Total of 227 basement car parking spaces, including:

Attachment 1

  - 193 resident spaces
  - 28 visitor spaces
  - 6 staff spaces
- Provision also includes buggy parking, bicycle storage and general storage areas.
- An additional 15 car spaces proposed along the southern boundary to replace parking associated with Units 47-57.

Vegetation Removal

- Seven (7) trees are proposed to be removed:
  - Tree no. 27 - *Robinia pseudoacacia* (common name Locust)
  - Tree no. 31 - *Pyrus calleryana* (common name Callery Pear)
  - Tree no. 32 - *Eucalyptus mannifera* (common name Red Spotted Gum)
  - Tree no. 34 - *Photinia serratifolia* (common name Christmas Berry)
  - Tree no. 39 - *Corymbia maculata* (common name Spotted Gum)
  - Tree no. 46 - *Betula pendula* (common name Silver Birch)
  - Tree no. 51 - *Callistemon salignus* (common name Willow Bottlebrush)

4. Consultation

4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total 15 objections and four (4) letters of support were received and are summarised below.

Overdevelopment of the site and inadequate building setbacks

- The proposal is consistent with the strategic directions for the subject site and the broader policy framework, which supports increased residential density and built form outcomes of this scale within the Knox Central Major Activity Centre.
- It is considered that the proposal does not represent overdevelopment of the site, having regard to the Design and Development Overlay - Schedule 13 and its overall built form response.
- It is further considered that the proposed building setbacks provide appropriate separation to adjoining properties and respond suitably to site interfaces. Refer to section 5.1 of this report.

Loss of privacy, outlook and amenity for existing village residents

- It is acknowledged that the proposed development will result in some change to the existing outlook and amenity experienced by surrounding residents, including those within the existing village.
- It is considered that the proposal achieves an acceptable balance between enabling higher density residential development in accordance with strategic planning directions and maintaining reasonable levels of amenity for adjoining residents. Any perceived loss of privacy or outlook is not considered unreasonable in the context of the planning framework applying to the site.

Overshadowing of existing dwellings and private open space, particularly during winter

- It is acknowledged that some adjoining dwellings, including those within the existing village, will experience overshadowing during either the morning or afternoon, depending on their location relative to the proposed built form. However, this overshadowing will generally be limited to one part of the day, with reasonable access to sunlight for the remainder of the day.
- Shadow impacts have been assessed at 22 September (the equinox) which is standard practice. The submitted overshadowing diagrams demonstrate that any additional overshadowing is limited in extent and duration.

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Loss of natural light and visual openness

- The proposed development has been designed to respond to surrounding interfaces, including appropriate setbacks and separation distances to adjoining properties. These design measures assist in maintaining reasonable levels of daylight access and visual openness for neighbouring properties.
- While it is acknowledged that the introduction of 6-7 storey built form will result in some change to existing conditions, the impacts must be balanced against the policy support for higher-density development within the Knox Central Major Activity Centre. The proposal represents a considered response that seeks to balance increased development intensity with reasonable amenity outcomes.

Excessive height and scale inconsistent with the Residential Growth Zone and inadequate transitions with adjacent Neighbourhood Residential Zone land

- It is considered that the proposal is consistent with the purpose of the Residential Growth Zone and complies with the height requirements of the Design and Development Overlay – Schedule 13. Refer to the assessment at section 5.1 of this report.
- It is further considered that the proposal provides an appropriate built form transition to the adjoining Neighbourhood Residential Zone land, having regard to the scale, siting and design response. Refer to the assessment at section 5.1 of this report.

Loss of views toward the Dandenong Foothills

- The proposal is consistent with the strategic directions for the subject site, as it facilitates substantial change that includes increased residential densities and housing diversity within a Major Activity Centre. There is no policy requirement under the Knox Planning Scheme to protect private views toward the Dandenong Foothills from the subject site or surrounding properties.

Insufficient landscaping to screen upper levels and mitigate visual impact

- The application proposes a substantial landscape response. This planting will contribute meaningfully to softening the presentation of the built form when viewed from the public realm and adjoining properties.
- Given the scale and density of the built form proposed, including 6-7 storey buildings, it is not reasonable or realistic to expect that landscaping alone will fully screen all upper levels of the development. The role of landscaping in this context is not to fully obscure the buildings, but to integrate them into the surrounding area and reduce their visual bulk and perceived massing.

Removal of existing vegetation and loss of bird habitat

- An Arboricultural Impact Assessment has been prepared which identifies the majority of vegetation proposed for removal as being of low to moderate arboricultural value. Importantly, the proposal does not involve the removal of remnant indigenous vegetation.
- While it is acknowledged that any vegetation removal can result in a temporary reduction in local habitat availability, the trees to be removed are not of high ecological significance in terms of native biodiversity values. Their habitat value is therefore considered limited in the broader ecological context.

Potential wind and microclimate impacts due to building height and massing

- While the proposed 6-7 storey built form represents an increase in height compared to some surrounding development, wind effects associated with buildings of this scale are generally localised to the immediate vicinity of the building envelope, particularly around corners and entrances. Such effects can be appropriately mitigated through building articulation, landscaping and entrance design and are not expected to result in unacceptable pedestrian wind conditions within the broader retirement village.

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- There is no statutory or policy requirement under the Knox Planning Scheme to provide a wind analysis report for a development of this nature and scale. Notwithstanding this, the application was accompanied by a Desktop Wind Impact Study prepared by Vipac Engineers & Scientists Pty Ltd, dated 27 February 2026, which provides additional assurance regarding wind conditions. The study concludes that wind conditions across all key outdoor and pedestrian areas are expected to remain acceptable and safe. Ground-level footpaths and accessways are generally suitable for walking comfort, while main entrances are suitable for standing comfort. Upper level terraces, balconies, the level 1 communal area and the sports court are also expected to meet recommended comfort criteria, ranging between walking and standing comfort levels. All assessed areas are predicted to satisfy relevant safety requirements.

Noise impacts from mechanical plant, plant rooms, kitchens, laundries and emergency vehicles

- An acoustic Town Planning Report prepared by Marshall Day Acoustics dated 27 February 2026 was submitted with the application. The report identifies that the operation of the proposed plant, music noise, and outdoors events lawn has the potential to impact on the adjoining residential properties (and including existing residents of the village) and must be considered. The report includes a number of recommendations to address these concerns. Should a permit to issue, conditions will ensure the proposed development incorporates the suggestions contained within the acoustic report.

Light spill and night-time illumination affecting residential amenity

- The level of lighting proposed is not considered to be dissimilar when compared to other apartment-style residential developments and associated communal areas. In relation to the outdoor sports court, the applicant advises that where evening use is proposed, lighting will be designed and installed to a maximum height of 6m, will be positioned and screened to minimise light spill to adjoining and nearby dwellings, and will be generally in accordance with the relevant Australian Standards.
- A condition of any permit to issue will require the submission of a Lighting Plan to the satisfaction of the Responsible Authority.

Traffic impacts on surrounding local streets

- The application was referred to Head, Transport for Victoria as well as Council's Traffic Engineer. No concerns were raised with regard to traffic impacts on surrounding local streets.

Inadequate onsite car parking and potential overflow parking

- The provision of on-site car parking is satisfactory. Refer to the assessment under Clause 52.06 Car Parking.

Unsuitable pedestrian access to Maurice Court and associated safety concerns

- The proposed development will maintain existing pedestrian access to Maurice Court via The Avenue. This is considered appropriate and will maintain pedestrian connectivity within a major activity centre.

Waste and medical waste management concerns

- The submitted Waste Management Plan (WMP) provides for standard residential waste streams, namely general waste, commingled recycling, glass recycling, organics, and hard waste. These streams are consistent with the operation of a residential retirement village.
- The proposal does not include a medical centre, consulting rooms, or residential aged care facility, and therefore does not generate a defined clinical or medical waste stream requiring separate management under the WMP. The absence of a dedicated clinical waste section in the WMP is considered appropriate and consistent with the scale and nature of the proposed use.
- All waste collection must be in accordance with the approved Waste Management Plan to the satisfaction of the Responsible Authority.

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Capacity and condition of existing sewer and services

- The capacity and condition of existing sewer and other utility services is not a matter for consideration under the Planning and Environment Act 1987 and is instead addressed through the requirements of the relevant service authorities.

Construction impacts on existing residents of the village

- It is acknowledged that construction of the proposed development will result in temporary disruption to existing residents, including potential impacts associated with noise, dust, access arrangements and construction duration. These impacts are considered to be typical and expected for a development of this scale and nature. A Construction Management Plan will be required as a condition of any permit issued, which will include measures to manage and minimise construction related impacts to surrounding residents to the satisfaction of the Responsible Authority.

The proposal does not comply with the Significant Landscape Overlay and Dandenong Foothills policy objectives

- The site is located within a Residential Growth Zone – Schedule 1 and is affected by the Design and Development Overlay – Schedule 13. The site is not affected by the Significant Landscape Overlay, nor is the site within the Dandenong Foothills Policy area. Accordingly, an assessment against the Significant Landscape Overlay or the Dandenong Foothills policy is not required.

The proposal does not comply with Clause 53.17 (Residential Aged Care Facilities)

- The existing land use of the site is defined as a 'retirement village', not a 'residential aged care facility'. Accordingly, an assessment against Clause 53.17 of the Knox Planning Scheme is not required.

Concerns regarding adequacy, timing and fairness of community consultation and notification

- Notice of the application was given in accordance with section 52 of the Planning and Environment Act 1987. The Act does not prescribe restrictions preventing an application from being advertised close to, or over, a public holiday period.

Broader concerns about the internal management of the retirement village, including uncertainty regarding the treatment and potential relocation of existing residents during redevelopment and the associated emotional/psychological and perceived financial impacts (including on property values and expectations of privacy/low-rise character).

- While these concerns are noted, they are not matters for determination under the Planning and Environment Act 1987 and the Knox Planning Scheme. They instead relate to the operation and governance of the retirement village and are appropriately addressed through resident/operator processes.

Key Themes from the letters of support are as follows:

- Redevelopment will enhance lifestyle, wellbeing and social connection for older residents
- Provision of modern, accessible housing enabling ageing in place
- Improved community facilities and social spaces
- Long-term sustainability and viability of the retirement village
- Supports downsizing and contributes to broader housing supply
- Proposal reflects forward planning and experience in retirement village development

Attachment 1

4.2 Referrals

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

Head, Transport for Victoria: No objection and no conditions imposed.

City Futures: No objection to the proposal.

Traffic Engineer: Council's Traffic Engineer requests that the applicant clearly identify and demonstrate the arrangement of all parking bays (including staff, visitor and resident bays) through appropriate signage and/or line marking. All staff parking demand must be fully accommodated on site, noting there is no available on-street parking on Burwood Highway.

The car park is also to be designated by signs and line marked to delineate pillars, and to clarify allowable traffic movements. As the lower ground car park entry has a clearance of less than 3.0 metres, low-clearance signage must be provided in accordance with Australian Standard AS 2890.1, and the applicant must confirm the access gate operation (with any card reader located on the driver's side). The porte cochere spaces are to be line marked to the dimensions required by the Knox Planning Scheme (Clause 52.06) and signed for short-stay use, emergency vehicles and ride share services (e.g., taxis and Ubers). Vehicles larger than 6.3 metres are not permitted to access the lower ground car park.

All construction workers parking must be accommodated within the site as there is no parking within the immediate vicinity.

Standard conditions to be included on any permit issued.

Arborist: Council's Arborist concurs with the findings of the Arboricultural Impact Assessment prepared by Tree Department Pty Ltd and raises no objection to the proposed vegetation removal.

Council's Arborist also raises no objection to the proposed encroachment into the Notional Root Zone (NRZ) of Tree 105 (*Eucalyptus melliodora* – Yellow Box).

A Tree Management Plan is recommended as a permit condition to ensure the protection of the existing tree reserve along Burwood Highway throughout the construction of the development.

Parks Services: The submitted plans indicate that a pathway is proposed within the Tree Protection Zones (TPZs) of three (3) trees located within the adjoining tree reserve, comprising one *Eucalyptus sieberi* and two *Eucalyptus nicholii*. Careful construction practices will be required to minimise root disturbance and avoid damage during the installation of the pathway.

Any roots greater than 50mm in diameter encountered during works that require pruning must be referred to Council's Arborist for assessment and advice prior to any works being undertaken.

Any underground services proposed within a TPZ must be installed using non-destructive construction methods, such as hydro excavation, to avoid damage to tree roots. Any underground services proposed within a Structural Root Zone (SRZ) must be relocated outside the SRZ entirely.

Stormwater: Council records indicate that the proposed development is close to or adjacent to a Council 375 mm pipe and pit located near the north-west and south-west corners of the property. Evidence may be required to

demonstrate that the proposed development will not impose any structural load on the Council assets, or that the proposed footings and angle of repose will not bear on or impact those assets.

The Applicant submits that further survey work has been undertaken to accurately locate the Council asset per the enclosed survey plan. The building is setback appropriately from the Council asset and will be further considered and resolved during the detailed design phases of the project, but based on this additional survey work, it is not anticipated this asset will have any bearing on the proposed development.

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

Waste: An amended waste management plan (WMP) is required to specify off-peak hours and intended waste collection times to limit conflict between patrons using the car park and the waste collection vehicle.

Building: No major issues identified.

5. Discussion

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

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Residential Growth Zone – Schedule 1.

The purpose is to implement the Municipal Planning Strategy and the Planning Policy Framework by encouraging increased residential densities, including buildings of up to four storeys, and promoting a diversity of housing types in locations with good access to services and public transport, such as activity centres and town centres. Development is to be of a scale and form that provides an appropriate transition between more intensive uses and surrounding residential areas, while ensuring that residential outcomes meet the design objectives set out in the relevant zone schedule. The framework also supports educational, recreational, religious, community, and a limited range of other non-residential uses that serve local community needs in suitable locations.

A permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.07-2.

Before deciding on an application, in addition to the decision guidelines in clause 65, the responsible authority must consider, as appropriate:

General

- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of this zone.
- The objectives set out in a schedule to this zone.
- Any other decision guidelines specified in a schedule to this zone.
- The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a Housing Choice and Transport Zone, Mixed Use Zone or Residential Growth Zone.

Response: The proposal is consistent with the Municipal Planning Strategy and the Planning Policy Framework, particularly in its support for increased housing diversity, urban consolidation, and the provision of accommodation

for an ageing population. By delivering additional independent living units (ILUs) within an established retirement village, the development responds to strategic directions encouraging higher-density living in locations well serviced by existing infrastructure, services, and public transport.

The proposal meets the purpose of the zone by facilitating increased residential density in a well-located urban area whilst maintaining an appropriate level of amenity for existing and future residents. The development builds upon an established retirement village use and introduces a built form that is compatible with surrounding residential land, ensuring that growth is delivered in a managed and contextually responsive manner.

The proposal responds to the objectives of the schedule to the zone by providing a site responsive design that balances increased density with the need to respect adjoining residential interfaces. The built form, setbacks, and landscaping are designed to meet the preferred character of the precinct, while ensuring that amenity impacts are appropriately managed.

The schedule to the zone requires consideration of whether an appropriate visual transition to the General Residential Zone has been provided. In this instance, the site does not directly adjoin a General Residential Zone, with the Planning Unit predominantly abutting the Neighbourhood Residential Zone and Public Park and Recreation Zone. Notwithstanding this, the development has been designed to ensure an appropriate visual transition is achieved to surrounding residential interfaces. The western interface provides a minimum 9m setback which establishes an effective buffer to existing lower scale residential areas and adjoining ILUs, assisting in protecting the amenity of adjoining properties. The scale and massing of the built form responds to these sensitive interfaces by managing changes in height and bulk, with landscaping used to further soften the developments visual presence. This approach minimises overlooking and overshadowing of secluded private open space and reduces perceived visual bulk through building articulation and separation.

Existing rooftop solar energy systems are present on the existing dwellings to the west along The Avenue, which form part of the broader existing retirement village. The potential for overshadowing of these systems has been considered. The siting, setbacks, and height of the proposed buildings mean that impacts are largely limited to the 9am shadow period, with these properties experiencing minimal to no overshadowing by approximately 10am. This level of impact is considered acceptable having regard to the strategic policy support for increased density and redevelopment within established urban areas, and the need to balance renewable energy performance with broader planning outcomes.

The development has been designed to minimise off-site amenity impacts, consistent with the expectations of the zone and relevant policy provisions.

5.1.2 Overlays

The site is affected by the Design and Development Overlay – Schedule 13 (Knox Central Activity Centre)(DDO13).

The DDO13 has the following objectives:

- To provide new built form that can accommodate a significantly higher intensity of activity commensurate with the role of Knox Central.
- To achieve landscaping that complements the vegetation character of Knox and complements key features unique to Knox Central, such as Blind Creek and Lewis Park.

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Attachment 1

- To achieve a continuous boulevard streetscape along Burwood Highway that is planted with canopy trees and formal landscaping and provides an intense and prominent urban form to reflect the role and context of Knox Central.
- To transform the Lewis Road Mixed Use precinct into a high quality, attractive mixed use area that achieves higher density residential development at a sensitive human scale.
- To ensure that the interface between new development and the Blind Creek Corridor contributes to the activity, safety and amenity of the natural environment and open space corridor and is integrated with development.

Pursuant to Clause 43.02-2, a permit is required to construct a building or construct or carry out works. A permit may be granted to construct a building or construct or carry out works which are not in accordance with any requirement in a schedule to this overlay, unless the schedule specifies otherwise.

A permit is also required to construct a fence within setbacks to Burwood Highway.

Design or built form requirements

The following buildings and works requirements apply to an application to construct a building or construct or carry out works:

- Buildings must not exceed the total building heights shown in Map 1.
- A building must comply with the minimum street setbacks specified in Table 1.

  Street setback means the minimum distance from the street allotment boundary to a building
- Buildings must articulate form and façades through the use of different colours, materials, and the composition of rebates, openings and setbacks.
- A building on a corner site must actively address both frontages at street level.
- Residential entries must be distinguished from retail and commercial entries.
- Buildings must avoid large, unbroken expanses of walls to the public realm or oblique side views.

Burwood Highway Corridor

The following buildings and works requirements apply to an application to construct a building or construct or carry out works on land within the Burwood Highway Corridor (shown in Map 2):

- The street wall height for all buildings to the Burwood Highway must be a maximum of 24 metres (6 storeys) for Feature Form locations (as indicated on Map 1) and 16 metres (4 storeys) for all other locations.
- The upper level setback (above street wall podium) for all buildings abutting the Burwood Highway Corridor must be a minimum of 6 metres.
- Development must have an active frontage to Burwood Highway.
- Fencing within a setback to Burwood Highway must be substantially transparent and constructed of high quality materials.
- At-grade car parking must not be visible from Burwood Highway.
- Setbacks to Burwood Highway must provide a substantial, continuous area for landscaping.

Attachment 1

- Setbacks to Burwood Highway must be:
    - Planted with canopy trees at a minimum density of one canopy tree for each 5 metres of the Burwood Highway boundary (excluding the width of driveways). Each tree must be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres. Up to 50 per cent of the permeable surface may be shared with another tree.
    - Formally landscaped at the understorey level to support active building frontages and maximise passive surveillance.

Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 43.02, in addition to those specified in Clause 43.02 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- Whether development contributes to a continuous and consistent built form outcome on Burwood Highway, through the use of building setbacks and street wall heights that are consistent with this schedule.
- Whether development demonstrates a high level of architectural quality and makes a positive contribution to the public realm.
- Whether development contributes to the pedestrian amenity of Burwood Highway.
- Whether development is designed and sited to maximise retention of canopy trees, where possible.
- Whether landscaping within front setbacks in the Burwood Highway Corridor:
    - Contributes to a consistent boulevard landscape theme.
    - Supports active frontages and pedestrian amenity.
- Whether any building that exceeds the required height limit:
    - Demonstrates that the design is of an exceptional quality and would exceed the high design quality expected within the centre.
    - Does not create any additional impacts on the amenity of residential land (as shown in Map 1) as a result of additional height.

Response: It is acknowledged that the retirement village site was not originally included in the strategic background work prepared as part of the Knox Central Structure Plan process. Following submissions from the previous landowner and consideration through the Panel process, Council agreed to include the site within the revised Activity Centre boundary and DDO13 controls. As a result, the Knox Central Structure Plan and DDO13 do not provide detailed guidance relating to front setbacks, street wall and podium setbacks, or how an active frontage to Burwood Highway should be achieved in this location.

The Knox Central Structure Plan and DDO13 generally seeks a consistent 12m setback along the southern side of Burwood Highway, typically measured from the southern edge of the Burwood Highway road reserve. However, the road reserve width is not consistent along the corridor and, in some locations, additional reserve land is located between private property boundaries and the road reserve. As a result, the distance between buildings and Burwood Highway can vary significantly.

Attachment 1

In this instance, the site is separated from the Burwood Highway road reserve by an approximately 12m wide landscaped reserve. It is therefore considered that the intended setback outcome sought by the Structure Plan can be achieved without requiring an additional 12m setback from the site's northern title boundary.

The proposal provides a 6m setback to the northern boundary. While minor encroachments in the form of ground floor balconies project into this setback, the overall outcome is considered appropriate and achieves a satisfactory design response.

The setback allows for additional landscaping and canopy tree planting, which will complement the existing landscaped reserve and contribute to the preferred Bush Boulevard character of Burwood Highway. The ground floor balconies will also provide passive surveillance and assist in activating the frontage to Burwood Highway, improving the interface with the public realm.

The development presents a generally consistent street wall of approximately 5-6 storeys (16m), setback 6m from the northern boundary, resulting in an overall separation of approximately 18m from the Burwood Highway road reserve. The upper levels are further recessed above the fourth floor, which assists in reducing the visual bulk of the building when viewed from Burwood Highway.

In terms of the overall building height, Building 1 will have a maximum height of 24m (6-7 storeys), with all levels above the 5th-6th storey (16m) recessed behind the upper podium frontage setback. This built form approach reduces the visual prominence of the additional height and reinforces an appropriate transition within the surrounding context.

The proposed design demonstrates a high standard of architectural quality through its articulated built form, upper level setbacks, and considered material palette. The development has been designed to minimise visual bulk, overshadowing, and overlooking impacts to adjoining properties, ensuring no unreasonable additional amenity impacts arise as a result of the additional height above the preferred 18m for this site.

The overall building height is also considered appropriate given the site's strategic location in proximity to Westfield Knox Shopping Centre and the established higher density character envisaged within the activity centre. Importantly, the upper level setbacks above 16m assist in maintaining views towards the Dandenong Ranges and provide a balanced and visually recessive presentation to the public realm. Accordingly, the proposal satisfies the decision guidelines of the DDO13 by achieving an exceptional design outcome without creating additional unreasonable amenity impacts.

Lastly, it is important to note that no new at-grade car parking areas will be visible from Burwood Highway. In addition, any permit issued can include conditions requiring fencing details to ensure fencing is visually transparent and constructed from high-quality materials.

5.2 Municipal Planning Strategy

Clause 02.03 Strategic Directions

To accommodate a growing residential and work population, and manage character expectations and significant environmental features and risks, a fine-grained settlement strategy is applied in Knox. The strategy is based around activity centres, significant business locations, and residential areas.

The Strategic Framework Plan at Clause 02.04 identifies the site as a 'Strategic Investigation Site' and Clause 02.03-1 identifies that the site is located within the Knox Central Major Activity Centre.

Attachment 1

Knox Central Major Activity Centre is a regional level centre with significant opportunities for mixed use and medium to high density residential development. It has a major bus interchange and there is potential to support extending the tram network.

Clause 02.03-5 (Housing) identifies that the residential population is forecast to grow significantly. The current housing stock is inadequate to respond to the demand for small, more diverse and accessible dwellings, particularly as the community ages and diversifies. It is envisioned that Activity areas will experience substantial change within Knox's Major Activity Centres and areas located along major bus routes.

Response: The proposal is consistent with the Municipal Planning Strategy. The proposal is consistent with the strategic directions for the subject site as it will facilitate substantial change that includes increased densities and diversity of residential development in a Major Activity Area and will provide additional opportunities for ageing in place.

5.3 Policy Consideration: Planning Policy Framework

Planning requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Settlement, Environmental and Landscape Values, Environmental Risks and Amenity, Built Environment and Heritage, Housing, Transport and Infrastructure.

5.3.1 Settlement

Clause 11.01-L Settlement - This policy applies to all land in the municipality in line with the settlement typologies shown on the Strategic Framework Plan that forms part of Clause 02.04. Direct housing change as follows:

- Limited change in Bush Suburban areas.
- Minimal change in Knox Neighbourhood areas.
- Incremental growth in Local Living areas.
- Substantial growth in Activity Areas.

Clause 11.03-1L Knox Central Major Activity Centre - This policy applies to all land shown within the Activity Centre Boundary on the Knox Central Major Activity Centre and Precincts Plan that forms part of this clause. The *Knox Central Structure Plan* (Knox City Council, October 2017) is listed as a relevant policy document.

Objectives and strategies relevant to the proposal area:

- Support built form that provides a higher intensity of land use and activity commensurate with the role of Knox Central as the major focal point of the municipality, with a particular focus on achieving higher density residential and employment uses on land adjacent to the Westfield Knox Shopping Centre.
- Support development that demonstrates high levels of architectural merit.
- To enable the development of high quality medium and higher density housing that responds to the housing needs of the Knox community, and supports the activity of the centre.

Response: The proposal will deliver a more intensified retirement village outcome, increasing residential density on a site within the heart of Knox Central Principal Activity Centre, directly opposite Westfield Knox Shopping Centre, consistent with the local strategies at Clause 11.03-1L.

By accommodating additional density, the development helps meet the housing needs of the retirement demographic through a range of independent living unit (ILU) types and floorplan options. The proposal also presents a strong architectural response, with building forms that sit comfortably with the existing retirement village and reinforce the

preferred character along Burwood Highway. The selected materials and finishes, together with considered articulation and detailing, are expected to make a positive contribution to the site and the broader activity centre context.

5.3.2 Environmental and Landscape Values

Clause 12.05-2L Landscapes, boulevards and gateways - To protect and strengthen treed character and landscape values, including natural areas of significance, significant landscapes and the 'Bush boulevards', 'Paths into the hills' and 'Gateways'.

Bush Boulevard strategies:

- Protect existing native vegetation within road reservations.
- Minimise crossovers and associated impacts to street trees.
- Maintain a continuous setback in activity centres that:
  - Is planted with a native tree canopy and formal landscaping.
  - Reflects the role and context of the activity centre.
  - Supports active and pedestrian-friendly street frontages and public spaces.

Response: No new vehicle crossovers are proposed as part of the development, thereby avoiding any additional impact on existing street trees or the road reserve.

A Tree Management Plan will be required as a condition of any permit issued to ensure that existing vegetation within the road reserve is appropriately protected during construction.

5.3.3 Environmental Risks and Amenity

Clause 13.05-1S Noise Management – To assist the management of noise effects on sensitive land uses.

Minimise the impact on human health from noise exposure to occupants of sensitive land uses (residential use, child care centre, school, education centre, residential aged care centre or hospital) near the transport system and other noise emission sources through suitable building siting and design (including orientation and internal layout), urban design and land use separation techniques as appropriate to the land use functions and character of the area.

Response: An acoustic Town Planning Report prepared by Marshall Day Acoustics dated 27 February 2026 was submitted with the application. The report identifies that the proposed development will be impacted by noise from traffic. The report also identifies that the operation of the proposed plant, music noise, and outdoors events lawn has the potential to impact on the adjoining residential properties (and including existing residents of the village) and must be considered. The report includes a number of recommendations to address these concerns. Should a permit to issue, conditions will ensure the proposed development incorporates the suggestions contained within the acoustic report.

5.3.4 Built Environment and Heritage

Clause 15.01-1L Urban Design - Ensure development maximises visibility and provides for passive surveillance to road frontages, the public realm, the exterior of buildings, creek corridors and public open space by:

- Maximising opportunities for passive surveillance and visual connectivity at ground and podium levels.
- Avoiding the use of solid fences.
- Designing for safe movement good connections, clear sightlines and access.
- Avoid blind corners and entrapment points.
- Design development to clearly define private realm and public realm areas.

- Encourage landscaping as an integral part of the overall design.
- Minimise the visual impact of service areas, access and parking.
- Encourage the use of articulation and materials to present visual interest, appropriate scale and detail to the street frontage.

Response: The proposed built form is strengthened through a considered palette of materials and finishes that integrates with the existing village, while still providing a contemporary presence when viewed from outside the site. The external treatments include a range of natural, warm-toned elements including brickwork, terracotta breeze blocks, concrete finishes, glazing and powder-coated metalwork. Articulation is also achieved through the placement of balconies and varied balustrade treatments, which break up the façades and help reduce the perception of bulk. In addition, the upper level setbacks to Burwood Highway assist in stepping the built form down, moderating scale and height at this frontage.

Clause 15.01-2L Environmentally Sustainable Development - To achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

Response: A Sustainable Management Plan prepared by Hexicon dated 27 February 2026 was submitted with the application. The Sustainable Management Plan demonstrates that the proposed development can achieve best practice in sustainable development.

5.3.5 Housing

Clause 16.01-1S Housing supply - To facilitate well-located, integrated and diverse housing that meets community needs. Key strategies of this policy include:

- Plan to accommodate housing targets specified in this clause by ensuring zones and overlays deliver sufficient realisable development capacity.
- Ensure that an appropriate quantity, quality and type of housing is provided, including aged care facilities and other housing suitable for older people, supported accommodation for people with disability, rooming houses, student accommodation and social housing.
- Increase the proportion of housing in urban areas with good access to opportunities and services (including under-utilised urban land) and reduce the share of new dwellings in greenfield, fringe and dispersed development areas.
- Encourage higher density housing development on sites that are well located in relation to jobs, services and public transport.
- Identify opportunities for increased residential densities to help consolidate urban areas.
- Facilitate diverse housing that offers choice and meets changing household needs by widening housing diversity through a mix of housing types.
- Encourage the development of well-designed housing that:
    - Provides a high level of internal and external amenity.
    - Incorporates universal design and adaptable internal dwelling design.
- Support opportunities for a range of income groups to choose housing in well-serviced locations.
- Plan for growth areas to provide for a mix of housing types through a variety of lot sizes, including higher housing densities in and around activity centres.

Clause 16.01-1L Housing supply - To support a scaled approach to residential development that is consistent with preferred dwelling typologies for each area as shown on the Housing Framework Plan that forms part of Clause 02.04.

Activity Area strategies:

- Encourage housing growth in Activity areas.
- Support developments of three or more dwellings that include a mix of sizes, including one-and two-bedroom dwellings.
- Encourage villa units, townhouses and apartments.

Strategic Investigation site strategies

- Support residential development, where appropriate, on Strategic Investigation Sites (in whole or in part).

Response: The redevelopment of the site for a contemporary retirement village will deliver independent living units (ILUs) in the form of apartments, thereby increasing housing diversity and choice within an established urban area and recognised Major Activity Centre. The proposal also broadens housing options within the existing retirement village, which has traditionally been characterised by single storey independent living units.

The design response respects and reinforces the preferred character of the precinct through considered built form articulation and a strong landscape contribution, particularly along the Burwood Highway frontage and within the area of works. As a result, the development sits comfortably within its urban context, responds appropriately to the scale of surrounding development, and respects adjoining property interfaces and the remaining independent living units within the village.

The siting and scale of the development will provide a high level of amenity for future residents while avoiding unreasonable impacts on adjoining residential properties.

Overall, the proposal will deliver housing specifically suited to older people and is consistent with the strategic directions for the site by facilitating increased density and a more diverse residential typology within a Major Activity Centre. Importantly, it supports additional opportunities for ageing in place within an established and well-connected community.

5.3.6 Transport

Clause 18.01-1L Land Use Transport Planning - Consolidate commercial and retail activities into areas close to railway stations and other reliable public transport nodes.

Response: The subject site sits opposite Westfield Knox Shopping Centre which contains a bus interchange outside the main level two entrance at the southern side of the centre. Westfield Knox is serviced by bus routes; 901, 664, 681, 682, 732, 737, 738, 745, 755, 757, 758 and 967. There is also a bus stop available along Burwood Highway, adjacent Lynne Avenue.

It is considered the site is close to public transport.

5.3.7 Infrastructure

Clause 19.03-3L Integrated Water Management – Encourage development to be able to accommodate storm runoff and accommodate overland flow paths.

Response: Any permit to issue will include conditions requiring a drainage plan to runoff and to accommodate overland flow paths.

Attachment 1

5.4 Particular Provisions

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

The provision of car parking has been assessed under the new car parking requirements introduced by Amendment VC277 on 18 December 2025. The site is located within Category 2 identified in the *Car Parking Requirement Maps* (Department of Transport and Planning, 2025) (CPR maps).

Within a Category 2 area, the car parking requirement for a retirement village is one (1) car parking space to each dwelling. Accordingly, there is a statutory requirement to provide 172 car parking spaces. The proposed development will provide a total of 227 spaces, exceeding the requirements of Clause 52.06-5.

As discussed above, the development is to be carried out in stages. It is noted that Stage 1 will deliver a surplus of 65 car parking spaces, ensuring that the statutory car parking requirement will be met and exceeded while Stage 2 of the development is under construction.

It is considered that the proposal generally meets the requirements of Clause 52.06-9 (Design standards for car parking). Any minor design matters can be satisfactorily addressed through conditions on any permit to issue. In this regard, no substantive concerns have been raised by Council's Traffic Engineers.

Clause 52.17 Native Vegetation: A permit is required to remove, destroy or lop native vegetation. This does not apply to planted vegetation.

Response: Six (6) trees have been identified as Victorian native species and would ordinarily require assessment under Clause 52.17. However, Council is satisfied that these are planted specimens and therefore exempt from the provisions of Clause 52.17.

Clause 52.37 Canopy Trees: A permit is required to remove, destroy or lop a canopy tree in the Mixed Use Zone, Township Zone, Residential Growth Zone, General Residential Zone, Neighbourhood Residential Zone, and Housing Choice and Transport Zone.

Trees assessed within the site and within a portion of the Burwood Highway road reserve are within the Residential Growth Zone.

A permit is required to remove the following trees:

- Tree no. 27 - *Robinia pseudoacacia* (common name Locust)
- Tree no. 31 - *Pyrus calleryana* (common name Callery Pear)
- Tree no. 32 - *Eucalyptus mannifera* (common name Red Spotted Gum)
- Tree no. 34 - *Photinia serratifolia* (common name Christmas Berry)
- Tree no. 39 - *Corymbia maculata* (common name Spotted Gum)
- Tree no. 46 - *Betula pendula* (common name Silver Birch)
- Tree no. 51 - *Callistemon salignus* (common name Willow Bottlebrush)

Response: The accompanying Arboricultural Impact Assessment prepared by Tree Department Pty Ltd identifies the vegetation proposed to be removed as being of low to moderate arboricultural value.

Attachment 1

The application proposes a substantial landscape response, including the planting of a significant number of new trees across the site. The proposed landscaping is expected to exceed the minimum canopy cover outcomes sought by Clause 52.37.

Having regard to the arboricultural value of the vegetation proposed for removal, the replacement planting proposed, and the overall uplift in long-term canopy cover outcomes across the site, Council supports the proposed tree removals.

5.5 General Decision Guidelines

Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with Municipal Planning Strategy and the Planning Policy Framework, including, Clause 11.01-L (Settlement), Clause 11.03-1L (Knox Central Major Activity Centre), Clause 12.05-2L (Landscapes, boulevards and gateways), Clause 13.05-1S (Noise Management), Clause 15.01-1L (Urban Design), Clause 15.01-2L (Environmentally Sustainable Development), Clause 16.01-1S and Clause 16.01-1L (Housing supply), Clause 18.01-1L (Land Use Transport Planning) and Clause 19.03-3L (Integrated Water Management).
- The proposal represents an appropriate and well considered development outcome that responds positively to the strategic vision for the Knox Central Major Activity Centre by delivering additional housing diversity and urban consolidation within a well-serviced and strategically significant location, while maintaining acceptable amenity outcomes for surrounding properties and future residents.
- The proposal meets the purpose and objectives of the Residential Growth Zone Schedule 1 and responds appropriately to the requirements and decision guidelines of DDO13 through a high-quality architectural outcome and an activated interface to Burwood Highway. The development also incorporates an appropriate landscaping response, sustainable design measures, and compliant car parking provision, ensuring the site will integrate effectively within the activity centre context.
- The proposal is considered to achieve a sustainable urban outcome and deliver a net community benefit through the provision of additional housing opportunities within an area identified for increased residential density, housing diversity, and opportunities for residents to age in place.



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Attachment 2

Address:
466 Burwood Highway Wantirna South

Application Number:
P/2025/6544

Description:
Construct a building and carry out works associated with a Section 2 use in the Residential Growth Zone and Design and Development Overlay Schedule 13 and removal of vegetation

Ward:
Scott

Legend

- Knox Boundary
- Property Boundary
- Railway Station
- Rail Line
- Bus Stop - with shelter
- Bus Stop - no shelter
- Bus Stop - Knox owned
- Primary School
- P-12 School
- Secondary School
- Specialist School
- Tertiary Institution
- Council Park & Reserve
- Freeway
- Highway
- Arterial
- Sub-Arterial
- Collector
- Local
- Track
- Trail
- Waterbody
- Major Watercourse
- Minor Watercourse

Disclaimer:
Roads, Title Boundaries and Planning Scheme Information - State of Victoria

Aerial Photography - MetroMap (Captured January 2026 - unless otherwise stated)

Melbourne Water Drainage Information - Melbourne Water

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Scale:
1:3,000

Date Produced:
01/05/2026



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Ward:
Scott

Legend

- Knox Boundary
- Property Boundary
- Railway Station
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- Bus Stop - with shelter
- Bus Stop - no shelter
- Bus Stop - Knox owned
- Primary School
- P-12 School
- Secondary School
- Specialist School
- Tertiary Institution
- Council Park & Reserve
- Freeway
- Highway
- Arterial
- Sub-Arterial
- Collector
- Local
- Track
- Trail
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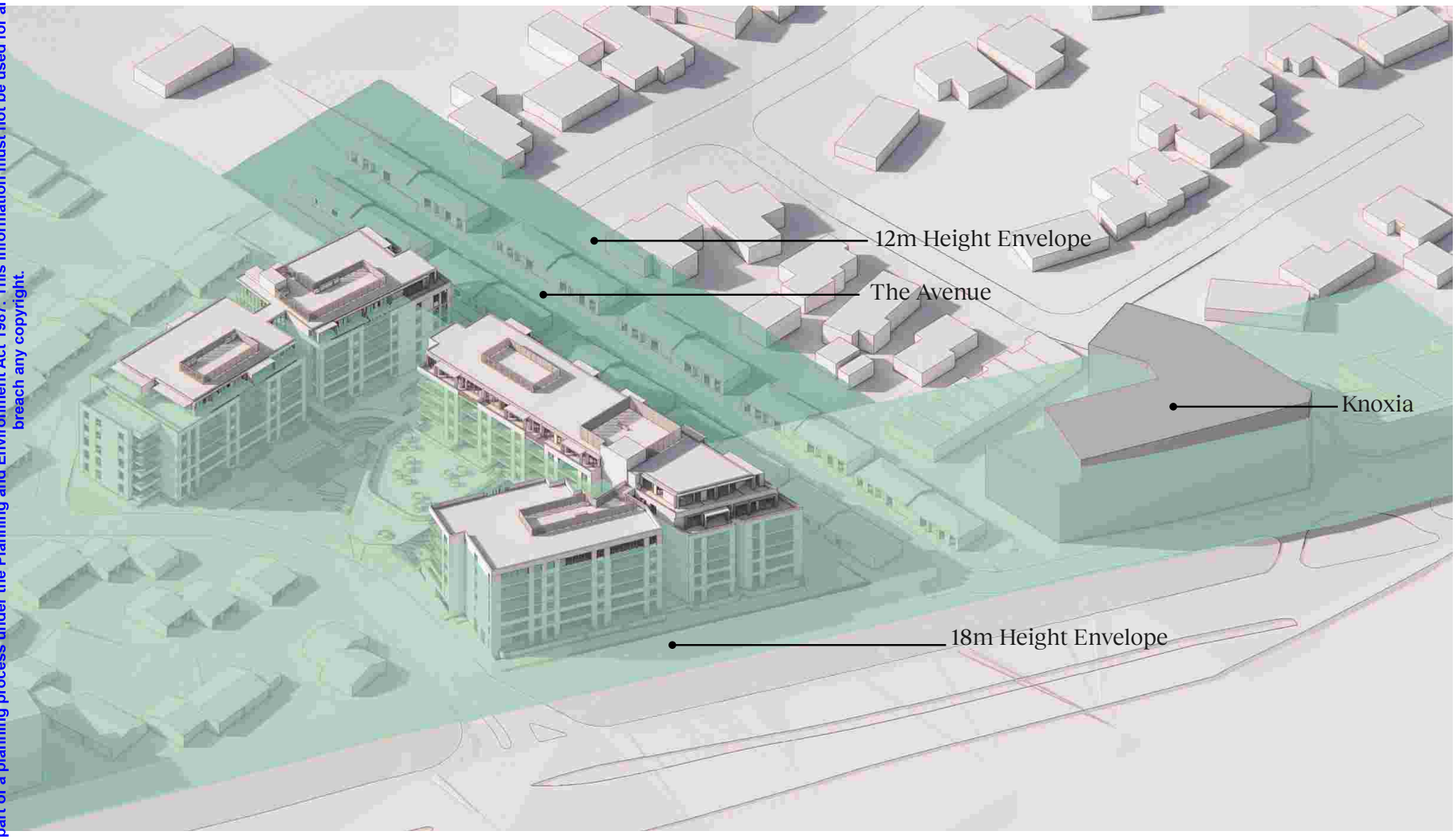
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Date Produced:
01/05/2026

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Massing & Site Response

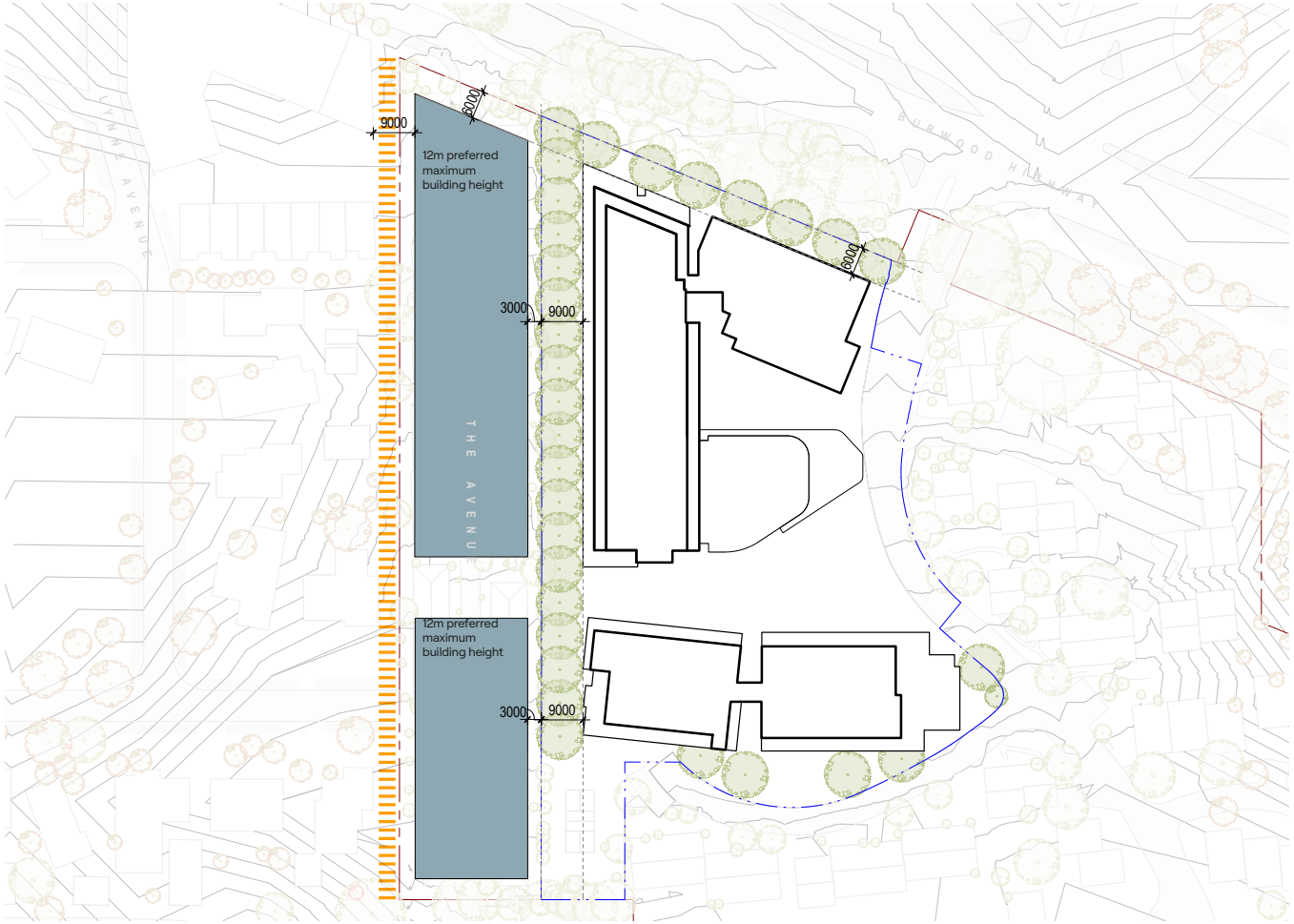
Building Envelope and Heights



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Massing & Site Response

Future development potential of Levande Knox Village

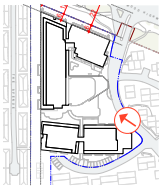


Sensitive Edge

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Design Response

Clubhouse





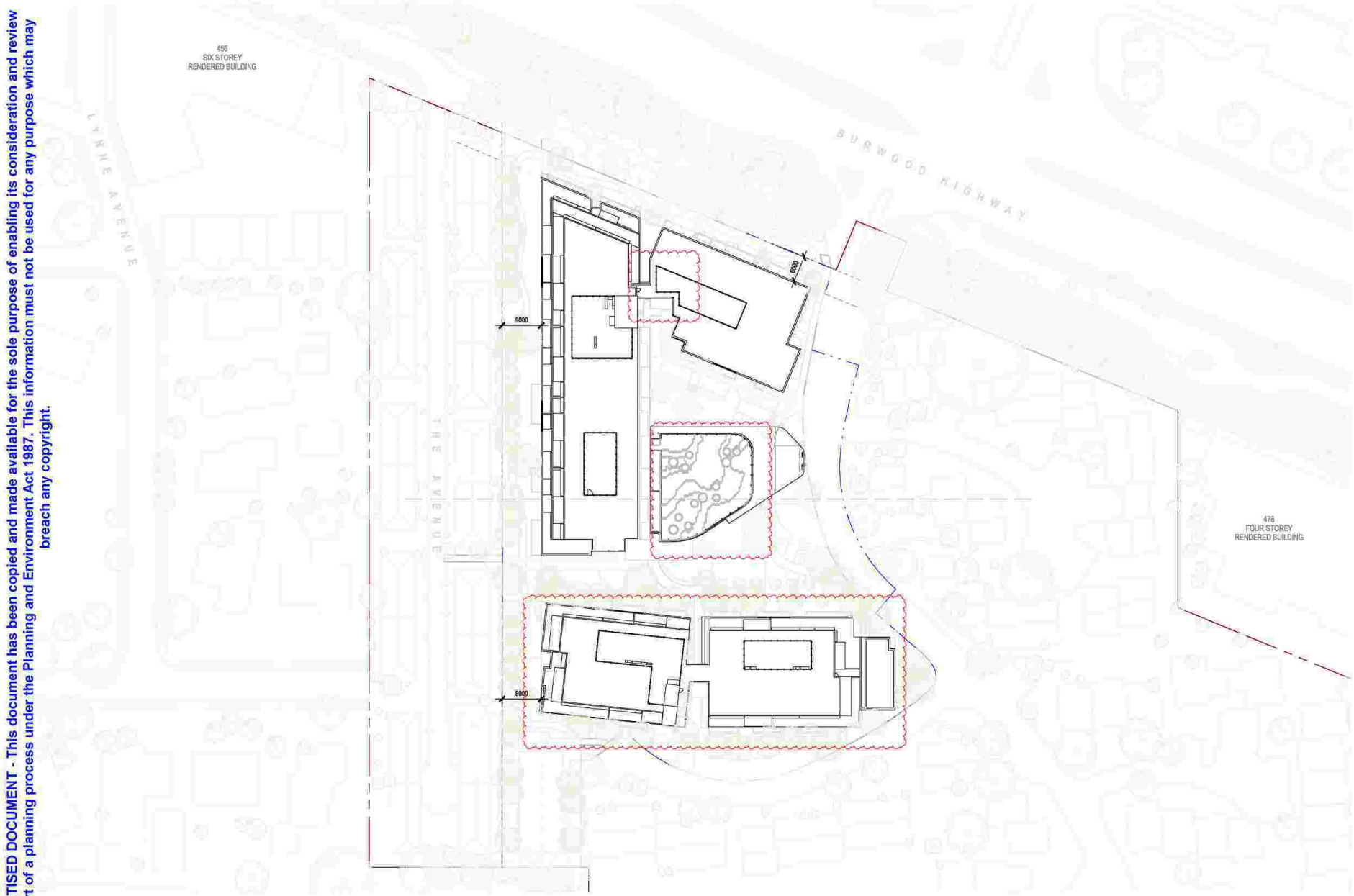
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	OVERALL SITE CONTEXT	21719	SD01_01	27.02.26	1 : 1200 @ A3	2

SJB Architects
L5, 18 Oliver Lane
Melbourne VIC
3000 Australia
sjb.com.au

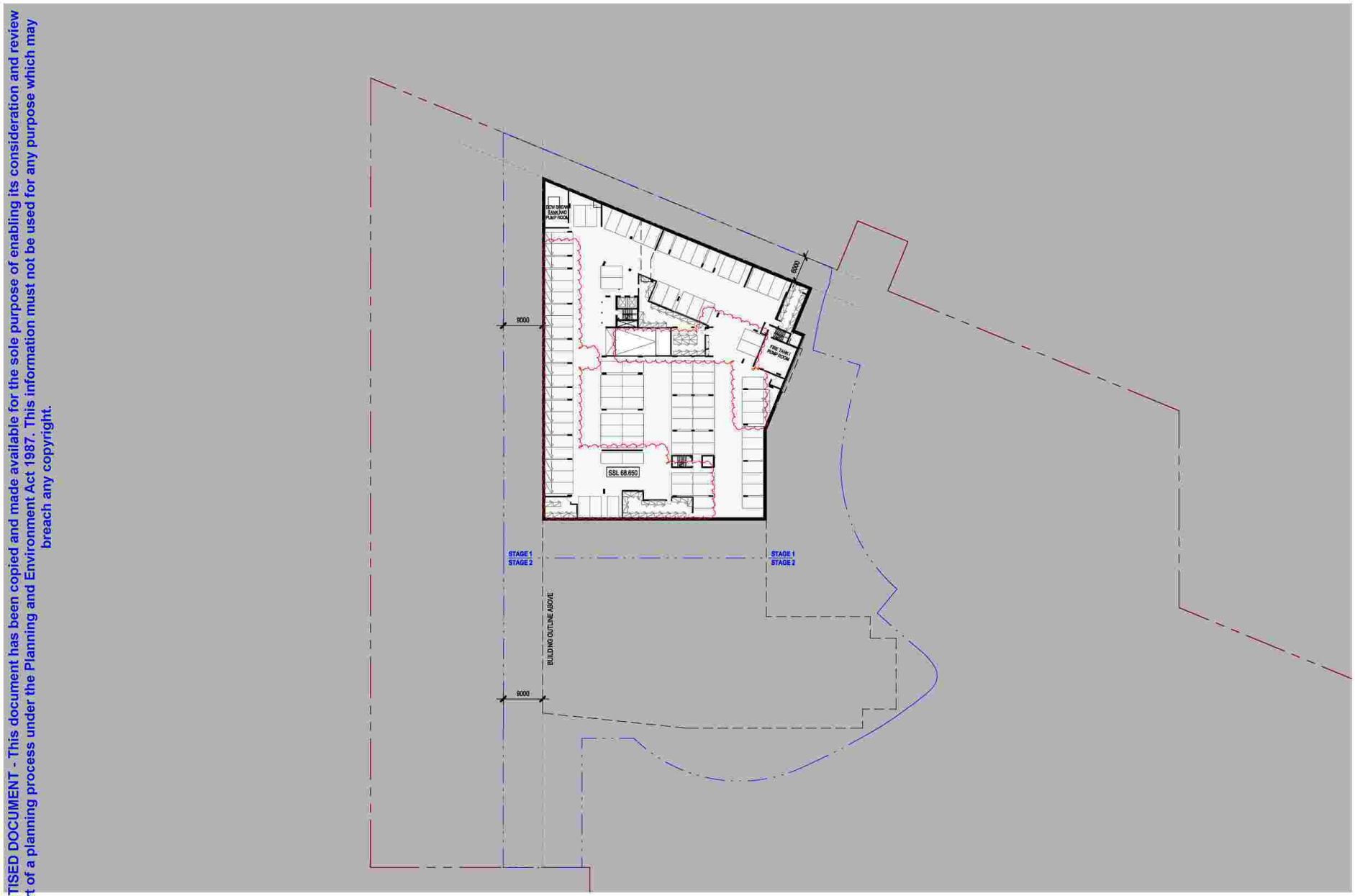
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	OVERALL SITE PLAN	21719	SD01_02	27.02.26	1 : 750 @ A3	2

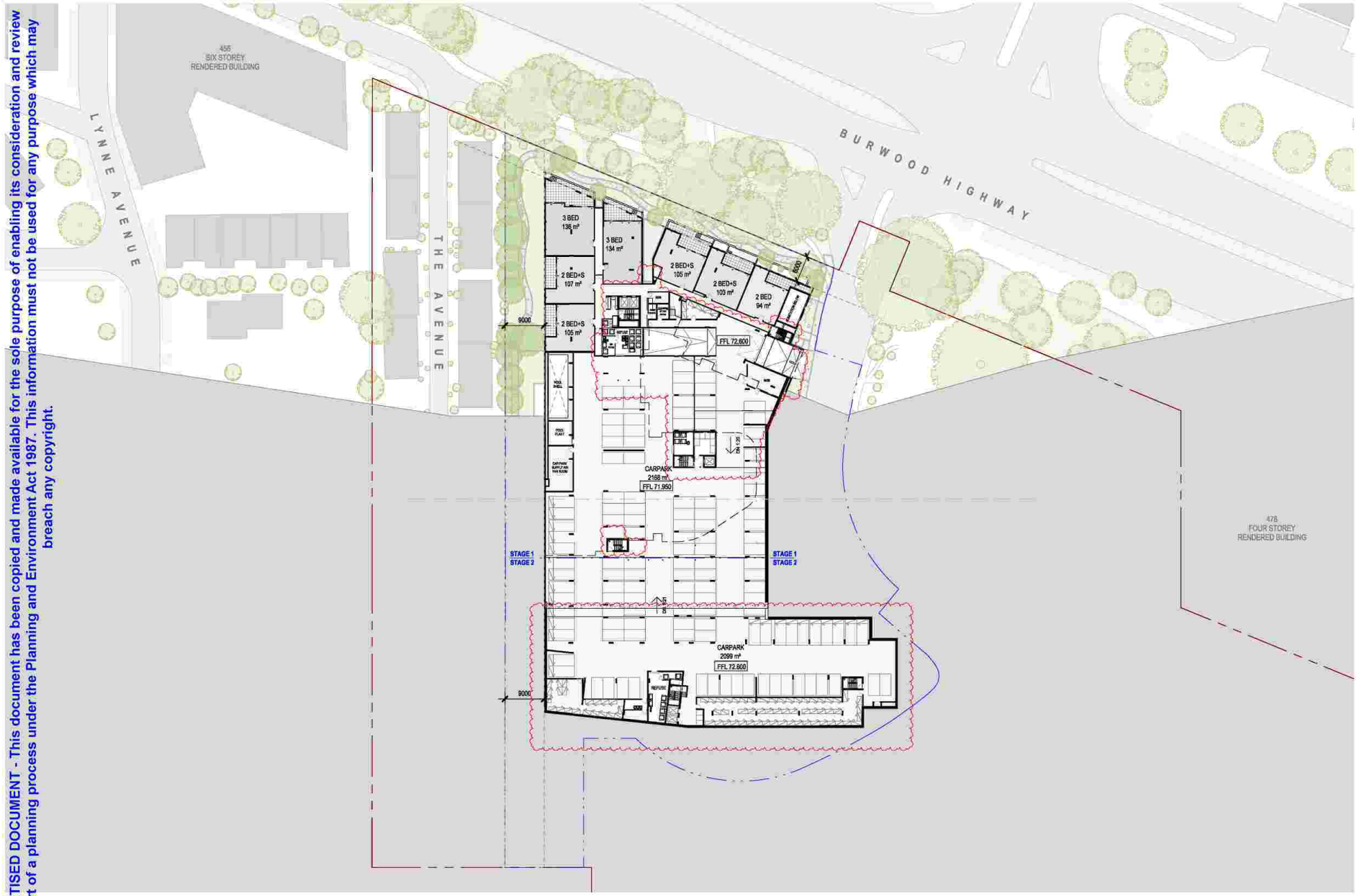
SJB Architects
L5, 15 Oliver Lane
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sjb.com.au

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	OVERALL PLAN - BASEMENT	21719	SD01_03	27.02.26	1 : 750 @ A3	2

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sjb.com.au



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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	OVERALL PLAN - LOWER GROUND	21719	SD01_04	27.02.26	1 : 750 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	OVERALL PLAN - GROUND	21719	SD01_05	27.02.26	1 : 750 @ A3	2

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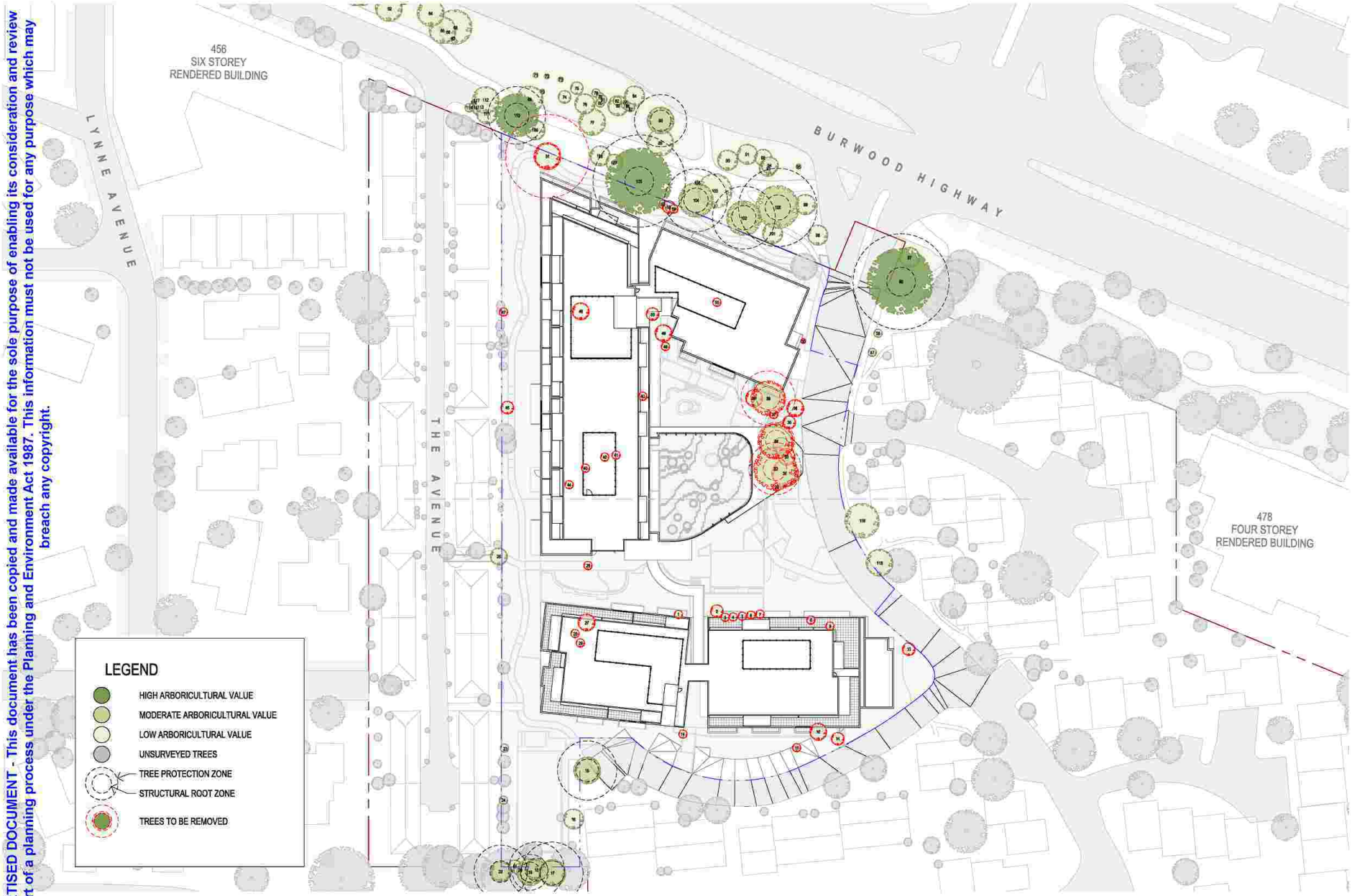
Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	STAGING PLAN	21719	SD01_07	27.02.26	1 : 750 @ A3	2

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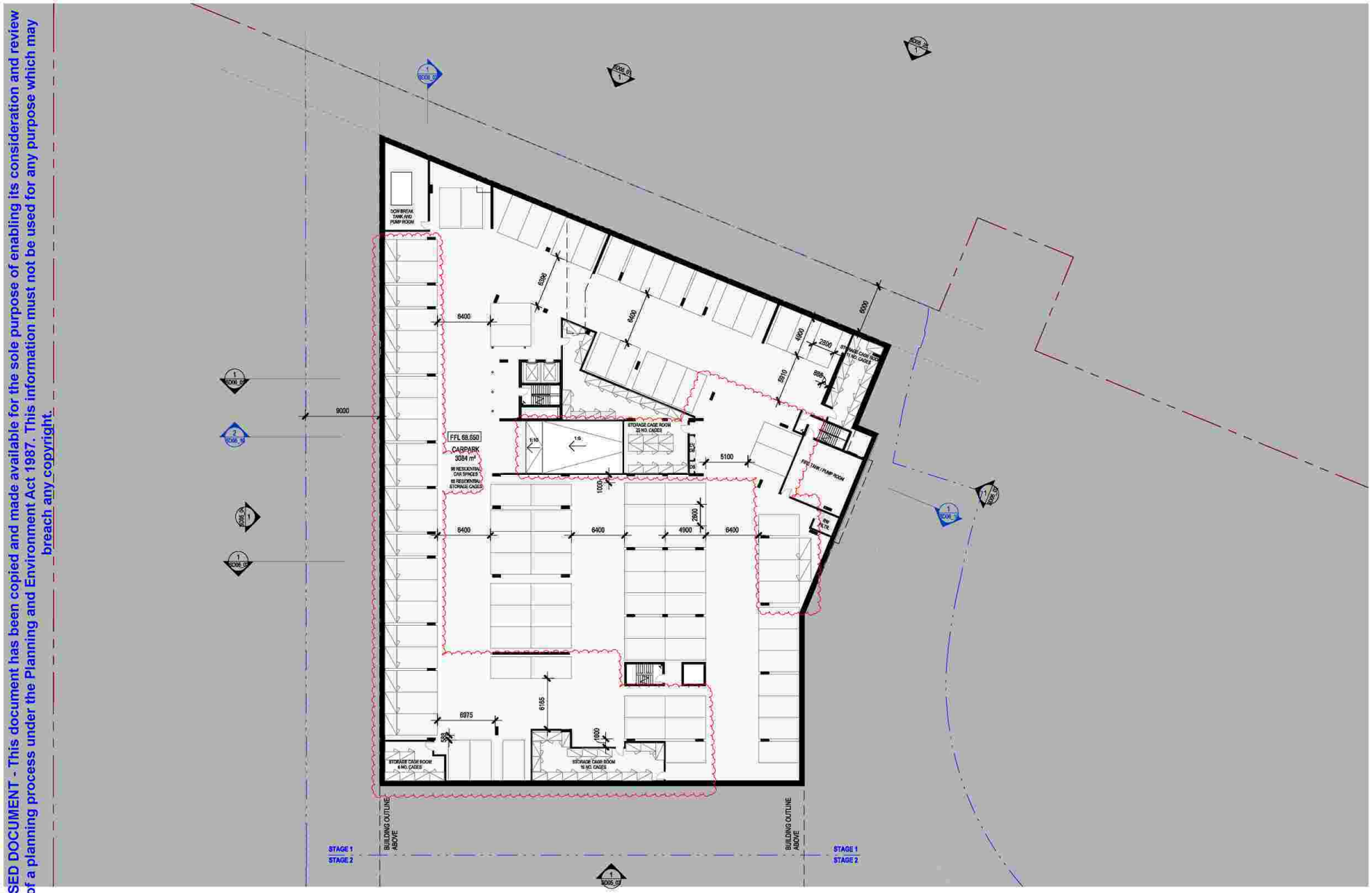
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	TREE REMOVAL PLAN	21719	SD01_11	27.02.26	AS indicated @ A3	2

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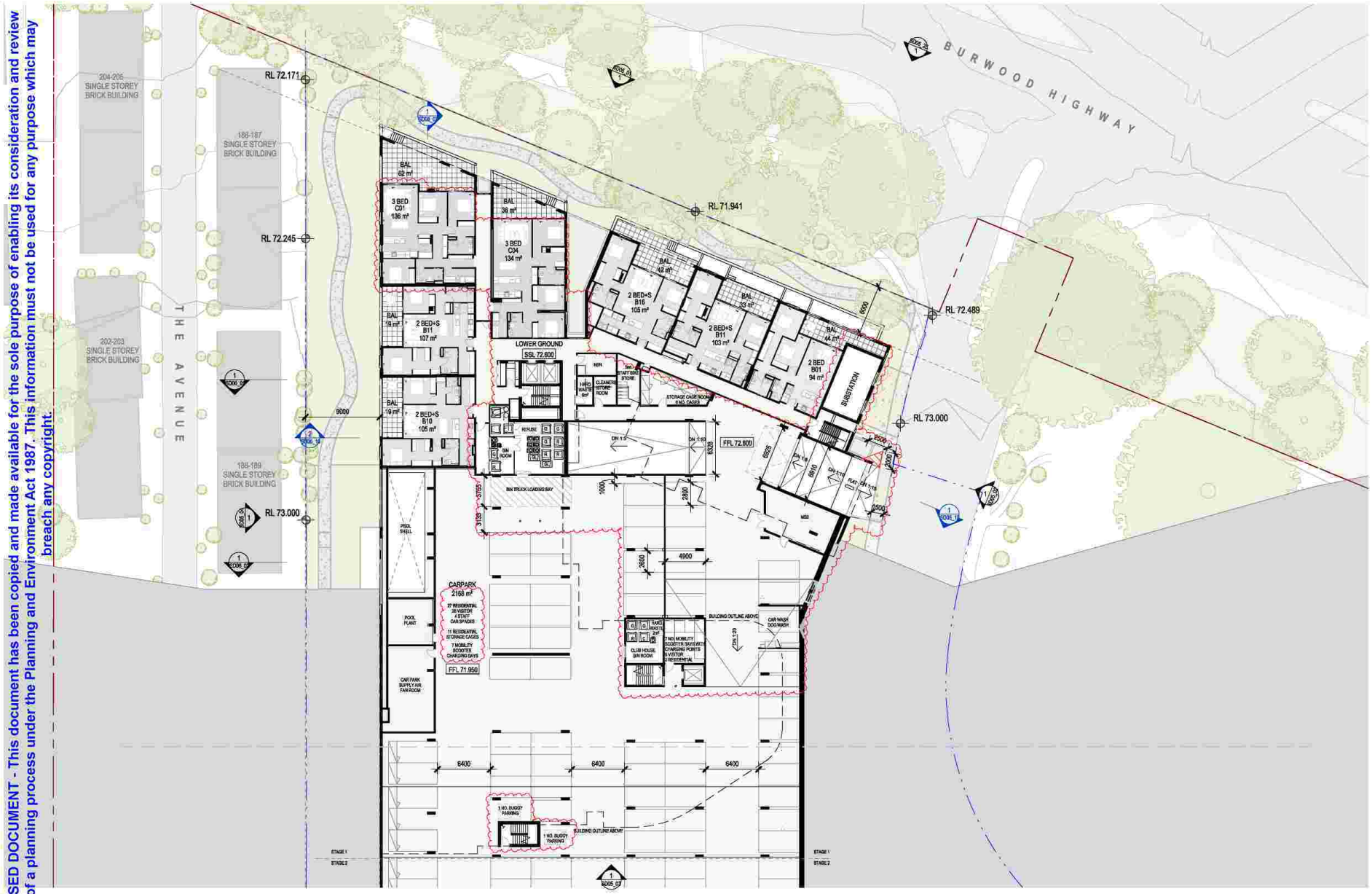
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	PLAN - BASEMENT	21719	SD02_01	27.02.26	1 : 400 @ A3	2

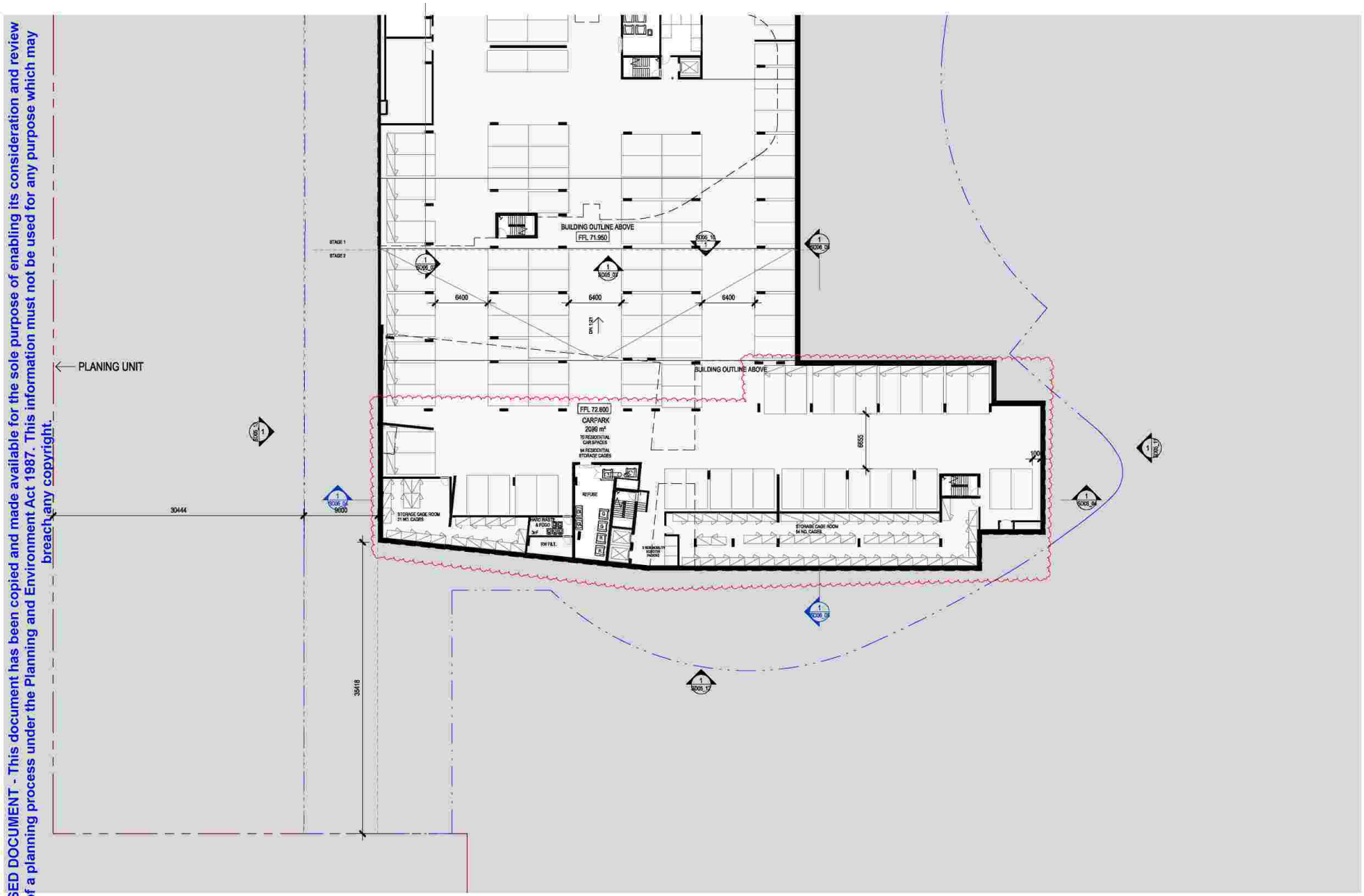
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	PLAN - LOWER GROUND 1	21719	SD02_02	27.02.26	1 : 400 @ A3	2

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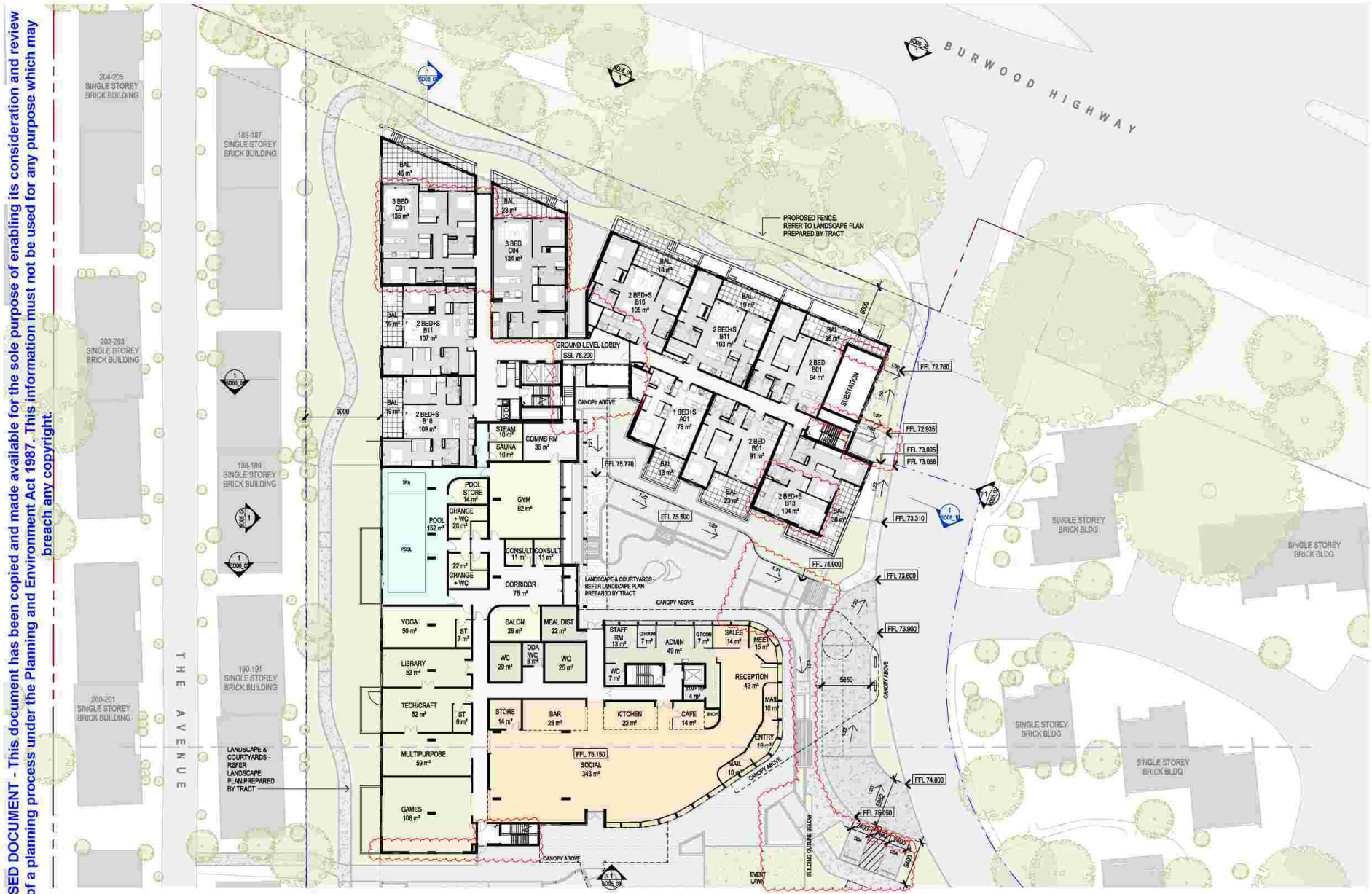


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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	PLAN - LOWER GROUND 2	21719	SD02_03	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 PLAN - GROUND	21719	SD02_10	27.02.26	1 : 400 @ A3	2

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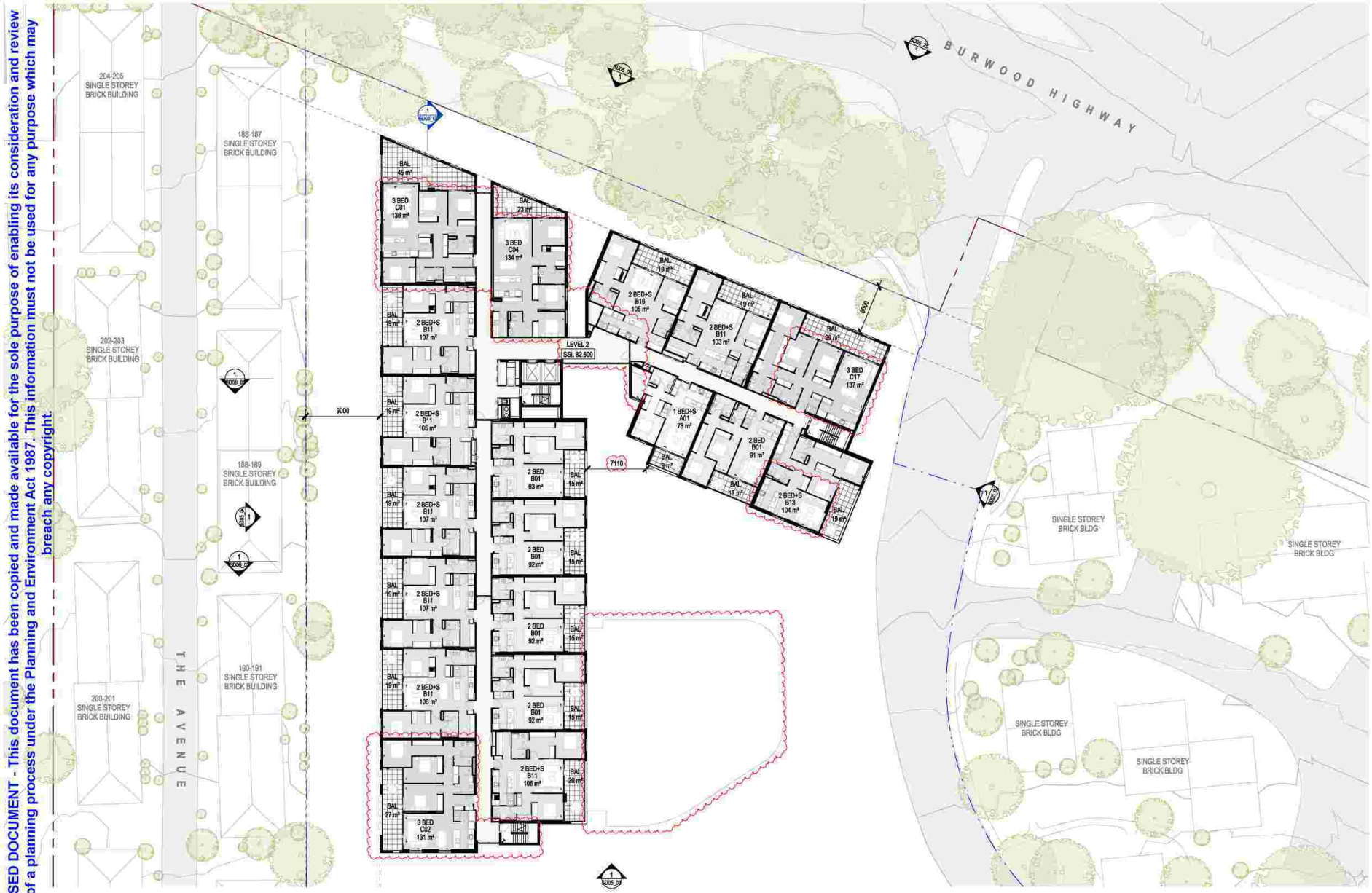
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 PLAN - LEVEL 1	21719	SD02_11	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 PLAN - LEVEL 2	21719	SD02_12	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 PLAN - LEVEL 3	21719	SD02_13	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 PLAN - LEVEL 4	21719	SD02_14	27.02.26	1 : 400 @ A3	2

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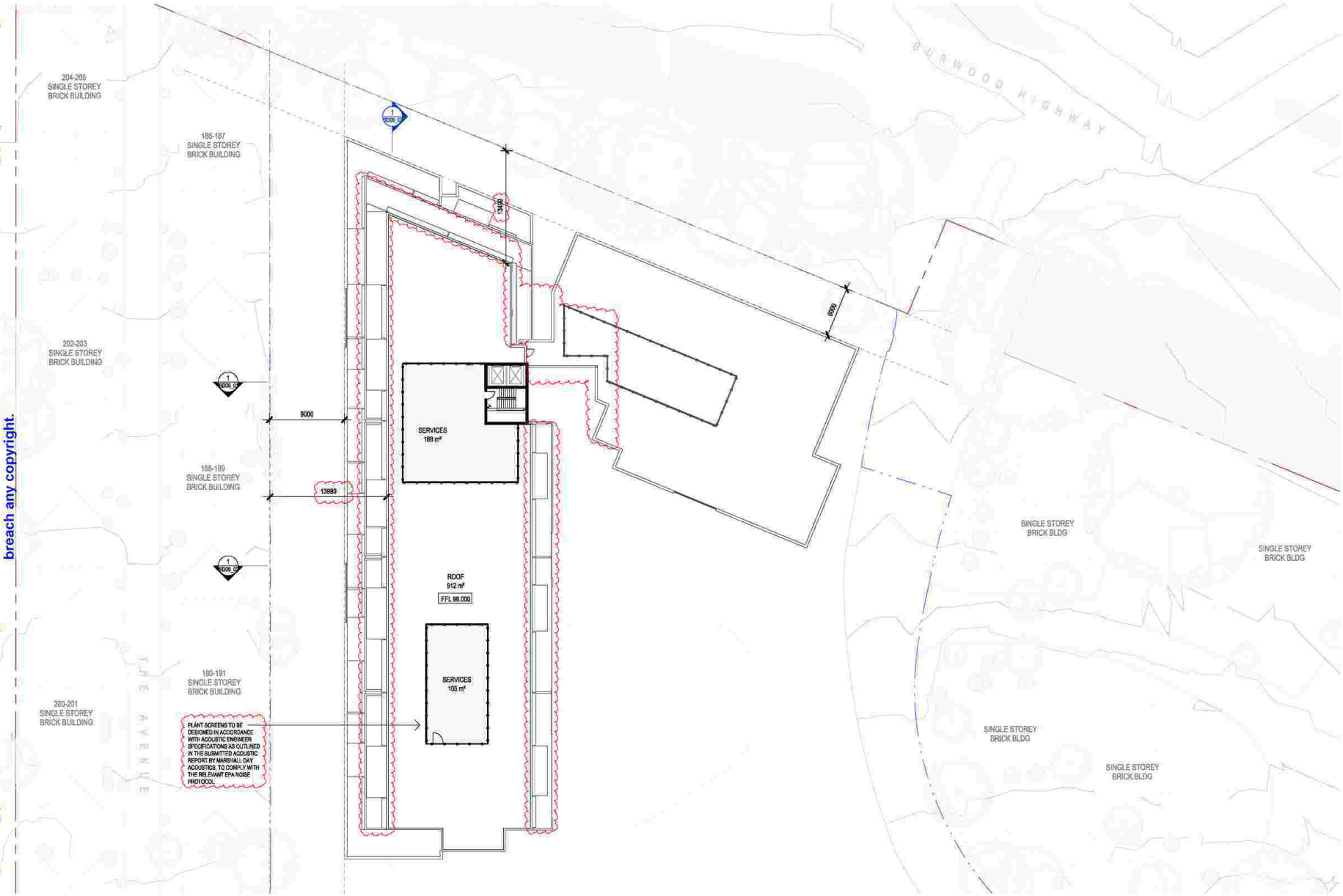
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 PLAN - LEVEL 5	21719	SD02_15	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 PLAN - ROOF	21719	SD02_16	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	BUILDING 2 PLAN - GROUND	21719	SD02_20	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	BUILDING 2 PLAN - LEVEL 1	21719	SD02_21	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	BUILDING 2 PLAN - LEVEL 2	21719	SD02_22	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	BUILDING 2 PLAN - LEVEL 3	21719	SD02_23	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 2 PLAN - LEVEL 4	21719	SD02_24	27.02.26	1 : 400 @ A3	2

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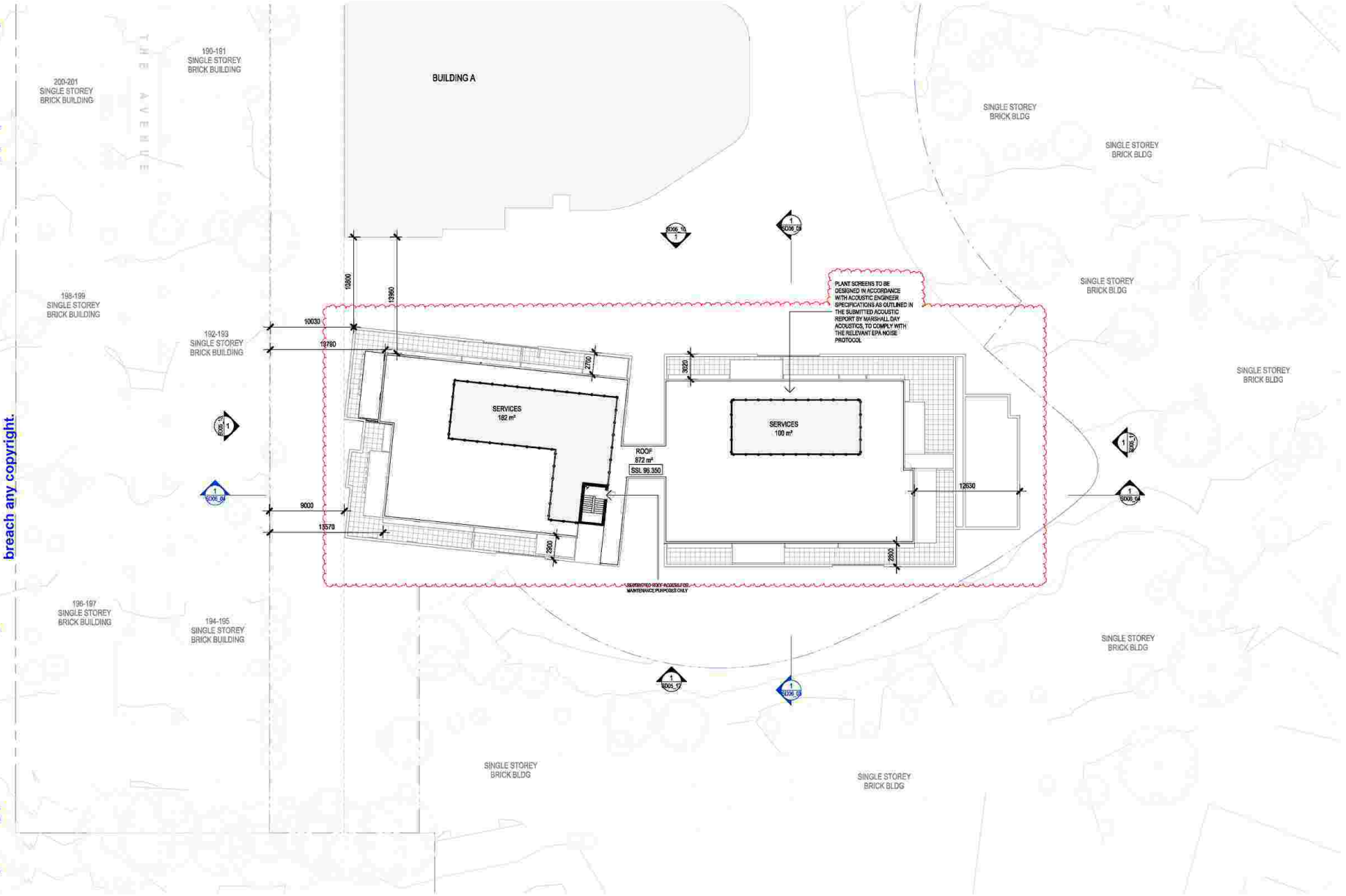
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	BUILDING 2 PLAN - LEVEL 5	21719	SD02_25	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantirna South	BUILDING 2 PLAN - ROOF	21719	SD02_26	27.02.26	1 : 400 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 - NORTH ELEVATION	21719	SD05_01	27.02.26	1 : 250 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 - EAST ELEVATION	21719	SD05_02	27.02.26	1 : 250 @ A3	2

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BW01 WARM BRICK WORK | CF01 CONCRETE FINISH | CF02 WARM CONCRETE FINISH | CS01 LIGHTWEIGHT CLADDING | CS02 LIGHTWEIGHT CLADDING | CS03 LIGHTWEIGHT CLADDING | GL01 CLEAR GLAZING | ME01 METAL POWDERCOAT | ME02 METAL POWDERCOAT | ME03 METAL POWDERCOAT

Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 - SOUTH ELEVATION	21719	SD05_03	27.02.26	1 : 250 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 1 - WEST ELEVATION	21719	SD05_04	27.02.26	1 : 250 @ A3	2

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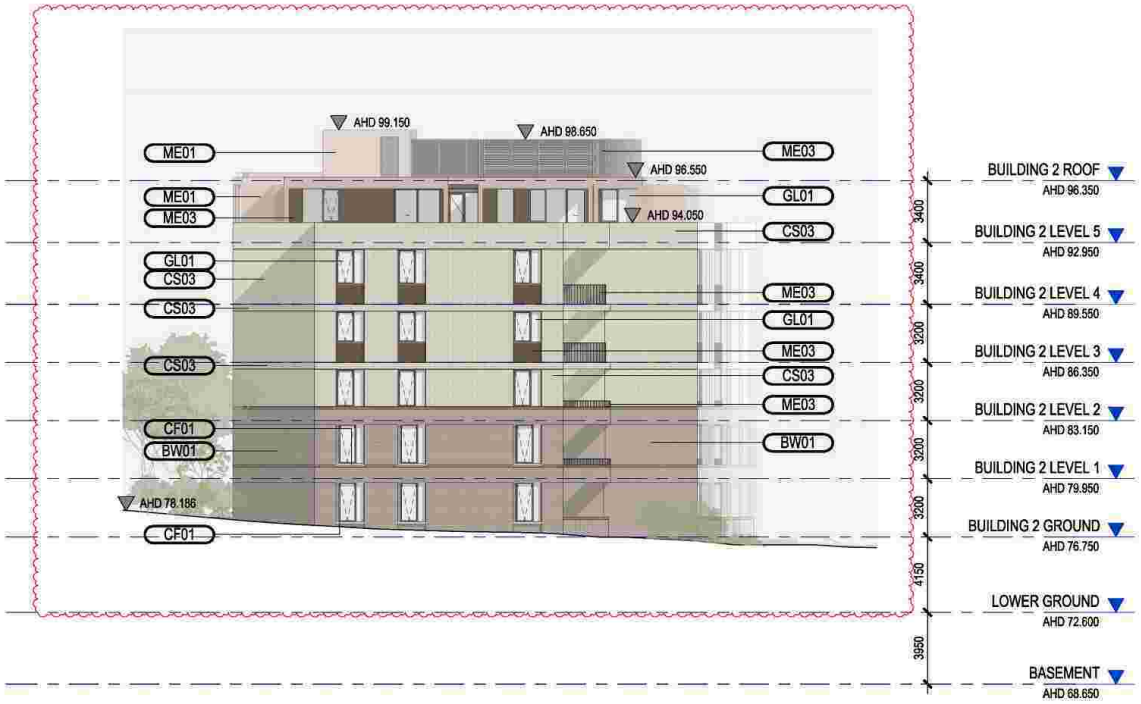
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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 2 - NORTH ELEVATION	21719	SD05_10	27.02.26	1 : 250 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 2 - EAST ELEVATION	21719	SD05_11	27.02.26	1 : 250 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 2 - SOUTH ELEVATION	21719	SD05_12	27.02.26	1 : 250 @ A3	2

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BW01 WARM BRICK WORK | CF01 CONCRETE FINISH | CF02 WARM CONCRETE FINISH | CS01 LIGHTWEIGHT CLADDING | CS02 LIGHTWEIGHT CLADDING | CS03 LIGHTWEIGHT CLADDING | GL01 CLEAR GLAZING | ME01 METAL POWDERCOAT | ME02 METAL POWDERCOAT | ME03 METAL POWDERCOAT

Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BUILDING 2 - WEST ELEVATION	21719	SD05_13	27.02.26	1 : 250 @ A3	2

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Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	BURWOOD HWY ELEVATION	21719	SD05_25	27.02.26	1:1000 @ A3	2

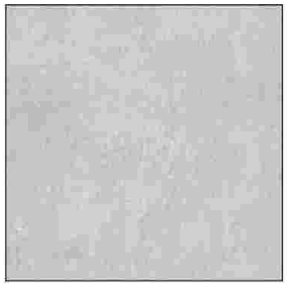
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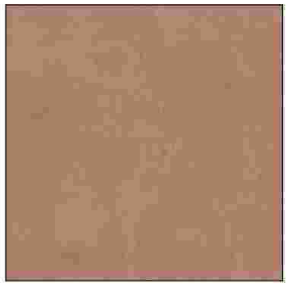


BW01 - WARM BRICK WORK

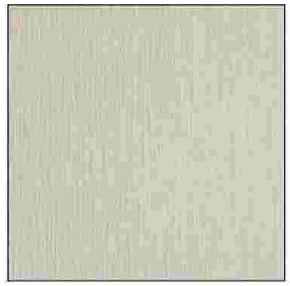
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CF01 - CONCRETE FINISH



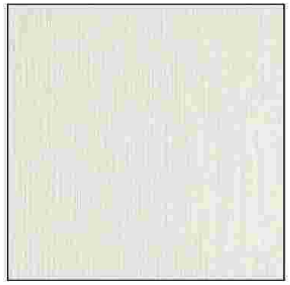
CF02 - WARM CONCRETE FINISH



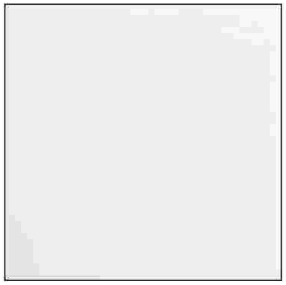
CS01 - LIGHTWEIGHT CLADDING



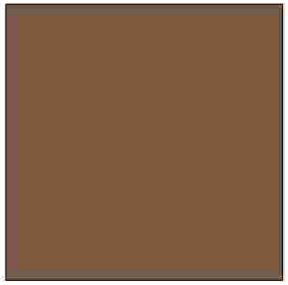
CS02 - LIGHTWEIGHT CLADDING



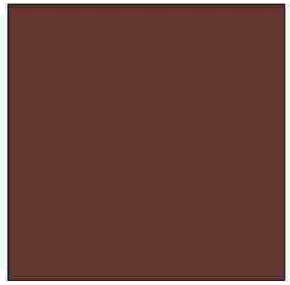
CS03 - LIGHTWEIGHT CLADDING



GL01 - CLEAR GLAZING



ME01 - METAL POWDERCOAT



ME02 - METAL POWDERCOAT



ME03 - METAL POWDERCOAT

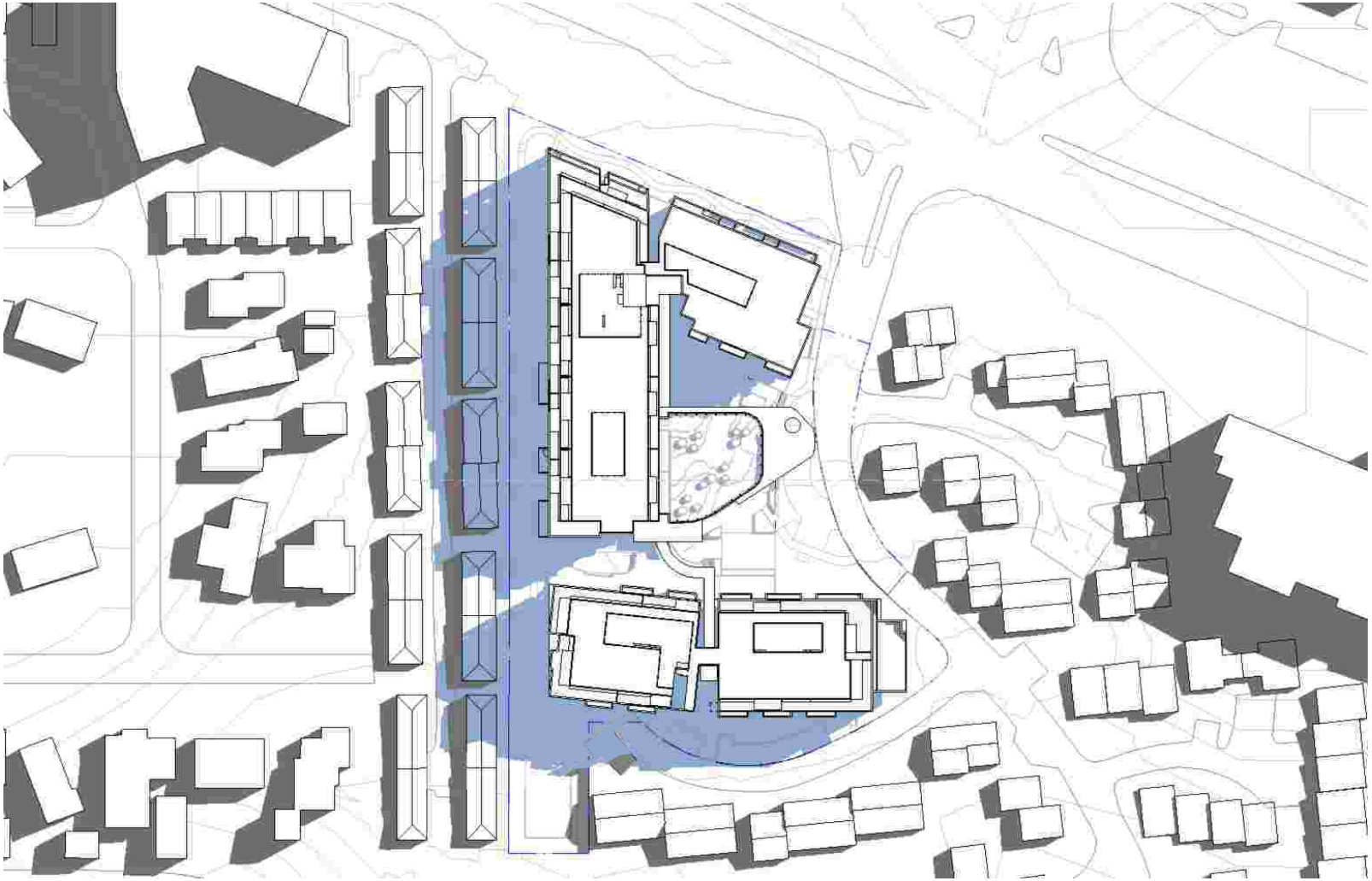
Client	Project	Drawing	Job No.	Drawing No.	Date	Scale	Revision
LEVANDE	466 Burwood Hwy, Wantima South	MATERIAL SCHEDULE	21719	SD07_01	27.02.26	1 : 1 @ A3	2

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Documentation

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Documentation

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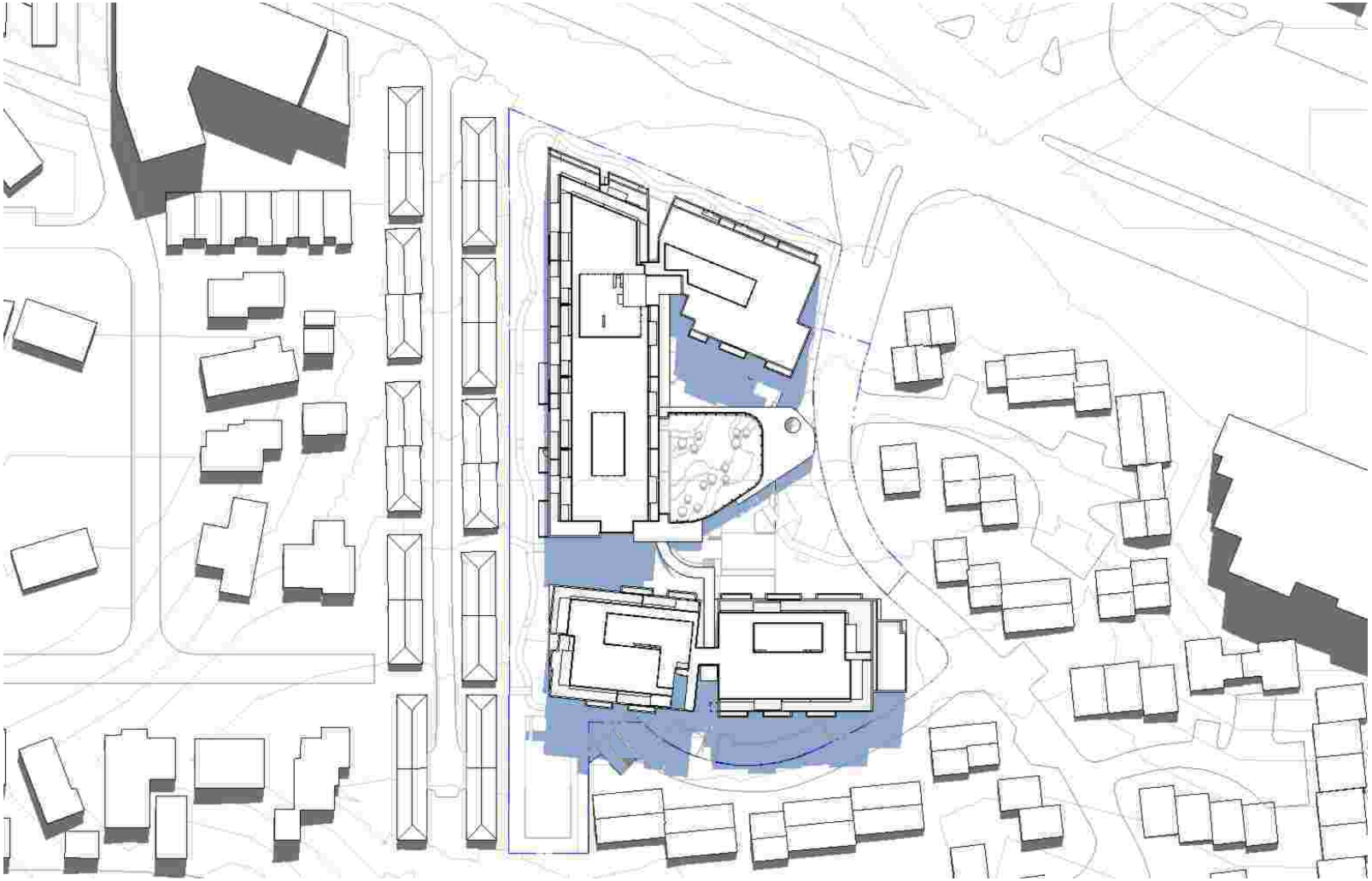
Shadows - September 22nd 11am



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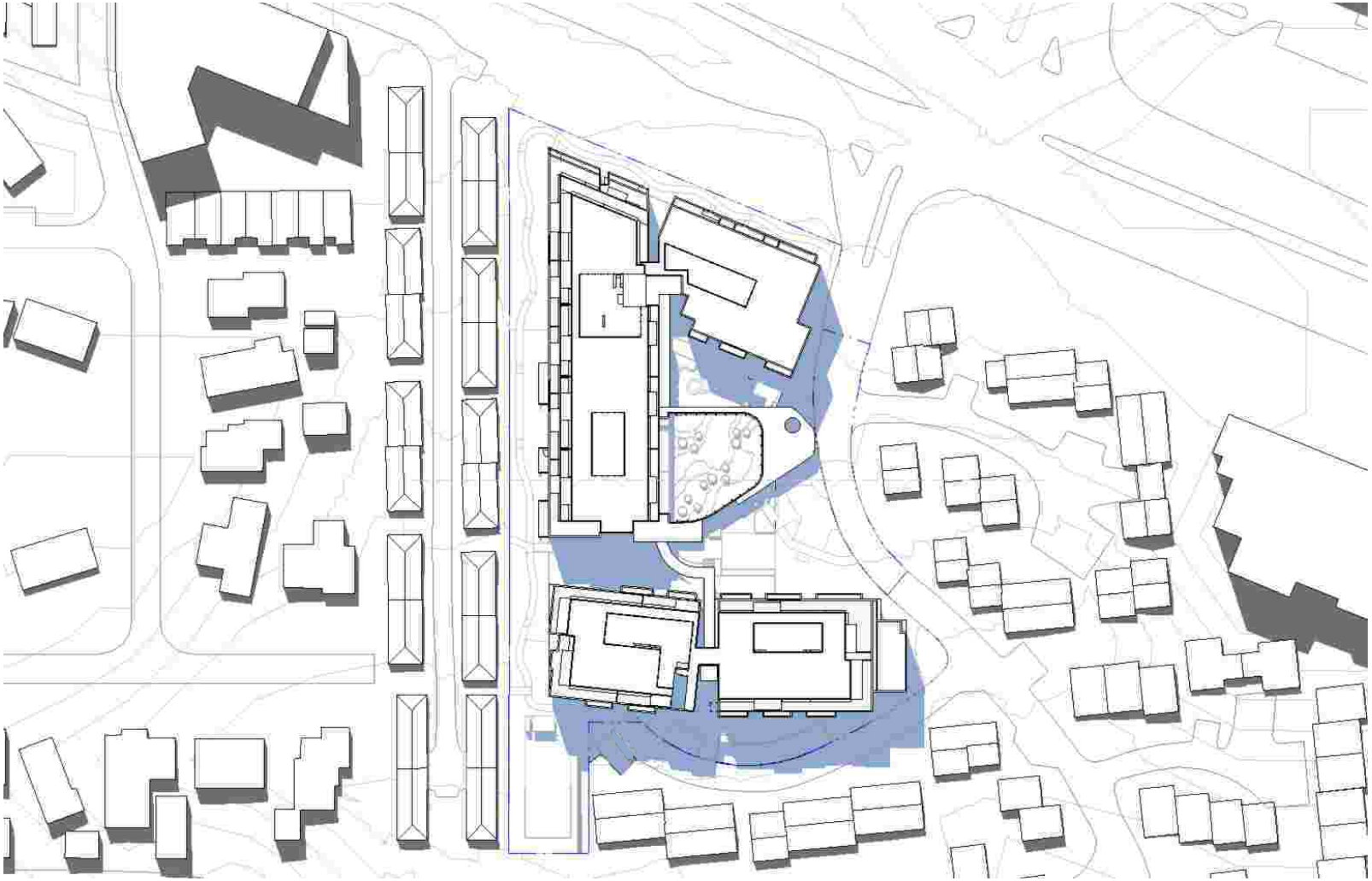
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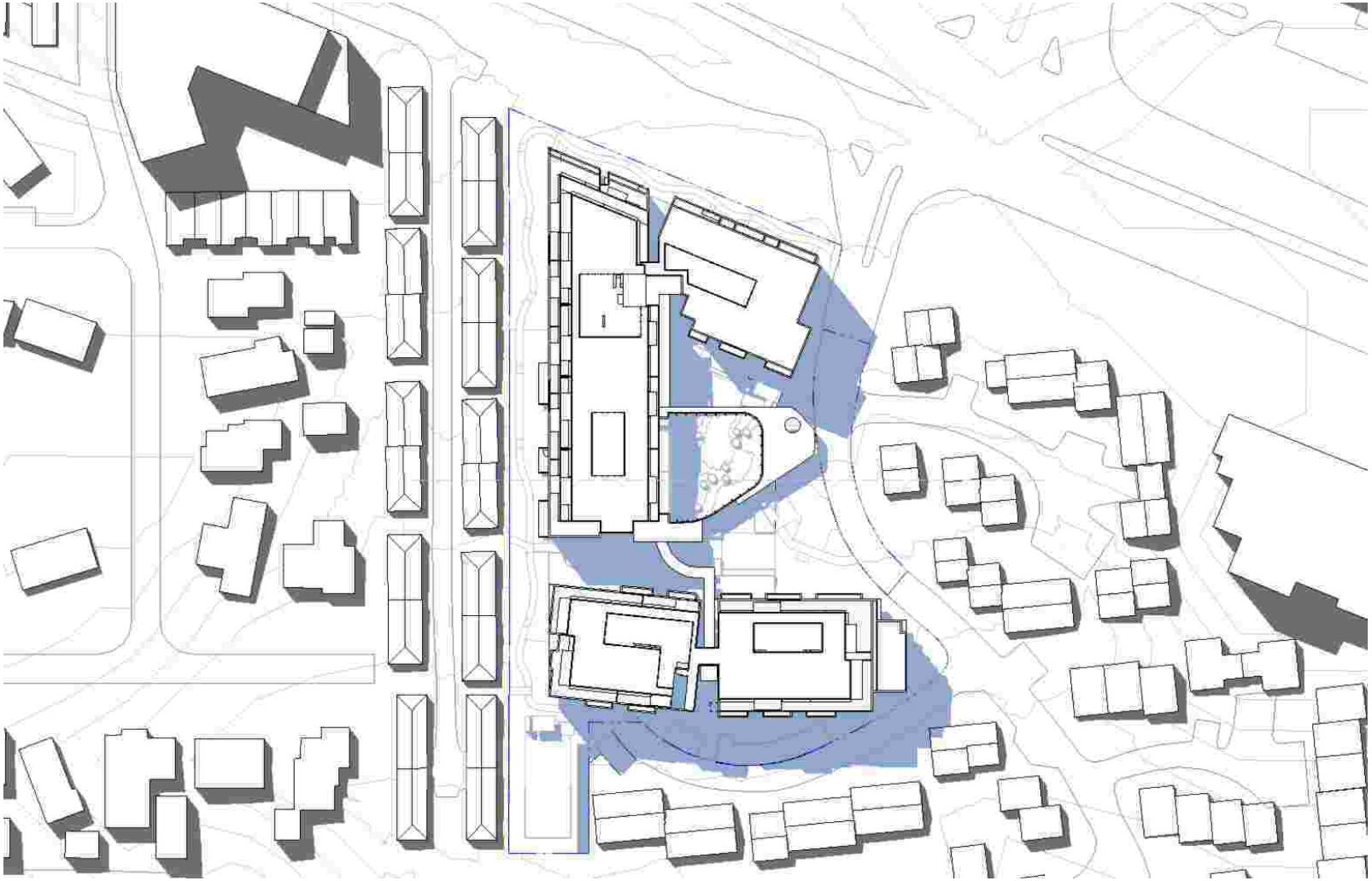
Shadows - September 22nd 1pm



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Documentation

Shadows - September 22nd 2pm



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1 Ground Floor Landscape Concept Plan



Stormwater detention underground tanks and treatment infrastructure Refer to Civil Engineer's documentation

Canopy trees planted to western setback

Existing timber pailing fence to be retained along boundary

Perimeter walking trail with opportunity for fitness stations and seating nodes.

Future stormwater detention underground tanks and treatment to future detail by Civil Engineer

Community amenities exterior breakout space

Pedestrian connection to existing ILU's

Exterior Community Facilities including outdoor dining area with barbecue facilities, lounge seating area, event lawn and covered walkway to Building 2 connection.

Existing Trees to be retained Refer to Arboricultural Impact Assessment prepared by Simon Howe (Sept 2025)

Multi-sports green with shade shelter and seating node

Semi-transparent fencing to Burwood Hwy frontage with landscaped setback

Entry sign and landscape upgrades including pedestrian pathway to west of entry drive

Substation access hardstand concrete pad

Basement carpark entry ramp

Winter garden courtyard including shade tolerant species and small group seating areas

Port cochère shared pedestrian and vehicle entry

Event lawn

Pedestrian connection to village

6 x visitor bicycle parking spaces

4 x visitor bicycle parking spaces

Additional surface parking and drop off /loading bay

Legend

- Title Boundary
- Planning Unit Boundary
- Basement / Structure below
- Existing Tree to be retained Refer to Arboricultural Impact Assessment prepared by Simon Howe (Sept 2025)
- Proposed tree - Landscape Technical Requirements Diagram for type and canopy coverage
- Lawn
- Garden bed in deep soil
- Garden bed over structure
- Concrete paving
- Asphalt roadway
- Play area to future detail design
- Fitness station/seating node to future detailed design
- Concrete paving
- Unit paving over structure
- Gravel surface
- Timber decking
- Private balcony/terrace paving
- Visitor bicycle parking hoop (2 x parking spaces/hoop)

1:750 (A3)

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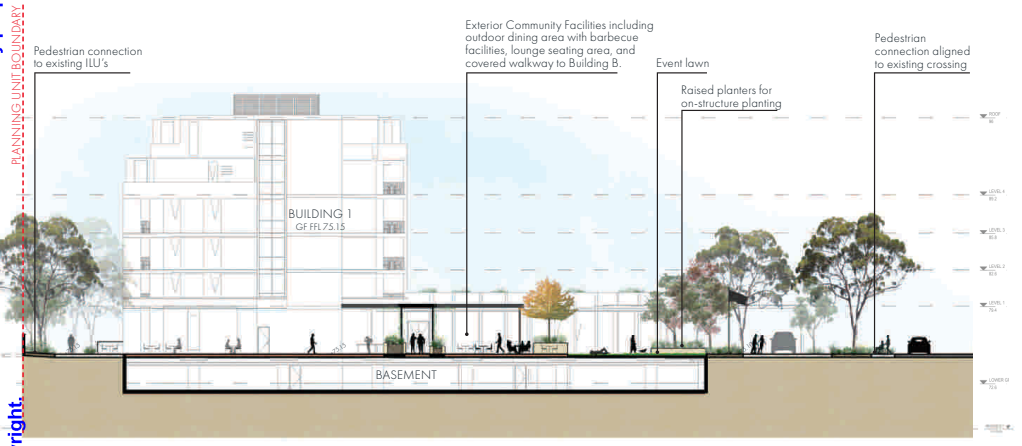
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2 Level 01 Terrace Landscape Concept Plans



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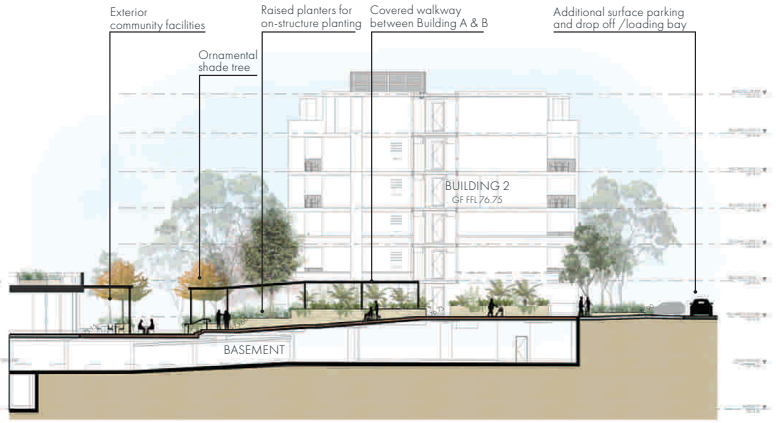
3 Landscape Sections



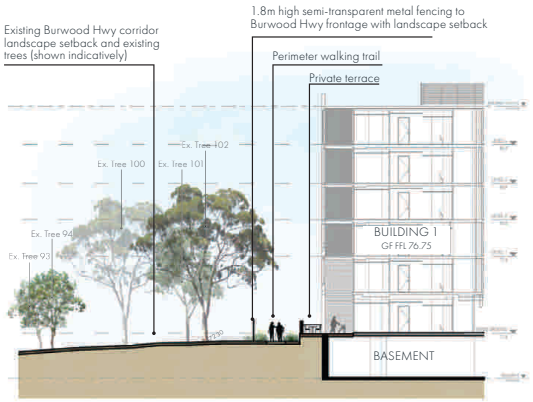
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KEY PLAN
NTS



CONCEPT SECTION B-B
1:400 (A3)



CONCEPT SECTION C-C
1:400 (A3)

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4 Landscape Technical Requirements Diagram

Legend

- Planning Unit Boundary
- Basement / Structure below - (Canopy trees to be planted in minimum 800mm depth soil on structure. Minimum planter dimensions indicated)
- Proposed Tree 1 **Acacia melanoxylon** - Blackwood 10h x 5m dia.
- Proposed Tree 2 **Cupaniopsis anarcardiodes** -Tuckeroo 8h x 6m dia.
- Proposed Tree 3 **Eucalyptus goniocalyx s.l.**- Bundy 15h x 10m dia.
- Proposed Tree 4 **Brachychiton acerifolius** - Illawarra Flame Tree 15h x 10m ia.
- Proposed Tree 5 **Pistacia chinensis** - Chinese Pistachio 8h x 6m dia.
- Proposed Tree 6 **Melia azederach** - China Berry 8 x 6m dia.
- Proposed Tree 7 **Acacia implexa** - Lightwood 12h x 5m dia.
- Proposed Tree 8 **Eucalyptus melliodora** - Yellow box 12h x 8m dia.
- Proposed Tree 9 **Pyrus calleryana 'Chanticleer'** - Ornamental Pear 8h x 6m dia.
- Proposed Tree 10 **Lagerstroemia indica 'Natchez'** - Crepe Myrtle 7h x 4m dia.
- Proposed Tree 11 **Corymbia ficifolia** - Flowering Gum 10h x 6m dia.
- Exisitng Trees to be retained Refer to Arboricultural Impact Assessment prepared by [redacted] (Sept 2025) (canopy areas within the development boundary only included)



Canopy Cover

Canopy Cover (existing and proposed trees) **2,486m²**
Development site area **10,908m²**
Canopy coverage percentage **22.8%**

Canopy Notes:
- Proposed trees in on-structure planters that do not meet the minimum soil requirements under Clause 52.37 have been excluded from the canopy total
- Tree Canopy overlap has been factored into the total proposed canopy cover
- Canopy cover calculation is subject to change through design developement

Irrigation:
- All landscape areas are to be serviced by an automatic drip irrigation system (sprays for lawn areas) with water sourced from on-site harvested rainwater tanks.

Soils:
- Existing site topsoil shall be site stockpiled for re-use in on grade landscape areas following soil tests and subsequent recommended amelioration process.
- All on grade planting areas to be cultivated to minimum 300mm depth and provided 100mm min topsoil to future Landscape specificication requirements.
- On-structure soils to be imported topsoil installed as a 2 part horizon per the requirements of the future Landscape specification.
- Minimum soils requirements for on-structure planters containing canopy trees to be 800mm depth planter soil and total 12m3 soil volume

Tree Protection Notes:

- Refer to 'Existing Tree Plan' and ' Tree Removal Plan' prepared by SJB Architects and 'Arboricultural Impact Assessment' Sept 2025 prepared by [redacted] Tree Department; for details on existing trees to be retained and removed.
- Refer to AS4970-2025 Protection of trees on development sites for tree protection requirements.
- Detailed locations of tree protection fencing to be provided for endorsement prior to commencement of development works.

6.4 Kingston Links (Bankside) Revised Section 173 Agreement

Final Report Destination: Council
Paper Type: For Decision
Author: Director Customer & Performance, Matt Kelleher
Manager: Manager City Planning & Building, Paul Dickie
Executive: Interim Director, City Liveability, Jonathan McNally

SUMMARY
This report provides Council with an update on the status of the revised Section 173 Agreement for the Kingston Links (Bankside) development. It outlines the steps required to finalise the contractual and planning arrangements that give effect to Council's prior resolutions, while ensuring key conditions, financial outcomes and community benefits are preserved. The report also responds to the time-critical need to complete negotiations and execute the necessary agreements within the current financial year to enable receipt of budgeted sale proceeds.

The key issue for Council is that, while the Chief Executive Officer (CEO) has been authorised to execute the Contract of Sale, existing delegations do not extend to executing the revised Section 173 Agreement. As the original agreement was entered into by Council resolution and exceeds the CEO's financial delegation, formal Council approval would typically be required. However, returning the agreement to Council for final approval creates a risk of delay, given the advanced stage of negotiations and the need for flexibility to resolve final matters with Pask Group within tight timeframes.

The Section 173 Agreement is a critical component of the transaction, establishing not only the framework for the land sale but also the delivery of development contributions and infrastructure outcomes. The revised agreement reflects the current stage of the development and must be executed alongside the Contract of Sale to enable the transaction to proceed.

To address these challenges, the report recommends that Council authorise the CEO to finalise negotiations and execute the revised Section 173 Agreement, subject to defined conditions. These conditions ensure alignment with Council's November 2025 decision, maintain the development contributions, and preserve key triggers for payment and delivery of works. This approach balances appropriate governance oversight with the practical need to progress a complex and time-sensitive transaction, ensuring Council can achieve the intended financial and development outcomes.

RECOMMENDATION
That Council resolve to:

1. Note the report and the current status of the revised Section 173 Agreement, as provided at Confidential Attachment 2.
2. Authorise the Chief Executive Officer to finalise negotiations with Pask Group and execute a Section 173 Agreement generally in accordance with this report and Confidential Attachment 2 and within the following negotiating conditions:
    a. The arrangements for the sale of Council Land are to be consistent with Council's most recent decision, namely November 2025.
    b. The values of Development Contributions are not reduced.
    c. The triggers for payment, transfer, handover or completion of works continue to be via a specified date or specified lot release, whichever is earlier.

1. DISCUSSION

Background

Council received a report (Supplementary Items) at its 27 October 2025 Meeting regarding the Kingston Links / Bankside development and the status of Council's proposed land sale and Section 173 Agreement with the land owner.

That report addressed both the proposed land sale and Section 173 Agreement. In response to that report, Council resolved 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.

Council received a subsequent report at its 24 November 2026 Council Meeting in relation to the sale of 14A Corporate Avenue, Rowville following the completion of following the statutory process, including community engagement, to sell the land to Pask Group (or its related nominated entities) via private treaty. Council resolved that it (in part):

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

Since those decisions, officers have been engaged with Council's lawyers to prepare the Contract of Sale and Section 173 Agreement to progress Council's resolutions.

Status of Land Sale and Section 173 Agreement

A draft Contract of Sale and revised Section 173 Agreement have been prepared and provided to Pask Group for review as part of negotiations in early March 2026. Pask Group are currently reviewing these documents and expect to provide Council with feedback by the end of May.

While the Contract of Sale is the primary instrument that enables the sale of the land, the Section 173 Agreement also establishes the terms for the land sale, amongst a range of other matters, and must be updated and executed alongside the Contract of Sale, for the land sale to proceed.

As stated in both the 27 October and 24 November 2025 reports to Council, the proceeds of the sale are budgeted in the current financial year to enable delivery of the capital program. It is therefore necessary that Council be in a position to execute both the Contract of Sale and revised Section 173 Agreement before the conclusion of the current financial year.

The Chief Executive Officer was authorised by Council on 24 November 2025 to sign the Contract of Sale (Part 4 above), the same authority does not extend to executing the revised Section 173 Agreement. As negotiations need to be completed promptly, and all documentation executed before the end of the financial year, it is considered prudent that Council provide the Chief Executive Officer with the necessary authorisation and/or delegation to finalise negotiations and execute the Section 173 Agreement. Noting there are a further two Council Meetings before the financial year concludes, negotiations and document execution may not conclude within those set timeframes. Greater flexibility is needed to ensure the Contract of Sale and Section 173 Agreement can both be executed well within June to ensure the necessary funds are received this financial year.

Section 173 Agreements and Delegations

Section 173 Agreements (S173 Agreement) are established under Section 173 of the Planning and Environment Act (The Act), enabling a Responsible Authority to enter into an agreement with an owner of land, and that agreement is registered on title and runs with the land, so that it applies to the current and any future owner of the land while it remains in place.

The Instrument of Delegation from Council to Council Staff (Planning, S6) delegates the relevant duties, functions and/or powers that Council holds under the Planning and Environment Act 1987, amongst other related planning legislation. Section 178 of the Act provides the opportunity for an Agreement to be amended, with Sections 178A through to 178I guiding that process.

Council regularly enters into S173 Agreements with permit holders and the signing of those agreements under the relevant Instrument of Delegation is delegated to the Chief Executive Officer and Director City Liveability, on the condition that the agreement aligns with the requirements of a condition(s) of an issued Planning Permit, with the Director City Liveability most commonly executing that function. In circumstances where that condition is not met, S173 Agreements are reported to Council for decision.

Section 178 of the Act relates to the amendment of agreements and Section 178A addresses proposals to amend or end an agreement. With regard to Section 178A(5) specifically, Group A (Chief Executive Officer and Director City Liveability) are delegated, however the Instrument of Delegation includes a limitation on the exercise of delegation, in that “this power cannot be exercised in relation to a Section 173 Agreement that was entered into via a resolution of Council.”

The original S173 Agreement was entered into as part of commencing a planning scheme amendment process (C142) to rezone the land, by way of resolution of Council at its meeting of 26 June 2017, resolving that Council (in part):

5. *Authorise the Chief Executive Officer of Council to finalise negotiations with the Pask Group and execute a Development Contribution Agreement (including in the form of a Section 173 Agreement) that gives effect to the Terms Sheet;*

As the Agreement was entered into via a resolution of Council, delegation is not afforded to Officers to enter into a revised Agreement. Advice was provided by Council’s lawyers confirming that the approval of the final Section 173 Agreement does not fall within existing officer or Chief Executive Officer delegated authority. In addition to the above, as the value of the agreement exceeds $3M, it also exceeds the Chief Executive Officer’s financial authority.

Consistent with this advice, the current delegation and authorisation framework would require the Section 173 Agreement to be referred to Council for formal approval prior to execution. However, given the advanced stage of negotiations, the need to respond within tight timeframes, and the operational complexity of coordinating multiple parties, reliance on a future Council resolution to approve the final form of the agreement may introduce delays and reduce flexibility in progressing the transaction.

To address this, it is proposed that Council determine to proceed according to the proposed Draft Section 173 Agreement and resolve to authorise the CEO to negotiate, approve and execute the final Section 173 Agreement, subject to appropriate conditions. Providing this authority will:

- enable timely execution of the agreement once finalised between parties;
- allow minor or non-material amendments to be managed efficiently without further Council reporting;
- maintain appropriate oversight through defined conditions of delegation; and
- reduce project risk associated with delays in approvals.

This approach balances the need for strong governance with the practical requirements of progressing a complex, time-sensitive land transaction. It is therefore recommended that Council authorise the CEO to approve and execute the final Section 173 Agreement, in accordance with the conditions set out in this report.

Revised Draft Section 173 Agreement

A copy of the original Section 173 Agreement is provided at Confidential Attachment 1 and a copy of the draft revised Section 173 Agreement at Confidential Attachment 2.

A comparison of the two agreements has been prepared, alongside an updated status of Section 173 Agreement requirements, both provided at Confidential Attachment 3.

In broad terms, the revised draft agreement moves from a forward-looking, conditional development framework prepared at the start of the planning scheme amendment process, to a retrospective agreement focused on completing outstanding obligations following subdivision and rezoning which have now commenced and are well underway. The new agreement also includes the revised sale price and arrangements for the Council land at 14A Corporate Drive, Rowville.

As part of granting authority to the Chief Executive Officer to finalise negotiations and execute the revised Section 173 Agreement, the following conditions are considered appropriate to apply:

- The arrangements for the sale of Council Land are to be consistent with Council's most recent decision, namely November 2025.
- The values of Development Contributions are not reduced.
- The triggers for payment, transfer, handover or completion of works continue to be via a specified date or specified lot release, whichever is earlier.

2. ENGAGEMENT

The original Section 173 Agreement was prepared prior to the land being rezoned to support residential development as part of planning scheme amendment C142, which went through a statutory consultation process. The proposal to confirm the sale of 14A Corporate Avenue, Rowville also was subject to public consultation in late 2025.

The draft revised Section 173 Agreement is currently with Pask Group, the land owner, for review and feedback prior to being finalised and executed.

3. SOCIAL IMPLICATIONS

Not applicable.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Not applicable.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The proceeds of the land sale are budgeted in the current financial year to enable the delivery of the capital program. The Section 173 Agreement needs to be executed as part of the Contract of Sale to dispose of the land.

The previous October and November 2025 reports provided greater detail as part of their confidential attachments.

7. RISKS

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

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

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.

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 1-3 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as they relate to:

- Council business information, that will prejudice Council's position as part of negotiating a revised Section 173 Agreement if prematurely released.

ATTACHMENTS

Nil

7 Public Question Time

8 Officer Reports

8.1 Sustainable Building and Infrastructure Policy

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Senior Project Manager - Sustainable Futures and Operations, Justin Schreuder
Manager:	Manager City Futures, Shiranthi Widan
Executive:	Interim Director, City Liveability, Jonathan McNally

SUMMARY
The draft Sustainable Buildings and Infrastructure Policy 2026 (Attachment 1) is proposed to succeed the Sustainable Buildings and Infrastructure Policy 2019 (Attachment 2). The Policy has been revised in collaboration with Council's project delivery teams to:

- incorporate reference to Knox City Council's Climate Response Plan 2021-2031;
- improve useability through the introduction of simplified project categories, in new and upgrade projects or renewal programs for buildings, civil infrastructure and open space with project cost thresholds for the integration of Environmentally Sustainable Development (ESD);
- be less prescriptive as ESD has increasingly become standard practice in the design and construction of Council projects;
- include consideration of biodiversity; and
- include ESD considerations for open space projects.

RECOMMENDATION
That Council adopt the Sustainable Buildings and Infrastructure Policy 2026 (Attachment 1).

1. DISCUSSION
The Sustainable Buildings and Infrastructure Policy 2026 provides guidance for Council officers, designers, architects, landscape architects and contractors delivering Council's capital works, infrastructure, and open space projects to ensure that ESD principles are considered during the planning, design, construction, and operation of Council assets. The Policy was originally adopted by Council in 2007, with updates in 2013, 2016 and 2019. In 2022, the Policy was reviewed by key stakeholders with the updated Policy presented to the Executive Leadership Team for consideration on 7 June 2022. The revised Policy did not advance to Council for adoption due to delays with internal engagement and other projects taking priority, while the existing policy continued to play an effective role.
ESD principles and considerations for Council buildings (new & upgrades) may include:

- Whole-of-Life Planning (Not upfront cost focus)
    - Consider total lifecycle outcomes, not initial capital cost alone.
- Reduce Greenhouse gas emissions
    - Reduce gas consumption and go all electric (no fossil fuels), use of solar PV and battery energy storage, efficient heating, cooling and heat pump hot water systems, induction cooktops and electric ovens, LED lighting; and
    - Procurement of materials and construction methods to reduce embedded carbon emissions.

Adaptation and resilience
    - Design for the long term to reduce lifecycle cost;
    - Improve resilience to extreme weather events; and
    - Where applicable, ensure batteries can run essential services in case of grid failure.
- Waste
    - Recycle demolition and construction waste; and
    - Use recycled content construction materials.
- Urban Ecology
    - Ensure landscaping and plant selection enhances local biodiversity;
    - Design to retain and plant canopy trees to contribute to urban greening and reduce heat island effect;
    - Wildlife-friendly lighting; and
    - Reduce vertical light spill.
- Transport
    - Support active transport – walking, cycling, mobility scooters, end of trip facilities; and
    - Provision of EV chargers where appropriate.
- Stormwater
    - Water sensitive urban design to contribute to landscaping, reduce run off and contribute to urban cooling; and
    - Reduce potable water usage.
- Materials
    - Procure sustainable materials, use responsibility sourced timber;
    - Optimize size, shape and layout of buildings for passive heating, cooling, natural light, air flow and to reduce costs and materials use; and
    - Construction Environmental Management Plan.

ESD principles for Council Civil infrastructure projects may include:

- Whole-of-Life Planning (Not upfront cost focus)
    - Consider total lifecycle outcomes, not initial capital cost alone.
- Low carbon and resource efficient design
    - Minimize material use through efficient design;
    - Specify low-carbon concrete, recycled aggregates, and reused materials;
    - Prioritize local materials and suppliers; and
    - Design for low operational energy (e.g., lighting, pumping).
- Design infrastructure to be functional, safe, and economical under projected climate conditions.
    - Upsize drainage and WSUD systems;
    - Utilize heat-resilient materials and surfaces;
    - Shade, tree canopy, and permeable surfaces;
    - Site assets outside flood-prone areas where possible; and
    - Design for reactive clay - shrinkage and expansion.
- Protect and enhance natural systems.
    - Avoid high-value vegetation and habitats;
    - Minimize earthworks and soil disturbance;
    - Protect waterways, wetlands, and riparian zones; and
    - Incorporate habitat features.
- Integrate land use, transport, and infrastructure.
    - Support walkability, cycling and public transport;

  - Reduce car dependency through strategic design; and
  - Align civil works with structure plans and active transport strategies.

ESD principles for Open Space Projects may include:

- Whole-of-Life Planning (Not upfront cost focus)
  - Consider total lifecycle outcomes, not initial capital cost alone.
- Enhance Biodiversity.
  - Use local and drought tolerant plant species;
  - Create habitat;
  - Protect soil health;
  - Protect and plant canopy trees; and
  - Wildlife-friendly lighting.
- Water Sensitive Urban Design.
  - Stormwater management with rain gardens, bioswales, permeable pavement to manage stormwater on-site;
  - Irrigation using captured rainwater or recycled water; and
  - Water efficiency using water efficient fixtures in public toilets.
- Materials and waste
  - Sustainable material selection such as recycled content concrete and sustainable timber;
  - Selection of low maintenance and durable materials to extend asset life;
  - Recycle onsite materials such as soil and old paving; and
  - Segregated waste and recycling bins.
- Energy and Lighting
  - Use of LED lighting and energy efficient fixtures with solar power, motion detectors, or timers; and
  - Use of solar or electric power for shelters and public amenities instead of gas.
- Access and social sustainability
  - Provide for active transport options;
  - Provide access for all through universal design; and
  - Design to promote natural surveillance and safety.
- Climate Resilience and Urban Heat
  - Provide shade and cooler microclimates; and
  - Avoid use of dark materials such as asphalt to reduce heat absorption.
- Maintenance
  - Provide documented maintenance plans.

Key updates to the Sustainable Buildings and Infrastructure Policy

(Note - $ thresholds are construction cost, excluding GST)

1. Buildings - ESD Engineer appointment:
   - Existing 2019 Policy has the requirement for appointment of an ESD Engineer for projects $2M and above;
   - New Policy requires the appointment of a Green Star Certified ESD Engineer for projects of $20M and above. The increase in the construction cost threshold for requiring input from a Green Star Certified ESD Engineer into projects accounts for the specialist skills required to achieve Green Star Standard and that sufficient ESD expertise now exists within Council's

project delivery teams and consultant architects and engineers that some ESD assessments can be undertaken in-house; and
- Renewal programs are now required to apply program-wide Sustainable Development Assessments (SDA). An SDA is a simple sustainability assessment for smaller projects and renewal programs that documents how a project will address sustainability objectives, targets, and standards.

Rationale for amendments:
- Thresholds reflect building cost increases post-Covid;
- National Construction Code changes in 2025 increased minimum sustainability standards;
- Sufficient ESD expertise exists within Council's Project Delivery teams for projects < $20M;
- Projects > $20M are required to achieve 4-star Green Star certification. As such, appointment of an external ESD Engineer with Green Star accreditation will be required due to the complexity of achieving 4-star Green Star certification; and
- More efficient to have Program wide SDA's than completing an assessment for each project within a Program.

2. Buildings - Green Star Certification
   - Existing 2019 Policy requires projects of $10M and above to achieve 4-Star; $20M for 5-Star; and
   - New Policy threshold for 4-Star is a construction cost of $20M; $50M and above for 5-Star.

   Rationale for amendments:
   - Increase in 4 and 5 Star thresholds reflect increases in actual constructions costs for development; and
   - Cost and complexity of Green Star certification.

3. Buildings - Sustainable Management Plan (SMP) requirement
   - Existing Policy requires an SMP be prepared by an ESD Engineer for projects of $2M and above; and
   - New Policy requires an SMP be prepared for projects of $3M and above. An SMP is a detailed sustainability assessment for larger projects that documents how a project will address sustainability objectives, targets, and standards and how the performance outcomes will be achieved. The SMP must also provide a schedule for implementation, ongoing management, maintenance, and monitoring and how the ESD elements and practices can be maintained over time. The SMP must include a stormwater management plan and address biodiversity and other items in the Policy Guide for Sustainable Capital Works.

   Rationale for amendments:
   - Increase in threshold Building cost increases; and
   - ESD expertise now exists in-house within delivery teams.

4. Civil Infrastructure
   - Asset Renewals Program: Existing policy required a program-wide SMP be developed for programs over $2M. The construction cost threshold has been reduced to $1M to make it consistent with the existing $1M threshold for new and upgrade programs;
   - New and Upgrade Programs over $1M now require an SMP;
   - Renewal Programs are now required to apply Program wide Sustainable Development Assessments (SDA); and

- Increase from 5% to 10% minimum in the use of recycled material is becoming standard practice as recycled material has greater availability.

5. Open Space
   - New Policy introduces the requirement for an SDA for Projects under $1M and SMP for Projects over $1M; and
   - Renewal Programs are now required to apply Program wide Sustainable Development Assessments (SDA).

6. Other
   - Policy simplified as ESD has become more standardised across the design and build industry and within Council projects;
   - Introduction of an ESD budget target of a minimum of 3-5% of total project construction cost;
   - To ensure alignment with better contemporary practices, the Infrastructure Directorate's Standards Committee will review Civil Construction and Open Space Specifications and Standards on an ongoing basis; and
   - Due to the reasons outlined above, Officers recommend reviewing the policy every 5 years rather than every 3 years as it stands currently.

2. ENGAGEMENT

The draft Policy has been developed in collaboration with an ESD Engineer and staff responsible for delivery of Council projects from the following teams:

- Asset Strategy;
- Biodiversity;
- Capital Works Planning;
- Civil Construction;
- Civil Maintenance;
- Civil Project Delivery;
- Facilities;
- Infrastructure and Major Projects;
- Leisure Facilities and Contracts;
- Municipal Building Surveyor (Building Services);
- Sport and Leisure;
- Sportsfields and Reserves;
- Strategic Integrated Stormwater;
- Strategic Open Space Planning;
- Traffic and Transport;
- Urban Forest and City Presentation; and
- Waste Management.

The preparation of the draft Policy has been informed through particularly close engagement and collaboration with the Major Projects and Facilities team. Their feedback has been instrumental in setting construction cost thresholds for the application of ESD measures. It is also of note, the high level of ESD achievement across recent Council building, civil and open space projects such as the Regional Netball Centre (4 Star Green Star), the use of sustainable materials in road resurfacing programs and, Reimagining Blind Creek Project and Lewis Park.

Given the Policy guides internal decision making, community engagement on the draft Policy is not proposed. More broadly, community engagement for the Climate Response Plan (Council's overarching sustainability plan) shows that when asked about housing development and maintaining the character of Knox (which we have extrapolated to Council projects), the community has expressed it values sustainable development, energy efficient buildings, minimisation of ecological impacts, utilisation of renewable energy resources and effective waste management. Some respondents also suggested that Council was not proactive enough in environmental protection and responding to climate change.

The updated draft Sustainable Buildings and Infrastructure Policy was discussed at Council's Environmental Advisory Committee (EAC) meeting on 25 February 2026. There was broad support from the EAC for the proposed Policy.

3. SOCIAL IMPLICATIONS

Sustainable buildings are healthier to occupy, more affordable to operate, and more resilient to climate change. The draft Policy encourages the utilisation of natural ventilation and light and encourages the avoidance of the use of toxic additives (such as glues, sealants, and paints) to improve indoor air quality. Improving biodiversity and stormwater outcomes not only contribute significantly to localised cooling and provide relief from extreme heat events but also has positive health and wellbeing outcomes for the community.

4. CLIMATE CHANGE CONSIDERATIONS

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

- positively impact on Council's net zero 2030 target by providing guidance for the reduction of carbon emissions associated with the design, delivery and maintenance of Council buildings, infrastructure, and open spaces; and
- positively impact upon Council's exposure to climate risks by providing guidance for the design, delivery and maintenance of Council buildings, infrastructure and open spaces that respond to the anticipated negative impacts of climate change.

5. ENVIRONMENTAL IMPLICATIONS

Council is committed to the design, delivery and maintenance of buildings, infrastructure and open spaces that are resource efficient, affordable to operate, enhance the natural environment and consider the broader needs and health of the community both now and in the future. The benefits of sustainable buildings, infrastructure and open spaces include cost savings from reduced energy, water, and waste; lower operation and maintenance costs; reduced public liability; improved stormwater and biodiversity outcomes; and enhanced occupant productivity and health.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Many aspects of good ESD, such as designing compact buildings with good solar orientation and improved insulation, will have minimal capital and operational cost implications. For example, a well-oriented and insulated building can reduce the size and capital cost of heating and cooling. For higher cost energy saving and renewable energy features, life cycle costing should be employed to demonstrate financial savings over the life of the building. Life cycle costing shows

the actual cost of trade-offs between capital and operating costs over the building's operational life.

Where a detailed budget has not been prepared for projects at the planning stage, the updated Sustainable Buildings and Infrastructure Policy 2026 recommends an ESD budget target of a minimum of 3-5% of total project construction cost towards the achievement of the Policy.

The upfront investment to improve sustainability will return benefits over the life of the building or infrastructure (i.e. as retrofitting a building after it is built is more expensive). The Policy also seeks to increase the use of recycled materials as a way of encouraging new end uses for glass, plastic, and other recyclable materials collected from the community.

Staff training and internal capacity building is a key part of implementing this Policy. To support the implementation of the Policy, the Sustainable Futures team can be called upon to provide advice to staff implementing capital works programs. For smaller projects, SDA checklists are available as additional support for staff. Where specialist advice is required and an ESD specialist is required to be appointed to the project team, the business case for the specific project needs to consider additional budget to appoint an ESD advisor to the project team. Supplementing this support is Council's membership to the Green Building Council of Australia, which allows Knox staff to attend training sessions at discounted rates and subscribe to newsletters covering case studies from across Australia on contemporary approaches to building and infrastructure works.

Locally, the Design Excellence Network for local government is a networking group of local government design professionals (architects, landscape architects, and urban designers) that was formed to advance the value and delivery of design excellence in all aspects of the built environment within local government in Victoria. Staff from relevant teams are invited to attend regular networking events held throughout the year.

Professional bodies such as the Royal Australian Institute of Architects, Australian Institute of Landscape Architects, and the Institute of Public Works Engineers Australia, also offer training and professional development opportunities.

7. RISKS

The Sustainable Building and Infrastructure will assist Council in lowering its exposure to the risks of climate change, which is identified as an 'extreme risk' in Council's strategic risk register. The policy specifically addresses the following overarching governance principles:

- promotes economic, social, & environmental sustainability, including climate change planning & mitigation; and
- encourages innovation and continuous improvement.

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 3.4 - Energy consumption and the use of renewable energy resources are positively impacted through investment in assets, education, planning, and advocacy.

Planning our future city

Strategy 6.2 - High quality, integrated community services and facilities are available through the planning, design and maintenance of multifunctional places that promote connection and utilization.

Strategy 6.3 - Our evolving neighbourhoods are liveable and sustainable through planning and design that respond to population growth and our community's changing needs.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Sustainable Buildings and Infrastructure Policy - 2026 (Draft) [**8.1.1** - 7 pages]
2. Attachment 2 - Sustainable Buildings and Infrastructure Policy - 2019 (Current) [**8.1.2** - 5 pages]

Sustainable Buildings and Infrastructure Policy

Policy Number:	2007/01	**Directorate:**	City Liveability
Approval by:	Council	**Responsible Officer:**	Manager City Futures
Approval Date:	TBC 25 May 2026	**Version Number:**	5
Review Date:	5 years from Council Approval Date		

1. Purpose

The purpose of this policy is to provide guidance for embedding Environmentally Sustainable Development (ESD) principles into the planning, design, construction, and operation of all Council buildings, civil infrastructure, and open space projects.

This policy aligns with the Knox Climate Response Plan 2021-2031, supporting Council's commitment to achieving net zero emissions by 2030 for Council operations.

These ESD principles provide guidance for achieving more sustainable outcomes, requiring fewer resources over the asset lifecycle while ensuring Council buildings and infrastructure remain liveable, accessible, and resilient to climate impacts.

By embedding ESD in new and existing buildings and infrastructure, Council aims to:

- reduce energy, water and material consumption;
- lower operational costs and carbon emissions;
- protect local waterways and biodiversity; and
- support health, equity, and resilience in the community.

Designing with ESD principles creates the opportunity to:

- Increase ambition and deliver innovative, community-leading outcomes.
- Align with other Council sustainability initiatives.
- Reduce lifecycle costs and ensure affordable operation by using passive design, durable materials, efficient systems and renewable energy - minimising long-term utility and maintenance expenses.
- Incorporate stormwater management consistent with EPA Victoria Best Practice guidance.
- Identify precinct-scale ESD opportunities.
- Embed Biodiversity Sensitive Urban Design considerations.
- Design for climate adaptability and future risks.
- Embed the waste hierarchy and resource recovery principles.
- Integrate equity and inclusion by complementing ESD with Equity Impact Assessments.

2. Context

The Sustainable Buildings and Infrastructure Policy 2026 succeeds the Sustainable Buildings and Infrastructure Policy 2019. The Policy should be referred to when planning for, designing or carrying out works on new and existing Council buildings, infrastructure and open space.

3. Scope

This Policy applies to all new, upgrade or renewal Council Capital Works Projects (over $150,000) and the maintenance of Council Infrastructure within Operational budgets including:

1 Building works

2 Civil Infrastructure works

- Bridges
- Road Surface
- Road Sub-structure and Kerb & Channel
- Drainage
- Drainage (WSUD)
- Footpaths
- Bicycle/Shared Paths
- Car Parks

3 Open space

- Roadside furniture
- Street Tree Replacement
- Playgrounds
- Passive Open Space
- Active (Structures) Reserves.

This Policy does not apply to non-Council projects.

4. Council Policy

It is Council policy that all new, upgrades and renewals of Council buildings and infrastructure projects will:

4.1 Identify at the Project Proposal stage, the ESD requirement according to the following criteria:

Categories for the implementation of ESD in new and upgrade projects or renewal programs. (construction cost, excluding GST)	Sustainable Design Assessment (SDA) Checklist	Sustainability Management Plan (SMP)	Green Star Certification & Green Star Certified ESD Engineer
Buildings			
Projects ≤ $3M	✓		
Projects > $3M		✓	
Projects ≥ $20M		✓	✓ 4-Star
Projects ≥ $50M		✓	✓ 5-Star
Renewal Programs	✓ Apply Program wide SDA checklist	NA	NA
Civil Infrastructure			
Projects ≤ $1M	✓		
Projects > $1M		✓	
Renewal Programs	✓ Apply Program wide SDA checklist	NA	NA
Open Space			
Projects ≤ $1M	✓		
Projects > $1M		✓	
Renewal Programs	✓ Apply Program wide SDA checklist	NA	NA

4.2 Ensure project briefs have regard to this Policy and any project specific ESD initiatives relevant to the specific project.

4.3 The Project Proposal should target a minimum budget of 3-5% of total project construction cost (excluding GST) for sustainable design and materials.

4.4 Refer to the Guide for Sustainable Buildings and Infrastructure for details on the application of ESD.

4.5 Aim for a 10% minimum use of recycled content for civil concrete construction works and specify geopolymer concrete or green star compliant concrete mix.

4.6 Design new buildings to be zero carbon in operation through electrification and provision of onsite renewable energy.

4.7 Apply integrated water management principles. Refer EPA 1739.1 Urban stormwater management guidance targets.

4.8 Consider the role of buildings to provide emergency resilience services.

4.9 Seek to enhance biodiversity values.

To ensure alignment with contemporary better practices, the Infrastructure Directorate's Standards Committee shall review civil construction and open space specifications and standards on an ongoing basis.

5. References

The Sustainable Buildings and Infrastructure Policy is supported by the following documents and legislation.

5.1 Council and Health and Wellbeing Plan 2025-2029

Theme 3 - Caring for and enhancing our environment

Strategic objective - Our environment is greener, healthier and sustainable through Council's environmental protection and enhancement, working in collaboration with our community.

- Strategy 3.1 - Our environment is healthy and sustainable by considering environmental factors when planning for and making decisions.
- Strategy 3.2 - Green spaces and waterways are protected, enhanced and enjoyed through planning, promotion and maintenance of our built and natural environment.
- Strategy 3.3 - Minimise waste to landfill through access to a suite of waste services and education.
- Strategy 3.4 - Energy consumption and the use of renewable energy resources are positively impacted through investment in assets, education, planning and advocacy.

Theme 6 - Planning our future city

Strategic objective - Our neighbourhoods, housing and infrastructure meet the needs of our changing community through effective planning, delivery and advocacy.

- 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.

5.2 Relevant Legislation

- The Climate Change Act 2017
- Local Government Act 2020 – Objectives of a Council (Section 3C)
- Environment Protection Act 2017
- The Gender Equality Act 2020

5.3 Charter of Human Rights

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

5.4 Related Council Policies and Plans

- Climate Change Response Plan 2021-2031
- Knox Biodiversity Resilience Strategy (2024-2034)
- Knox Open Space Plan 2012-2022
- Knox Greens Streets Policy
- Liveable Streets Plan 2012-2022
- Building Asset Management Plan 2019
- Stormwater Asset Management Plan 2025-2035
- Water Sensitive Urban Design & Storm Water Management Strategy 2010
- Water Sensitive Urban Design Policy and Procedures 2015
- Knox Revegetation Plan 2012
- Native Vegetation Net Gain Policy 2011
- Knox Planning Scheme
- Knox Integrated Transport Plan 2015 - 2025
- Community Facilities Planning Policy 2016
- Knox Procurement Policy
- Reconciliation Action Plan 2023-2025
- Electric Vehicle Charging Infrastructure Policy
- Knox Pavilion Strategy.

5.5 Related State and Local Government References

- EPA 1739.1: Urban stormwater management guidance
- Victorian Planning Provisions (VC154 amendments – Stormwater Management) 2018
- Knox Local Planning Policy – Environmentally Sustainable Development 2017
- Victorian Planning Scheme Clause 15.01 (Built Environment)

5.6 Other useful resources

- Australian Institute of Landscape Architects – Climate Positive Design
- Office of Victorian Government Architect – Good Design + Sustainability

6. Definitions

Term	Definition
Biodiversity Sensitive Urban Design	Biodiversity Sensitive Urban Design (BSUD) is an urban planning and design framework that integrates ecological knowledge into the development process to ensure that cities and urban areas provide net benefits for native species and ecosystems. It aims to embed biodiversity considerations from the earliest stages of planning, ensuring developments support habitat, ecological processes, and everyday human–nature interaction rather than diminishing them.
Capital Works	Capital works refers to the planned investment, renewal, upgrade, expansion, or creation of council owned infrastructure, property, plant, and equipment, funded through a Council's annual budget. These works are essential for maintaining and improving the physical assets that support

Term	Definition
	community services and urban functioning.
EPA 1739.1: Urban stormwater management guidance	EPA **1739.1: Urban stormwater management guidance** available at https://www.epa.vic.gov.au/about-epa/publications/1739-1 which also introduces volume based stormwater controls.
Economic and Environmentally Sustainable Design (EESD)	Building design that seeks to improve performance, reduce environmental impacts, resource use and waste and create healthy environments for occupants. Also called **Sustainable Development** or **Economic and Environmentally Sustainable Design (EESD). Environmentally Sustainable Development (ESD)** is the term more broadly in use and is therefore used through this Policy.
Emergency resilience services	Public buildings can increasingly function as resilience hubs that support communities, before, during and after emergencies. capabilities and services these buildings can provide include community preparedness & education services, heatwave & -climate response services, safe shelter & emergency relief functions
Equity Impact Assessment	The Gender Equality Act requires all councils to undertake Equity Impact Assessments on new and up-for review policies, programs and services that are community facing and have a direct impact on health and wellbeing. Equity Assessments provide a series of steps and questions that help determine how our decisions may affect people differently. They guide us in making adjustments to ensure that community facilities will benefit people equitably without unintended negative consequences. The Equity Impact Assessment process considers gender, cultural background, age, sexuality, ability and other identity factors that makes us individual.
Integrated Water Management (IWM) **Water Sensitive Urban Design (WSUD)**	A holistic approach to water management that integrates urban design and planning with social and physical sciences to deliver water services and protect aquatic environments in an urban setting. Also known as Water Sensitive Urban Design (WSUD). A WSUD approach could include the integration of raingardens, infiltration, water harvesting and wetlands in an urban area to manage stormwater.
Infrastructure	In the context of this policy, infrastructure refers to the physical assets and systems that support the delivery of Council services and community wellbeing. This includes roads, pathways, bridges, drainage networks, car parks, public spaces, open spaces, recreational facilities, lighting, and other built or landscaped elements that form the city's civil and public realm infrastructure. It encompasses both hardscape (constructed) and softscape (landscaped or natural) components designed to enhance WSUD, liveability, accessibility, biodiversity, and environmental resilience.
Public space	Areas in the public realm that Council either owns or is responsible for that provide a public use or recreation function, such as parks, reserves, plazas

Term	Definition
	and street spaces.
Guide for Sustainable Buildings and Infrastructure	A supporting document to this policy outlining specific sustainability initiatives to be included in each project. They also provide additional details and procedures to accompany the policy.
Sustainable Design Assessment (SDA)	Sustainable Design Assessment (SDA): A simple sustainability assessment for small projects and renewal programs that documents how a project will address sustainability objectives, targets and standards.
Sustainability Management Plan (SMP)	A detailed sustainability assessment for larger projects that documents how a project will address sustainability objectives, targets and standards and how the performance outcomes will be achieved. The SMP must also provide a schedule for implementation, ongoing management, maintenance and monitoring and how the ESD elements and practices can be maintained over time. The SMP must include a stormwater management plan and address biodiversity and other items in the Guide for Sustainable Buildings and Infrastructure

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.

Policy

Sustainable Buildings & Infrastructure Policy

Policy Number:	2007/01	Directorate:	City Development
Approval by:	Council	Responsible Officer:	Manager City Futures
Approval Date:	24 June 2019	Version Number:	4
Review Date:	3 Years from Meeting Date		

1. Purpose

The purpose of this policy is to to provide a consistent approach for the inclusion of Economic and Environmentally Sustainable Development (EESD) principles into Council projects.

These principles essentially set out to guide the design and construction of buildings and infrastructure towards more sustainable principles and creating spaces that require fewer resources to maintain them as habitable and pleasant places to occupy.

Through the inclusion of EESD principles into all Council buildings and infrastructure projects, Council has the ability to reduce its consumption of valuable resources. The reduction in consumption has a longer lasting effect in that it will reduce Council's operating costs into the future, reduce carbon emissions, protect local waterways and biodiversity values, reduce the use of potable drinking water and assist in Council delivering on many of its established strategies.

When creating new facilities there is an opportunity to design from the ground up to:

- Increase ambition and deliver innovative outcomes to demonstrate community leadership
- Integrate with other Council sustainability programs
- Look at the site context for EESD opportunities in precinct infrastructure and biodiversity protection
- Where appropriate, design for at least a 100 year asset life to greatly reduce lifecycle cost
- Design for long term resilience, adaptability and flexibility
- Create assets that are efficient and affordable to operate
- Have regard to the waste management hierarchy

2. Context

The Sustainable Buildings and Infrastructure Policy 2019 succeeds the Sustainable Buildings Policy 2016. The Policy should be referred to when planning for, or carrying out works on new or existing Council buildings and infrastructure.

3. Scope

This policy applies to the design and construction of all new Council buildings and infrastructure and all substantial renovations, renewals and upgrades of Council buildings and infrastructure (of $150,000 or above). The policy does not apply to non-Council projects.

4. References

The Sustainable Buildings and Infrastructure Policy is supported by the following documents and legislation.

4.1 Community & Council Plan 2017-2021
Goal 1 - We value our natural and built environment
Goal 2 – We have housing to meet our changing needs

4.2 Relevant Legislation
- Local Government Act 1989 – Objectives of a Council (SECT 3C)
- Environment Protection Act 1970

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
- Climate Change Response Plan 2012-2022
- Knox Open Space Plan 2012-2022
- Building Asset Management Plan 2019
- Drainage Asset Management Plan 2010
- Water Sensitive Urban Design & Storm water Management Strategy 2010
- Water Sensitive Urban Design Policy and Procedures 2015
- Knox Revegetation Plan 2012
- Native Vegetation Net Gain Policy 2011
- Knox Planning Scheme
- Knox Integrated Transport Plan 2015 - 2025
- Community Facilities Planning Policy 2016
- Knox Procurement Policy

4.5 Related State and Local Government References
- Integrated Water Management Framework for Victoria 2017
- Victorian Planning Provisions (VC154 amendments – Stormwater Management) 2018
- Knox Local Planning Policy – Environmentally Sustainable Development 2017

5. Definitions

EESD	means Economic, Social and Environmentally Sustainable Design
Green Star	means a Building rating system developed by the Green Building Council of Australia
Recycled Content	means products or processes that align with the principle of waste hierarchy – avoid, reduce, reuse, recycle or recover

IWM	means Integrated Water Management – A land planning and engineering design approach which integrates the urban water cycle, including stormwater, groundwater and wastewater management and water supply, into urban design to minimise environmental degradation and improve aesthetic and recreational appeal
BPEM	means Best Practice Environmental Management guide - Stormwater Treatment Objectives - Relative Measure

6. Council Policy

It is Council policy that all new Council buildings and infrastructure projects (e.g. carparks, footpaths, roads) and where possible renovations, renewals and upgrades over the value of $150,000 will:

6.1 Demonstrate at Business Case stage how they contribute towards achieving Council's targets in relation to energy conservation, reduction of greenhouse gas emissions, water conservation, stormwater harvesting, waste minimisation, recycling and use of recycled materials, at inception and when complete;

6.2 Ensure that the Business Case includes budget for items required to meet EESD principles and that respective teams are consulted at business case stage;

6.3 Document at schematic design stage a Sustainability Management Plan (SMP) of how the project or program will meet EESD targets including: a minimum 40% efficiency over existing construction standards for both water and energy use, a 70% recycling target for demolition and construction waste, and achieve 100% of BPEM stormwater targets;

6.4 Aim for a 5% minimum use of recycled content for civil concrete construction works (e.g. footpaths, shared paths, kerb and channel);

6.5 Design new buildings to be net carbon neutral in operation through provision of onsite renewable energy and/or through the procurement of zero carbon energy. (operational use of fossil fuels such as natural gas must be avoided);

6.6 Be net stormwater discharge neutral (no net increase in runoff volumes pre and post development);

6.7 Require program coordinators to seek specialist EESD technical advice in the development of the project business case, at the planning and scoping stages, the design stage, in the auditing of final designs prior to tender, and prior to granting the contractor practical completion;

6.8 Include documented EESD initiatives into the project brief at inception, concept design, detailed design and in tender documents;

6.9 Incorporate project specific additional requirements as detailed below; and

Project Type	Additional Requirements
Council buildings and where possible major renovations, renewals and upgrades over the value of $2,000,000	Ensure that an ESD engineer is appointed as part of the Council design team. Generate a Sustainability Management Plan (SMP) and refer this to Council's ESD officer for review prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the project. Consult with other internal stakeholders as necessary. Audit that the initiatives outlined in the SMP are correctly documented by the design team in tender documentation, and successfully delivered by the Construction Contractor(s). Ensure that commissioning, building tuning and handover includes the sustainable design initiatives.
Council buildings, and where possible renovations, renewals and upgrades over the value of $10,000,000	Ensure that an ESD engineer is appointed as part of Council's design team. Generate a Sustainability Management Plan (SMP) and refer this to Council's ESD officer for review prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the project. Consult with other internal stakeholders as necessary. Certify the building against a 4 Star Green Star standard.
Council buildings, and where possible renovations, renewals and upgrades over the value of $20,000,000	Ensure that an ESD engineer is appointed as part of the design team. Generate a Sustainability Management Plan (SMP) and refer this to Council's ESD officer for review prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the project. Consult with other internal stakeholders as necessary. Certify the building against a 5 Star Green Star standard.
Major infrastructure projects including Roads, Car Parks, Footpaths and works that increase impervious surfaces	A Sustainability Management Plan (SMP) must be developed. This must include consideration for: • Sustainable construction materials procurement • Construction environmental management • Biodiversity enhancement opportunities • Integrated Water Management Refer the project to other relevant Council departments for comment. Car parking must evaluate the opportunity for shading with solar panels (solar pergolas), and publicly available EV charging spaces, along with design for passive irrigation of associated landscaping through surface cross-falls.

Project Type	Additional Requirements
Council asset renewal programs – including road sub-structure and kerb and channel, footpaths, shared paths over the value of $2m	Ensure that an ESD advisor is appointed as part of the program delivery/management team. Consult with other internal stakeholders as necessary. Generate a Sustainability Management Plan (SMP) for the program prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the program. This must include consideration for: • Sustainable construction materials procurement • Construction environmental management • Biodiversity enhancement opportunities • Integrated Water Management Audit that the initiatives outlined in the SMP are correctly documented in tender documentation, and successfully delivered by the Construction Contractor(s).
Council new and upgrade programs – including new footpaths, shared paths, bridges and car parks over the value of $1m	Ensure that an ESD advisor is appointed as part of the program delivery/management team. Consult with other internal stakeholders as necessary. Generate a Sustainability Management Plan (SMP) for the program prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the program. This must include consideration for: • Sustainable construction materials procurement • Construction environmental management • Biodiversity enhancement opportunities • Integrated Water Management Audit that the initiatives outlined in the SMP are correctly documented in tender documentation, and successfully delivered by the Construction Contractor(s).

6.10 **Report to Council** annually as part of the Capital Works Program Delivery Report on the key achievements of the Sustainable Buildings and Infrastructure Policy 2019.

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.

8.2 Quarterly Performance Report for the Period Ended 31 March 2026

Final Report Destination:	Council
Paper Type:	For Noting
Author:	Head of Strategy and Business Intelligence, Kate McInnes Coordinator Finance Operations, James Morris Coordinator Capital Works Planning, John Bixby Head of Portfolio and Enterprise Change, Shona Richards
Manager:	Acting Manager Strategy and Transformation, Lucy Morse
Executive:	Chief Financial Officer, Navec Lorkin and Director Customer and Performance, Matt Kelleher

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

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

This report summarises progress for the quarter ending 31 March 2026. The Transformation Report presents progress for the month ending 31 March 2026.

RECOMMENDATION
That Council resolve to note the:
1. Council and Health and Wellbeing Plan Progress Report for the quarter ended 31 March 2026 **(Attachment 1)**.
2. Financial Performance Report for the quarter ended 31 March 2026 **(Attachment 2)**.
3. Capital Program Progress Report for the quarter ended 31 March 2026 **(Attachment 3)**.
4. Transformation Report for the month ending 31 March 2026 **(Attachment 4)**.

1. DISCUSSION

1.1 Introduction
The provision of the Council and Health and Wellbeing Plan Progress Report, Financial Performance Report, Capital Program Progress Report and Transformation Report ensures that associated processes are accountable and transparent to ensure responsible decision making and reporting on the delivery of the Council and Health and Wellbeing Plan 2025-2029 and Annual Budget 2025-2026.

1.2 Council and Health and Wellbeing Progress Report
The Council and Health and Wellbeing Plan 2025-2029 was adopted on 23 June 2025 and represents Council's promise to the Knox community, delivering on the community's aspirations and needs. The Plan is centred on six themes that highlight what we will focus on to achieve our Community Vision and eight health and wellbeing priorities that highlight what we will focus on to improve the health, wellbeing and quality of life for the local community. To ensure Council remains responsive to the community's evolving needs and priorities, the actions for this financial

year have been published in the Annual Budget 2025-2026. **Attachment 1** provides the Council and Health and Wellbeing Plan Progress Report for the third quarter of 2025-2026.

There are 45 actions to be delivered in 2025-2026. Of these:

- Nine actions have been completed.
- Thirty-five actions are on schedule.
- One action is behind schedule – Undertake the Knox Aquatics Feasibility Study.

1.3 Financial Performance Report

The Financial Performance Report **(Attachment 2)** has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement.
- Balance Sheet.
- Cash Flow Statement.
- Statement of Capital Works.

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted and Amended Budgets. Council adopted its 2025-2026 Annual Budget at its Council Meeting held on 23 June 2025. The Amended Budget was tabled to Council at its Council Meeting held on 29 September 2025. The year-to-date position is compared with the amended budget position. The forecast end of year position is compared to the Amended Budget and the Adopted Budget.

The Amended Budget enables Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted and Amended Budgets are compared against the projected financial year-end position as reflected by the Forecast. The 2025-2026 forecast includes the following details:

- The 2025-2026 Adopted Budget.
- Carry forward funding from 2024-25 into 2025-26 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.
- Adjustments to forecasts as a result of officers periodically assessing Council's budgetary performance considering emerging events and matters.

General discussion in regard to the Financial Performance Report **(Attachment 2)** is detailed under Section 5 "Financial and Economic Implications".

1.4 Capital Program Progress Report

The Capital Program Progress Report **(Attachment 3)** outlines the status of each project within the 2025/26 Capital Works Program relating to infrastructure projects.

1.5 Transformation Report

The Transformation Report **(Attachment 4)** provides an overview of the Customer and Performance capital and operational projects for the month ending 31 March 2026.

2. ENGAGEMENT

Significant community engagement was incorporated into the development of the Council and Health and Wellbeing Plan 2025-2029 and Budget 2025-2026. This report summarises Council's financial performance and progress against the delivery of the Council and Health and Wellbeing Plan 2025-2029. A copy of the quarterly Financial Performance Report has been provided to Council's Audit and Risk Committee.

3. SOCIAL IMPLICATIONS

Information about Council's achievements and aspirations for the community and social impacts are contained in the quarterly performance report.

4. CLIMATE CHANGE CONSIDERATIONS

Council's achievements and progress working towards Council's Net Zero 2030 target and the Community Net Zero 2040 are contained in the quarterly performance report.

5. ENVIRONMENTAL IMPLICATIONS

Information about Council's achievements and aspirations for the environment are contained in the quarterly performance report. Producing the report in a primarily electronic format saves paper resources and printing costs.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The overall financial position as at 31 March 2026 is satisfactory with a working capital ratio of 2.84 to 1, and indicates that after taking into consideration carry forward funding requirements from 2024-2025 into 2025-2026, Council is on track to meet the operational targets for this financial year established in the 2025-2026 Amended Budget. The major watch point for the year will be the timing of land sale proceeds, together with the timing of receipt and recognition of capital grants.

For the period ended 31 March 2026, Council has achieved an operating surplus of $60.987 million. This is $18.931 million favorable to the year to date (YTD) Amended Budget, made up of favourable variances of $8.991 million for income and $9.640 million for expenditure. The favourable variance for YTD income includes an unbudgeted favourable variance of $4.733 for income received relating to a property transaction including a social housing contribution, together with a favourable variance of $2.096 million for capital grants, a $0.981 million favourable variance for user fees, and favourable permanent variances for bulk lighting replacement rebates ($0.770 million), interest income ($0.766 million), and supplementary rates ($0.464 million). The favourable variances for YTD income are partially offset by an unfavourable variance of $0.659 million for Public Open Space contributions, and an unfavourable variance of $0.572 million for operating grants. There is a favourable timing variance of $8.449 million for materials and services, together with a favourable permanent variance of $1.273 million for employee costs.

Council expects to deliver an operating surplus of $23.098 million for the financial year, which is a $1.691 million improvement on the Amended Budget.

The total capital works expenditure for the period ended 31 March 2026 is $32.127 million. This is $12.337 million less than the YTD Amended Budget. The asset classes with the greatest underspend against budget are Buildings ($4.159 million), Roads ($2.560 million), Drainage ($1.671 million), Computers and Telecommunications ($1.340 million), Recreation, Leisure, Parks and Playgrounds ($1.270 million), and Footpaths and Cycleways ($0.703 million).

The Amended Budget capital works expenditure totalling $61.414 million includes $18.904 million in capital works carried forward from 2024-2025 into 2025-2026. The forecast capital works expenditure for the year at this stage is $56.556 million, with $4.831 million anticipated to be carried forward into 2026-27.

Council's cash and financial assets are $73.926 million as at 31 March 2026, while interest-bearing loans and borrowings total $82.757 million.

Further detail and discussion of the financial performance of Council for the period ended 31 March 2026 is provided in the attached Financial Performance Report **(Attachment 2)**.

7. RISKS

The development of the quarterly performance report prioritised the assessment of risk throughout the process.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - 2025 26 Q3 Council Health and Wellbeing Plan progress report [**8.2.1** - 31 pages]
2. Attachment 2 - Financial Performance Report - March 2026 [**8.2.2** - 27 pages]
3. Attachment 3 - Capital Works Program - Project Status Report - March 2026 [**8.2.3** - 14 pages]
4. Attachment 4 Transformation Report March 2026 [**8.2.4** - 4 pages]

Council and Health and Wellbeing Plan 2025–2029

Progress report quarter three: 2025–2026



knox

Knox City Council

About the plan

The Council and Health and Wellbeing Plan 2025-2029 was adopted on 23 June 2025 and is our promise to the Knox community. It sets out what we will do to respond to changing needs and has been shaped by our aspirations, needs, values and priorities. It informs long term financial planning with annual actions and performance measure targets represented in each Annual Budget.

To develop the Council and Health and Wellbeing Plan 2025-2029 we engaged over 1,100 community members to make sure the plan reflects the vision, values and aspirations of the people of Knox.

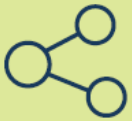
Our Community Vision 2035

Our Community Vision describes our collective long-term hopes and aspirations for Knox. It helps us to plan for the needs of our community now and into the future.

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

Our themes

We have 6 key themes to focus on that help achieve our Community Vision. These themes reflect the priorities and aspirations of our community.



Enhancing community connection to vital services and resources

Our community can access important local services and resources through Council's delivery, advocacy, and partnerships.



Caring for and enhancing our environment

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



Being a strong voice for safety

Our community feels safe, respected and supported in public spaces and at home through Council's delivery, advocacy and partnerships.



Embracing connection, inclusion and diversity

Our diverse and connected community is strengthened by creating opportunities to actively participate, connect and learn.



Leading, listening and governing responsibly

Our community feels empowered, heard, and has trust in Council through responsible governance, proactive communication and engagement, and transparent decision making.



Planning our future city

Our neighborhoods, housing and infrastructure meet the needs of our changing community through effective planning, delivery and advocacy.

Our health and wellbeing priorities

We understand that the health and wellbeing of our community is essential for our collective prosperity and quality of life. By measuring and addressing wellbeing, we can identify areas of need, track progress, and implement targeted interventions to create a healthier, more resilient community.



How to read this report

Actions

This report details the progress of the Council and Health and Wellbeing Plan 2025-2029 actions that are funded in the current financial year. These are the major initiatives that will be delivered during this financial year.

Progress status is reported based on the following colour coding:

Complete	On schedule	Behind schedule
✔		

Performance measures

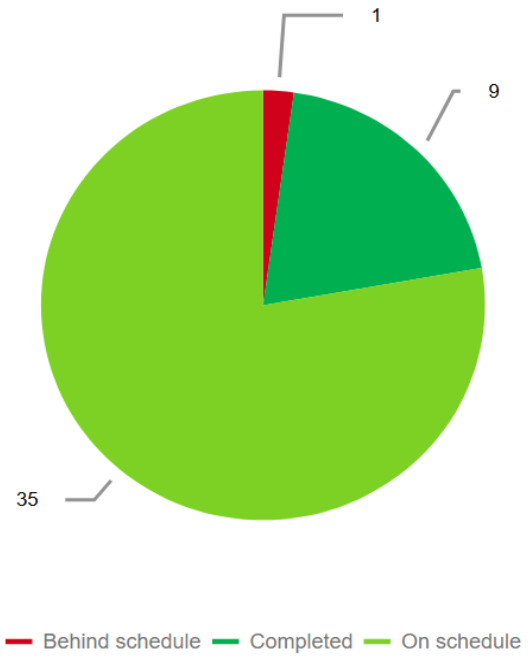
The Quarter 4 will include the Council and Health and Wellbeing Plan 2025-2029 performance measures which demonstrate progress towards achieving each Strategic Objective. The data reflects year-to-date results and will be updated again in Quarter 4. Each measure is tracked against its annual target as set out in the Annual Budget.

Progress Report Quarter 3, 2025-2026

2025-26 actions summary

There are 45 actions to be delivered in 2025-2026. As of the latest reporting period, the overall implementation of these actions is progressing well, with nine actions completed, 35 actions on schedule and one action is behind schedule.

Theme	Actions			
	Complete	On schedule	Behind schedule	Grand Total
Enhancing community connection to vital services and resources	0	7	0	**7**
Embracing connection, inclusion and diversity	1	8	1	**10**
Caring for and enhancing our environment	0	7	0	**7**
Leading, listening and governing responsibly	3	5	0	**8**
Being a strong voice for safety	2	4	0	**6**
Planning our future city	3	4	0	**7**
Total	**9**	**35**	**1**	**45**



Theme 1: Enhancing community connection to vital services and resources

Actions

Action	Progress	Comments	Status
Finalise and commence implementation of a Cemetery Landscape Masterplan to guide development of new ashes interment areas that meet community needs while complementing the existing amenity of the cemetery.	75%	Following Council adoption of the Ferntree Gully Cemetery Masterplan on 15 December 2025, an internal working group has been established to oversee and coordinate delivery, ensuring clear governance, accountability, and alignment between strategic objectives and operational requirements. Planning has commenced for the procurement of concept design services for new niche walls and memorial elements. Scope definition and procurement planning are underway, with the process to include opportunities for Council input into final design outcomes. Landscaping works along the external boundary in The Glade are also in progress. These works are intended to maintain a landscaped outlook for nearby properties following the future removal of the existing internal hedge to accommodate new niche walls.	On schedule

Action	Progress	Comments	Status
Implement Economic Development's 2025-26 events program to strengthen capacity building for local businesses.	75%	The 2025-26 Economic Development Events Program continues to be delivered, offering a mix of networking and upskilling opportunities. Events held in Quarter 3 included the *International Women's Day Business Networking Event*, *Generating Cash Flow* workshop and *Business with Purpose* networking event.	On schedule
Promote *Your Library* activities, programs and events that focus on lifelong learning, increase social connection and improve access to technology.	75%	Regular Library Programming Meetings are held between Council and *Your Library* to identify opportunities for collaboration or alignment with Council programs and priorities. Community Strengthening also meet on an 8-weekly basis with Your Library representative to discuss and collaborate on library related matters. Council also promotes *Your Library* school holiday programming each school holidays as well as other ad hoc promotion of *Your Library* events and activities	On schedule

Action	Progress	Comments	Status
Improve our shared path network through new and renewed upgrades including the Liverpool Road shared path.	75%	The Knox Cycling Action Plan is guiding shared path priorities for 2025-26. Construction of the Green Spine path in Chandler Road, Boronia is complete. Planning and land agreements are progressing for the Liverpool Road path, with the aim of commencing works before the end of the financial year. Design work continues for Brenock Park Drive shared path and Railway Trail shared path between Upper Ferntree Gully Station and Mount Dandenong Tourist Road. Preliminary scoping for the shared path through Ferntree Gully Station between Underwood Road and Alpine Street section was completed following December 2025 engagement and consultation with Metro Trains Melbourne (MTM) to commence soon. Investigations are also underway for future shared path projects in Railway Parade, Burwood Highway to Quarry Road, and the Stud Road service road in Scoresby.	On schedule

Action	Progress	Comments	Status
Advocate for enhanced bus service frequency and coverage across the Knox network and for release of the business case for transport options in the Caulfield-Rowville corridor.	75%	One strategic meeting was held in Quarter 3 between Council officers and Department of Transport and Planning (DTP) to discuss key pipeline, traffic engineering and road safety matters. Council officers and Councillor Lockwood continued to participate in the Eastern Transport Coalition (ETC), which is preparing a State election advocacy document featuring initiatives such as improved bus connections between Vermont South, Mountain Highway and Bayswater, and a feasibility study for a Bayswater to Stud Park bus link via Henderson Road. Through the ETC, Council is also identifying priority safe arterial road crossings to improve access to frequent bus services. Regular meetings are continuing with the Level Crossing Removal Project team on the Boronia Station Precinct Upgrade, covering design, land matters and project risks.	On schedule

Action	Progress	Comments	Status
Lead and deliver the Knox Food Relief Taskforce and actively participate and contribute to the Knox Emergency Relief Network.	75%	The taskforce continues to build upon the work outlined in Quarter 2. Further conversations around advocacy and how we can work together as a combined effort continue. The student project continues to be built upon in the Food Relief Dialogue where the report delivered by previous placement is now being disseminated and advocacy strategies identified and shared across the Knox Emergency Relief Network (KERN). In March, Council co-presented with Outer East Foodshare at the 2026 National Local Government Creating Healthier Food Environments Symposium, run by Deakin Uni. The presentation was on the establishment of the food hub run by outer east FoodShare in Wantirna, and how it could be replicated in other local government areas.	On schedule
Collaborate with Yarra Ranges Shire and Maroondah City Council to develop the Bayswater Business Precinct Spatial Plan.	75%	Council continues to contribute to this initiative. A draft spatial plan has been prepared and under review for finalisation with a view to officers presenting the draft spatial plan to Council for endorsement in Quarter 4 2025-26 or Quarter 1 of 2026-27 for the purpose of community engagement.	On schedule

Theme 2: Embracing connection, inclusion and diversity

Actions

Action	Progress	Comments	Status
Strengthen the ongoing partnership with sessional kindergarten providers operating from Council facilities through enhancement of processes and partnership meetings.	85%	The first partnership meeting was held on 19 February 2026 and will continue on a quarterly basis for the remainder of the year. Strong attendance has continued into this year, with our Central Registration Participating Kindergartens inclusive of extended activities around kindergarten provision. Further work is ongoing in relation to the Kindergarten Reform changes.	On schedule
Consider the child perspective in service delivery, decision making and design through a Child Friendly Cities Education Campaign to build capability of our staff.	85%	Stage One: Awareness has been fully executed this quarter, with multiple activities being undertaken as per Educations and Communication Plan.	On schedule

Action	Progress	Comments	Status
Deliver targeted programs for priority population groups, including intergenerational initiatives, for example an annual fishing program, to strengthen community connections.	75%	A focus this quarter has been intergenerational programs that connect older residents with children and young people. A total of 87 people participated in intergenerational activities, including a Mahjong summer school holiday program and an intergenerational playgroup held every Friday morning at the Knox Children and Family Centre in Bayswater. Supported by the Positive Healthy Ageing team, and in partnership with the Youth Services team, Unicorns of the Hills and Coonara Community House (CCH) launched a new program in 2026 offering life skills workshops with an intergenerational focus. This quarter, two 6-week sewing programs were delivered in Term 1 with full participation, involving participants aged 19 to 55+. Strong interest has been demonstrated in life skills sessions delivered in a safe and supportive environment. Further sessions are planned for Terms 2, 3 and 4, with a range of program options currently under consideration.	On schedule
Undertake the Knox Aquatics Feasibility Study.	50%	Quarter 3 has seen Stage 1, the technical assessment for Knox Leisureworks completed. Stage 2, the strategic review to assess the needs and provision of aquatics across the municipality, has now commenced. It is anticipated that Stage 2 will continue beyond Quarter 4.	Behind schedule

Action	Progress	Comments	Status
Deliver sporting club capacity-building sessions in partnership with key stakeholders.	75%	During Quarter 3, a number of sporting club capacity-building sessions were delivered in partnership with stakeholders. These included a Child Safe Standards workshop delivered in partnership with Cricket Victoria, Football Victoria and Tennis Victoria; a Preventing Vaping Among Young People session held at a local sports club; and the implementation of the 'Vic Kids Eat Well Program' pilot at three sporting clubs to improve food and drink environments.	On schedule
Deliver the 2025-26 actions of the Alcohol Statement of Commitment implementation plan.	75%	Knox Local Drug Action Team (LDAT) has had two meetings (29 January and 26 March) with LDAT members who are from community health, women's health services and prevention and responses organisations to progress planning for community engagement to reduce harm from alcohol in Knox.	On schedule
Deliver volunteer training sessions and promote opportunities to strengthen social and community networks and reduce loneliness.	75%	Three community training sessions were delivered this quarter: *3Rs of Family Violence* with 14 attendees; *Volunteering - Recruitment and Retention* with 14 attendees; and *Fundraising for Community Groups* with 17 attendees. Four Community Strengthening e-bulletins (one was a special edition) were also distributed to 780 subscribers.	On schedule

Action	Progress	Comments	Status
Partner with our diverse and multicultural community, key services and networks to support and celebrate our diversity, including the coordination of the Knox Community Safety, Health and Wellbeing and Multicultural Advisory Committees.	75%	The Knox Community Safety, Health and Wellbeing Advisory Committee met on 12 March with the new Chair, Councillor Lisa Cooper. The meeting included presentations regarding food relief in Knox, an 'In the Spotlight' section from Uniting to hear about the work they are doing in the homelessness space and more. The meeting was well attended. The members of the Advisory Committee also completed a survey in February regarding their preferences around meeting times, agenda items, and general feedback to ensure meetings meet their needs. In February Knox Fest hosted an activation celebrating cultural diversity through activities including Persian calligraphy, Indian dance, Tai Chi, Greek Zorba dance and Mahjong, with strong community engagement and positive feedback. **The Women of Knox: Celebrating Culture and Leadership** event was held in March, with over 70 attendees, marking Cultural Diversity Week and International Women's Day. The evening featured a panel of local women sharing their leadership journeys, a cultural fashion show, and a shared dinner showcasing diverse cuisines. The event was MC'd by two KMAC members and co-designed with a KMAC working group to reflect community voices.	On schedule

Action	Progress	Comments	Status
Review the Reconciliation Action Plan 2023-2025 and develop the next iteration of the plan.	70%	Community Partnership and Inclusion are conducting ongoing engagement in relation to the Reconciliation Action Plan (RAP) 2026-2028, including meetings and engagements with community and key Council teams. General community engagement was conducted at Knox Fest in February 2026. The RAP has been drafted and is currently with Reconciliation Australia for feedback. Once feedback has been received, the RAP will then be taken to Executive Leadership Team (ELT) and Council for review.	On schedule
Deliver the bi-annual Youth Summit to hear from the voices of young people on issues which are important to them.	100%	Youth Services delivered the Youth Summit in August 2025 for young people aged 12 to 18 years. Every secondary school in Knox was invited, with six schools represented on the day. 68 students registered and 50 attended. The event was supported by 16 Youth Advisory Committee members. Key topics discussed included life skills and education, outdoor and recreation activities and how Council communicates with young people. Youth Services will use the insights from the Summit to guide service delivery for the next 18 months. In September, two young people presented the Summit outcomes to Councillors, and their contribution was well received. Youth Services is also working with Council's Communications and Engagement team to develop a plan to engage the 16-to-25-year age group in further consultation opportunities.	Complete

Theme 3: Caring for and enhancing our environment

Actions

Action	Progress	Comments	Status
Progressively replace fleet vehicles with zero/low emission vehicles.	80%	Ongoing replacement to low emission alternatives at fleet change over points.	On schedule
Finalise the first draft of the 10-year Open Space Strategy.	45%	A briefing was held with Councillors on 13 April 2026 on the Open Space Strategy. This briefing outlined the draft Community Values, the draft Strategy Principles, community feedback to date and the timeline for the delivery of the Open Space Strategy. The timeline shows a draft of the Open Space Strategy will be prepared in June 2026 with the final Open Space Strategy currently planned to be adopted by Council in March 2027.	On schedule
Deliver the year two funded actions of the Biodiversity and Resilience Strategy 2024-2034 Action Plan.	80%	Revegetation site preparation has commenced to support community tree-planting events for the current season. Planning and scheduling for Gardens for Wildlife's 20th anniversary events are underway. The first quarterly Community Environmental Volunteers workshop for 2026 has been delivered. The updated Sites of Biological Significance have been uploaded to the Council website for public access. Council is also currently recruiting for the 2026 Knox Nature Stewards Program, with a positive response received to date.	On schedule

Action	Progress	Comments	Status
Deliver the annual Sustainability Initiatives of Council's Capital Works Program to reach net zero emissions by 2030.	70%	Work on the sustainability initiatives within the Capital Works program continues.	On schedule
Conduct the mid-term review of Council's Climate Response Plan 2021-2031.	75%	Work on the mid-term review of the Climate Response Plan (CRP) has progressed with the mid-term review outcomes and draft CRP presented to an Executive Leadership Briefing. Work to be delivered in 2025-26 has now been completed with the draft CRP and mid-term review to be presented to Council in Quarter 1 of 2026-27 for endorsement prior to community consultation on the draft CRP.	On schedule
Advocate to Federal and State Governments to reconsider the kerbside glass only service reform, in favour of an expanded Container Deposit Scheme (CDS) to enhance glass recycling and reduce cost to the Knox community.	80%	Council resolved to continue its involvement in the glass advocacy project in the March Council meeting with correspondence sent to relevant ministers and involvement in the upcoming communications program confirmed.	On schedule

Action	Progress	Comments	Status
Participate in the South East Metropolitan Advanced Waste Processes Project Oversight Group, to oversee facility construction and report back to Council.	75%	The project remains in the planning stage while a number of issues are being resolved. The VCAT decision to not issue a permit for the Hampton Park Transfer Station was handed down on 10 April. Councillors were briefed on 30 March 2026.	On schedule

Theme 4: Leading, listening and governing responsibly

Actions

Action	Progress	Comments	Status
Optimise Council's key communication channels to ensure our customers have easy access to relevant and timely information.	75%	The third phase of the channel reviews is underway. This phase takes into consideration the information gathered in phases 1 and 2 to inform an assessment of strengths, weaknesses threats and opportunities. We also explore real opportunities to measure reach, impact and success. For some channels, such as roadside banners and digital screens, there is no practical way to measure direct impact and the focus is more on how we can measure alignment with standards.	On schedule
Finalise the platform tender process for Core Business Systems to integrate technology systems into a single source of truth, optimising efficiency, cybersecurity and productivity.	100%	The tender was finalised and the contract was awarded to the preferred tenderer on 24 December 2025.	Complete

Action	Progress	Comments	Status
Develop and endorse Council's Annual Budget 2026-27.	80%	The Draft Annual Budget 2026-27, together with the Financial Plan 2026-27 to 2035-36, have been prepared and will be tabled at the Council meeting on 27 April 2026. These documents have been made available for questions from the community. The Final Annual Budget 2026-27 will be tabled for adoption at the Council meeting on 22 June 2026.	On schedule
Actively pursue and participate in collaborative procurement opportunities to maximise contract outcomes.	75%	Since December 2025, Council officers have participated in two meetings of the Eastern Metropolitan Procurement Network, held on 2 January and 19 March 2026. These forums, alongside ongoing engagement with neighbouring councils, have supported the exchange of information on key procurement priorities. In parallel, the Eastern Regional Group has advanced work to identify and consolidate a portfolio of priority contracts across councils. This collaborative approach is strengthening the development of a shared procurement pipeline, aimed at leveraging collective purchasing power and maximising aggregation opportunities.	On schedule

Action	Progress	Comments	Status
Deliver the year one actions of Council's Organisation Strategy 2025-29.	75%	Our Organisation Strategy focuses on five key themes. It encourages our people to be customer centric, people focused, financially sustainable, change ready and outcomes driven. Delivery of the ten actions within the Organisation Strategy is underway with the following highlights from this quarter including the drafting of our Continuous Improvement Framework, planning how we will uplift our customer request system to better meet the needs of our customers and further embedding our renewed work and development plan process across the organisation.	On schedule
Complete a community engagement program to inform Council's Annual Budget 2026-27.	100%	Community engagement for the Annual Budget and Action Plan was undertaken between 28 July and 24 August 2025 with 594 responses from community members and eight formal submissions. The engagement activities were focused on understanding how we can best meet community needs under each theme of the Council and Health and Wellbeing Plan, community ideas for actions or projects in a specific location in Knox and the services our community think deliver most value. Engagement activities included an online survey, five pop-up events across the municipality and targeted events at the hubs and with the multi-advisory committee. The community engagement report was presented to Council at the Council Meeting on 29 September 2025 with formal submissions being heard on 1 October 2025 by Councillors.	Complete

Action	Progress	Comments	Status
Develop and launch a Continuous Improvement Framework and Year 1 program of initiatives to improve customer experience, staff experience, and operational efficiency.	60%	Work is progressing in the development of the Continuous Improvement Framework and associated roadmap, with both formal and informal consultation activities across the organisation being completed this quarter, to ensure a fit-for-Knox outcome. The draft framework and roadmap are due to be considered by the Executive Leadership Team in May.	On schedule
Develop and endorse Council's Asset Plan 2025-2035.	100%	Council adopted the Asset Plan 2025-2035 on Monday 27 October 2025.	Complete

Theme 5: Being a strong voice for safety

Actions

Action	Progress	Comments	Status
Complete the Domestic Animal Management Plan 2025-2029.	100%	The development of the Domestic Animal Management Plan (DAMP) 2025-2029 has been finalised and was endorsed by Council on 23 February 2026.	Complete
Participate in the Eastern Metropolitan Council's Emergency Management Partnership (EMCEMP) in order to deliver a collaborative approach to regional emergency preparation and preparedness.	100%	Knox City Council has recently signed a new partnership agreement with the EMCEMP Councils, including ongoing funding for the next four years to enable a collaborative approach to regional emergency preparation and preparedness. Under this new partnership, officers will continue to participate in the collaboration.	Complete
Develop a first draft of a Public Lighting Policy for Knox to extend usable hours and improve perceptions of safety in public spaces.	50%	A review of other municipalities Public Lighting Policies is underway. A project working group has been established and group meetings have commenced. A first draft of the Policy is scheduled to be completed by 30 June.	On schedule

Action	Progress	Comments	Status
Partner with key stakeholders to deliver community safety programs and initiatives that improve perceptions of safety and neighbourhood connection.	75%	A number of initiatives were undertaken to deliver community safety programs and improve perceptions of safety. These included Neighbour Day, held in March with 19 events hosted across Knox; one Local Safety Committee meeting; the development of a revitalised Community Safety webpage on Council's website; three safety-focused articles published in Knox News; one Coffee with a Cop session; and one trader visit undertaken with Victoria Police in the Ferntree Gully Village. Planning is also underway for internal and external education sessions focused on challenging youth crime narratives.	On schedule

Action	Progress	Comments	Status
Celebrate the achievements of women and progress towards gender equality through the delivery of International Women's Day event and 16 days of Activism Against Gender-Based Violence in partnership with our community.	75%	Successful delivery of the Knox Staff event for International Women's Day and 2026-2030 Gender Equality Action Plan Review. Over 70 staff attended in person and there were 40 staff online for the event. Council staff heard from other staff from across the organisation as they shared why gender equality is important to them and how they have benefited from progress towards gender equality in the workplace. Staff also participated in an activity to help shape action planning for our new Gender Equality Action Plan. Successful delivery of "Women of Knox: Celebrating Culture and Leadership" event celebrating International Women's Day and Cultural Diversity Week on 11 March 2026 with 63 multicultural community leaders/members in attendance with 39 survey responses, which included: Majority responses: excellent event, strongly agree the event felt welcoming and inclusive and that it celebrated women and cultural diversity in a meaningful way.	On schedule

Action	Progress	Comments	Status
Deliver year two of the Free From Violence project.	75%	A Progress Report for Year 2 of the Free from Violence Local Government Program (FFVLGP), along with the Project Plan for Year 3, was submitted to the Department of Families, Fairness and Housing (DFFH). Family Violence Help Cards were actively distributed to community houses, community groups and police stations. The pocket-sized, fold-out resource provides information about family violence and outlines who to contact if there are concerns about abuse or violence. The Dil Se Wellness in Knox program was delivered over a four-week period in partnership with the Indian Senior Citizens Association in Rowville. A total of 34 seniors participated in the health and wellbeing program, with the first session focusing on gender, respect and family. The program facilitated robust discussions on gender equality and highlighted the importance of preventing and responding to family violence. 3Rs of Family Violence training was delivered to community groups to increase participants' understanding of family violence and build capacity to respond appropriately to disclosures. A total of 12 people attended the training. Following the session, 66 per cent of participants reported feeling very confident and 33 per cent reported feeling confident in recognising the signs of family	On schedule

Action	Progress	Comments	Status
		violence, responding to disclosures, and referring people to appropriate services.	

Theme 6: Planning our future city

Actions

Action	Progress	Comments	Status
New or upgraded Council facilities are designed to be Disability Discrimination Act compliant.	80%	All new/refurbishment works on buildings requiring a building permit meet DDA compliance as required under the Building Regulations.	On schedule
Assess building condition audit data and create renewal programs to align with building hierarchy and the long-term financial plan.	100%	A prioritised renewal program has been prepared utilising the 2024 building condition audit data. This renewal program aligns with building hierarchy and the long-term financial plan.	Complete
Review the Public Toilet Policy and develop the next iteration of the Policy and Implementation Plan.	65%	An updated Public Management Plan is currently being drafted. Council's Public Toilets Policy review is also under way, led by Facilities with planned consultation of key stakeholders, including Council's Gender Equality and Health Promotion officer and Council's Disability Inclusion Officers. An updated Policy will be produced and is on schedule for completion as planned.	On schedule

Action	Progress	Comments	Status
Commence preparation of the Knox Housing Strategy review following release of the new Plan for Victoria and State housing targets to ensure that Knox is well placed to respond to legislative change and market demands.	100%	This project has commenced however continues to be rescoped in response to planning reform being progressed by the State Government. Delivery was significantly delayed awaiting the release of the housing modelling tool required to determine the distribution of State Government-allocated housing targets. The tool was released in February 2026, enabling the next phase of the project to proceed.	Complete ✔
Prepare the Bayswater Renewal Strategy Planning Scheme Amendment for implementation into the Knox Planning Scheme.	100%	Preparation of documentation associated with the planning scheme amendment has been completed, including a response to a request for further information from the Department of Transport and Planning (DTP) regarding the amendment. Council is awaiting final authorisation from DTP before presenting a report to Council to note the planning scheme amendment documentation prior to public exhibition of the amendment in 2026-27.	Complete ✔

Action	Progress	Comments	Status
Advocate and provide support for eligible community members over 55 to access safe and affordable housing.	75%	Advocating on housing need remains a focus for Knox Council. Council supported advocacy by the Municipal Association of Victoria (MAV) to the State Government on the need to increase agency support for those sleeping rough. The Short-Term Support (STS) Housing Support Officer continues to provide targeted housing support to Knox residents aged 55 and over. This quarter, 78 enquiries were processed, supporting 33 individual clients. There are currently 77 people on the over-55 housing waitlist with 12 people housed this quarter. Due to limited availability and slow turnover of units, the Officer has proactively engaged with external community housing providers to advocate for long-term housing options, including the Community Housing Limited development in Wantirna. The STS team is also collaborating with the Department of Family Fairness and Housing across the Terama Crescent, Nielson Street, and Maryborough Road estates to strengthen resident connections with the Ringwood Housing Office and improve access to community supports to reduce social isolation for residents. Sleeping rough notifications continue to be managed by the Housing Support Officer. Council has endorsed the new Sleeping Rough Policy, and the Sleeping Rough Working Group, led by the Social and Inclusive Communities Lead. The STS Housing Officer is also supporting the STS Team Leader in leading an internal Council	On schedule

Action	Progress	Comments	Status
		working group to raise awareness about the updated Rough Sleeping policy and procedure.	
Deliver the year three actions of the Social and Affordable Housing Strategy 2023-2027.	75%	The implementation group meet quarterly to keep updated with actions and progress updates. Work is continuing on progressing the actions for the 2025-26 period - with a focus on the actions that sit within social policy and wellbeing. This quarter will feature an increased focus on building relationships with community housing providers and scoping future housing sites and partnerships.	On schedule

Financial Performance Report

For year to date ended 31 March 2026



knox

Knox City Council

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Financial Performance Report for year to date ended 31 March 2026

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Executive Summary

Financial Performance Report for the year to date ended 31 March 2026

Knox City Council

Introduction and Purpose

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the amended budget, reflect the amended budget which reflects changes which have occurred since the adoption of the annual budget, and anticipate the financial position of Council as at financial year end by way of forecasts.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2025-26 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning. The 2025-26 Amended Budget was approved by Council on 29 September 2025.

The full year adopted budget and amended budget is compared against the full year projected position as reflected by the forecast. The 2025-26 forecast includes carry forward funding from 2024-25 into 2025-26 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

Financial Performance

Summary

Summary	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Operating										
Income	190,548	191,979	200,970	8,991	10,422	222,309	222,452	224,126	1,673	1,817
Expense	143,822	149,622	139,982	9,640	3,840	193,154	201,046	201,028	18	(7,874)
Surplus (Deficit)	**46,725**	**42,356**	**60,987**	**18,631**	**14,262**	**29,155**	**21,406**	**23,098**	**1,691**	**(6,057)**
Capital Works	41,444	44,464	32,127	12,337	9,317	57,845	61,414	56,556	4,858	1,289
Cash and Investments	36,492	45,026	73,926	28,900	37,435	37,123	40,276	45,657	5,381	8,534

The overall financial position at 31 March 2026 is satisfactory with a working capital ratio of 2.84 to 1.

The year-to-date favourable variance of $18.6M compared to the amended budget is driven by the receipt of unbudgeted monetary contributions, together with an increase in user fees (a mix of permanent and timing variances), the receipt of capital grants (a mix of permanent and timing variances), the receipt of unbudgeted rebates (a permanent variance), higher than budgeted supplementary rates and interest income (permanent variances), an underspend in materials and services (largely timing variances) against the amended budget, and lower than budgeted employee costs (a mix of permanent and timing variances).

The forecast increase in income against the amended budget is largely due to the unbudgeted monetary contributions received in relation to a property transaction, together with the unbudgeted rebates received, and higher than budgeted interest income. This is partially offset by the delay in the receipt of land sale proceeds, leading to a decrease in the net gain on disposal of property. The forecast total expenditure is on the whole as per the amended budget, with the forecast decrease in employee costs being largely offset by the increase in materials and services.

The forecast capital works expenditure totalling $56.6M is $4.9M lower than the amended budget, and takes into account identified carried forward expenditure up to the end of March 2026. The reduction in forecast capital expenditure is reflected in an increased forecast cash and investments balance at year-end.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2026

Knox City Council

Operating

Operating Results	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Income	190,548	191,979	200,970	8,991	10,422	222,309	222,452	224,126	1,673	1,817
Expense	143,822	149,622	139,982	9,640	3,840	193,154	201,046	201,028	18	(7,874)
Surplus (Deficit)	**46,725**	**42,356**	**60,987**	**18,631**	**14,262**	**29,155**	**21,406**	**23,098**	**1,691**	**(6,057)**

Year-to-Date

There is a $18.6M favourable variance between the YTD actual result and the amended budget. The variance primarily relates to:

Revenue

- $4.7M favourable variance for contributions received relating to a property transaction including a social housing contribution;
- $2.1M favourable variance for capital grants due to the timing of capital project activities;
- $1.0M favourable variance for user fees, including $0.3M for income received from the container deposit scheme;
- $0.8M favourable variance for bulk lighting replacement rebates;
- $0.5M favourable variance for supplementary rate income;
- $0.8M favourable variance for interest income;
- $0.7M unfavourable variance for Public Open Space contributions; and
- $0.6M unfavourable variance for operating grants, including an unfavourable variance of $0.7M for the child care benefit subsidy (partially offset by a reduction in employee costs), while there are permanent favourable variances of $0.2M for the Corporate Information digitisation of records and $0.2M for the Victorian Women's Public Art Program.

Expenditure

- $8.4M favourable variance in materials and services, including $1.5M in the Customer and Performance directorate; $1.4M in the Connected Communities directorate; $0.9M in the Infrastructure directorate; $0.6M in the City Liveability directorate; and $3.9M for capital expenditure that is operational in nature due to the timing of capital activities; and
- $1.3M favourable variance for employee costs and oncosts across the organisation.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2026

Knox City Council

Forecast

The 2025-26 forecast result is showing a surplus of $23.1M which is $1.7M favourable to the amended budget result. Revenue is forecast to increase by $1.7M, while total expenditure is forecast to be largely as budgeted. The main variances relate to:

Revenue

- $4.2M increase in monetary contributions, with $4.7M relating to the unbudgeted contributions received in relation to a property transaction, partially offset by a decrease of $0.5M in Public Open Space contributions;
- $1.8M increase in other income including $0.8M for the unbudgeted bulk lighting replacement rebates, and a $0.5M increase in forecast interest income;
- $1.3M increase in user fees, including $0.5M for income received from the container deposit scheme;
- $0.5M increase in supplementary rates;
- $5.5M decrease in the net gain on disposal of property due to the delay in the receipt of land sale proceeds; and
- $0.5M decrease in operating grants, including a $0.8M decrease in the child care benefit subsidy (partially offset by an increase in user fees and a decrease in employee costs).

Expenditure

- $0.4M increase in materials and services, with the main contributors to the variance being within sportsfield maintenance and utilities; and
- $0.9M decrease in employee costs, with savings across the organisation.

Capital

Capital Works Expenditure	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Property	12,821	13,670	9,511	4,159	3,309	16,571	17,522	16,401	1,121	170
Plant and Equipment	5,759	6,037	4,928	1,109	831	7,495	10,332	7,351	2,981	144
Infrastructure	22,865	24,758	17,688	7,069	5,176	33,779	33,560	32,804	756	975
Total Capital Works Expenditure	**41,444**	**44,464**	**32,127**	**12,337**	**9,317**	**57,845**	**61,414**	**56,556**	**4,858**	**1,289**

Year-to-Date

The capital works underspend against the amended budget at the end of March 2026 is mainly within Property (Buildings) and Infrastructure (particularly in Roads, Drainage, and Recreation, Leisure, Parks and Playgrounds). There are favourable timing variances for projects such as the Park Ridge Reserve Pavilion Refurbishment ($1.4M), the Tormore Reserve Facility Development ($1.2M), the Templeton Road reconstruction ($1.2M), the Drainage Pit and Pipe Renewal Program ($1.2M), the Building Renewal and Rehabilitation Program ($1.1M), the Road Surface Renewal program ($0.8M), and the Bayswater Oval Sportsfield Renewal ($0.6M). These are partially offset by unfavourable timing variances for projects such as the Wally Tew Reserve Pavilion Upgrade ($0.6M).

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2026

Knox City Council

Forecast

The forecast capital expenditure is currently $4.9M below the amended budget. The forecast capital expenditure includes $18.9M in capital expenditure carried forward from 2024-25, while capital expenditure totalling $4.8M has been identified to be carried forward to 2026-27.

Balance Sheet

Balance Sheet	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Current Assets	87,510	96,045	125,356	29,311	37,845	62,902	66,055	71,436	5,381	8,534
Non-Current Assets	2,360,266	2,593,369	2,585,512	(7,858)	225,246	2,365,785	2,602,418	2,598,888	(3,530)	233,103
Total Assets	**2,447,777**	**2,689,414**	**2,710,867**	**21,453**	**263,091**	**2,428,687**	**2,668,473**	**2,670,325**	**1,852**	**241,638**
Current Liabilities	43,854	42,126	44,123	(1,998)	(269)	46,908	45,150	45,179	(29)	1,729
Non-Current Liabilities	80,967	81,159	81,979	(820)	(1,012)	78,078	78,143	78,270	(127)	(192)
Total Liabilities	**124,821**	**123,284**	**126,102**	**(2,818)**	**(1,281)**	**124,986**	**123,293**	**123,449**	**(156)**	**1,537**
Net Assets	**2,322,955**	**2,566,130**	**2,584,765**	**18,635**	**261,810**	**2,303,701**	**2,545,180**	**2,546,875**	**1,695**	**243,174**
Accumulated Surplus	793,393	785,365	800,317	14,952	6,923	773,158	760,917	765,130	4,213	(8,028)
Asset Revaluation Reserve	1,516,301	1,769,295	1,769,295	(0)	252,994	1,516,301	1,769,295	1,769,295	0	252,994
Other Reserves	13,262	11,470	15,153	3,683	1,891	14,242	14,968	12,450	(2,518)	(1,792)
Total Equity	**2,322,957**	**2,566,130**	**2,584,765**	**18,635**	**261,808**	**2,303,701**	**2,545,180**	**2,546,875**	**1,695**	**243,174**
Working Capital Ratio	**2.00**	**2.28**	**2.84**			**1.34**	**1.46**	**1.58**		

The Balance Sheet as at 31 March 2026 indicates a sustainable result. A comparison of total Current Assets of $125.4M with total Current Liabilities of $44.1M continues to depict a sustainable financial position (Working Capital Ratio of 2.84 to 1). The Working Capital Ratio for the same period last year was 2.71. Current Assets primarily comprises Cash, Cash Equivalents and Other Financial Assets ($73.9M) and Trade and Other Receivables ($50.3M). Trade and Other Receivables includes $46.1M of rates debtors (of which $11.4M relates to arrears pre July 2025) and $2.8M in other debtors.

The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.58 at year end, which is an improvement on the Amended Budget working capital ratio of 1.46 as a result of the forecast improved cash position at year-end. The improved cash position is largely a timing variance due to the carry forward of capital expenditure into 2026-27.

Trade and Other Receivables	Ageing				
	Current - 30 Days $'000	31 Days - 60 Days $'000	61 Days - 90 Days $'000	More than 90 Days $'000	Total $'000
Rates Debtors	34,733	0	0	11,382	46,115
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	282	227	131	700	1,340
Other Debtors	2,125	96	33	549	2,803
Total Trade and Other Receivables	**37,140**	**323**	**164**	**12,683**	**50,310**

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. The due date for rates being paid in full was 15 February 2026, while the last instalment due date is 31 May 2026.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2026

Knox City Council

As at 31 March 2026, Knox has collected 73.62% of outstanding rates debt. This is an improvement on collection levels at the same point last financial year, but behind the collection levels of the preceding two years.

Collection of Rates and Other Charges	2025-26 Mar	2024-25 Mar	2023-24 Mar	2022-23 Mar
Percentage Collected of Rates and Other Charges	**73.62%**	**72.72%**	**74.59%**	**75.80%**

The total value of rates outstanding from prior years is $11.4M, which is $1.4M higher than at the same time last year.

Aging of Outstanding Rates and Other Charges	Current 2025-26	2024-25	2023-24	2022-23	2021-22 Prior	Total
Outstanding Rates and Other Charges	**77.09%**	**9.60%**	**4.57%**	**2.92%**	**5.82%**	**100.00%**

Reduction of prior year debt levels is a continued focus.

Investment Analysis

Investment	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Cash and Cash Equivalents	36,492	45,026	41,426	(3,600)	4,935	37,123	40,276	45,657	5,381	8,534
Other Financial Assets	0	0	32,500	32,500	32,500	0	0	0	0	0
Total Funds Invested	**36,492**	**45,026**	**73,926**	**28,900**	**37,435**	**37,123**	**40,276**	**45,657**	**5,381**	**8,534**
Earnings on Investments	**646**	**646**	**1,412**	**766**	**766**	**950**	**950**	**1,400**	**450**	**450**

The earnings on investments for the period ended 31 March 2026 were greater than budgeted due to higher than budgeted cash and investment balances.

Financial Performance Indicators

as at 31 March 2026

Knox City Council

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

Indicator	Calculation of Measure	Full Year Expected Bands	Full Year Amended Budget	Full Year Forecast	Notes
Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.					
Adjusted Underlying Result Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	5.57%	5.09% ✗	1
Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.					
Working Capital Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	[Current Assets / Current Liabilities] x 100	100% - 400%	146.30%	158.12% ✓	2
Unrestricted Cash Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	80.46%	93.98% ✓	3
Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.					
Loans and Borrowings Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	52.09%	51.99% !	4
Debt Commitments Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	8.63%	8.51% !	5
Indebtedness Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	42.31%	42.87% !	6

Financial Performance Indicators

as at 31 March 2026

Knox City Council

Indicator	Calculation of Measure	Full Year Expected Bands	Full Year Amended Budget	Full Year Forecast		Notes
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	110.74%	105.27%	✗	7
Stability - Measures whether a council is able to generate revenue from a range of sources.						
Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	72.25%	72.87%	!	8
Treasury Corporation of Victoria - Undertakings to obtain and maintain loans						
Indebtedness The aggregate Interest Bearing Loans and Borrowings at all times must not exceed 60% of Own Source Revenue	[Interest Bearing Loans and Borrowings / Own Source Revenue] x 100	0% - 60%	49.43%	48.56%	✓	9
Interest Cover Ratio The Interest Cover Ratio at all times must not be less than 2.00:1.00	[EBITDA / Interest Expense]	2.00 - 100.00	13.85	14.38	✓	10

✓ Forecasts improvements in Council's financial performance / financial position indicator compared to the Amended Budget position.
! Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.
✗ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Amended Budget position.

Notes:

1	**Permanent Variance:** - The adjusted underlying result ratio is within the expected bands - The forecast decrease in the ratio is primarily due to the delay in the receipt of land sale proceeds, partially offset by unbudgeted contributions received relating to a property transaction, including a social housing contribution
2	**Permanent Variance:** - The working capital ratio is within the expected bands - The forecast increase in the ratio is primarily due to the forecast carry-forward of capital works expenditure from 2025-26 into 2026-27
3	**Permanent Variance:** - The unrestricted cash ratio is within the expected bands
4	**Permanent Variance:** - The loans and borrowings ratio is within expected bands
5	**Permanent Variance:** - The loans and borrowings ratio is within expected bands
6	**Permanent Variance:** - The indebtedness ratio is within expected bands
7	**Permanent Variance:** - The forecast asset renewal is within the expected bands - The forecast reduction is due to the forecast carry-forward of capital works expenditure from 2025-26 into 2026-27
8	**Permanent Variance:** - The rates concentration ratio is within the expected bands
9	**Permanent Variance:** - The TCV indebtedness ratio is within the expected bands
10	**Permanent Variance:** - The TCV interest cover ratio is within the expected bands

Appendix A

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2026

Knox City Council

Net (Income) / Expenditure	Notes	Year-to-Date Amended Budget $000'S	Year-to-Date Actual $000'S	Year-to-Date Variance Fav/(Unfav) $000'S	Year-to-Date Variance Fav/(Unfav) %	Full Year Adopted Budget $000'S	Full Year Amended Budget $000'S	Full Year Forecast $000'S	Full Year Amended Variance Fav/(Unfav) $000'S	Full Year Adopted Variance Fav/(Unfav) $000'S
Rates										
Rates and Valuation		(126,035)	(126,520)	485	0.38%	(126,035)	(126,035)	(126,501)	465	465
Net (Income) / Expense - Rates		**(126,035)**	**(126,520)**	**485**	**0.38%**	**(126,035)**	**(126,035)**	**(126,501)**	**465**	**465**
CEO										
Chief Executive Office		528	522	6	1.12%	712	702	702	0	10
Chief Financial Office	1	2,524	2,094	430	17.04%	3,584	3,505	3,498	6	85
Net (Income) / Expense - CEO		**3,051**	**2,615**	**436**	**14.29%**	**4,296**	**4,207**	**4,200**	**6**	**96**
City Liveability										
Directorate City Liveability		452	537	(85)	(18.81%)	611	602	644	(42)	(33)
City Futures	2	3,067	2,717	350	11.41%	4,105	4,329	4,234	95	(129)
City Planning and Building	3	1,673	2,343	(670)	(40.02%)	2,303	2,217	2,956	(739)	(653)
City Safety and Health	4	2,038	1,308	730	35.83%	2,556	2,461	2,294	168	263
City Projects	5	383	273	110	28.63%	516	510	497	13	19
Net (Income) / Expense - City Liveability		**7,613**	**7,178**	**435**	**5.71%**	**10,091**	**10,119**	**10,624**	**(505)**	**(533)**
Connected Communities										
Directorate Connected Communities		639	627	11	1.78%	850	839	848	(9)	2
Community Access and Support	6	2,491	2,204	288	11.55%	3,440	3,338	3,316	22	124
Community Strengthening		6,753	6,737	16	0.24%	8,473	8,612	8,793	(181)	(320)
Active and Creative Communities	7	3,756	2,877	880	23.42%	4,490	4,456	4,412	44	78
Early Years	8	1,938	1,790	148	7.63%	2,646	2,777	2,683	94	(37)
Net (Income) / Expense - Connected Communities		**15,577**	**14,234**	**1,343**	**8.62%**	**19,900**	**20,021**	**20,053**	**(31)**	**(153)**
Customer and Performance										
Directorate Customer and Performance		274	212	61	22.40%	370	364	340	23	29
Chief People Office	9	3,674	3,137	538	14.63%	4,984	4,943	4,717	226	268
Governance and Risk	10	4,900	4,428	473	9.64%	6,036	5,840	5,624	216	412
Chief Information Office	11	8,945	8,398	546	6.11%	11,067	10,912	10,219	694	849
Strategy and Transformation	12	2,166	1,952	214	9.89%	2,982	2,816	2,708	108	274
Customer and Communications	13	3,557	3,298	259	7.28%	4,765	4,726	4,656	69	108
Net (Income) / Expense - Customer and Performance		**23,516**	**21,425**	**2,091**	**8.89%**	**30,203**	**29,600**	**28,264**	**1,336**	**1,939**
Infrastructure										
Directorate Infrastructure	14	(2,286)	(2,403)	117	5.13%	898	(3,284)	(3,352)	68	4,250
Strategic Infrastructure	15	4,327	3,493	835	19.29%	5,734	5,751	5,459	292	276
Green Spaces & Environment	16	3,556	2,602	954	26.84%	15,791	16,261	16,409	(148)	(618)
Engineering Services & Operations	17	6,690	5,927	764	11.41%	6,716	9,051	8,864	187	(2,148)
Major Projects & Facilities		3,918	3,848	70	1.80%	3,481	5,255	5,737	(482)	(2,256)
Net (Income) / Expense - Infrastructure		**16,206**	**13,466**	**2,740**	**16.91%**	**32,620**	**33,033**	**33,116**	**(83)**	**(496)**

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- 0% or greater.
- Less than 0% and greater than negative 5%.
- Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $100K and equal to or less than negative 5%.

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2026

Knox City Council

Notes:

1	**Permanent Variance:** - $125K favourable variance for property rental income - $79K favourable variance for summons costs recovered, offset by legal expenditure - $72K favourable variance for additional administration funding relating to the Emergency Services and Volunteers Fund, with this additional funding being offset against ESVF expenditure and related projects **Timing Variance:** - $195K favourable variance for the Emergency Services and Volunteers Fund payments due for Council properties - $41K unfavourable variance for Rates transaction charges and postage
2	**Timing Variance:** - $90K favourable variance for employee costs and oncosts across the department - $66K favourable variance for the Boronia Renewal Implementation - $101K favourable variance for Economic Development
3	**Permanent Variance:** - $147K favourable variance for employee costs and oncosts across the department - $78K favourable variance in legal fees - $737K unfavourable variance in statutory fees and fines, including an unfavourable variances in statutory planning fees ($388K), supervision fees ($123K), pool certification fees ($62K), plan checking fees ($55K), building lodgement fees ($50K), and council application fees ($37K) - $222K unfavourable variance in user fees, including an unfavourable variance in fines ($70K)
4	**Permanent Variance:** - $716K favourable variance for infringements court recoveries, partially offset by a $86K unfavourable variance in traffic enforcement fines and a $192K unfavourable variance in the bad debt provision - $124K favourable variance for Health Services registrations - $77K favourable variance for Emergency Services funding - $126K unfavourable for lodgement filing costs **Timing Variance:** - $169K favourable variance in employee costs and oncosts across the department - $56K favourable variance for the pound contract - $36K favourable for food analysis - $91K unfavourable variance for animal control fines
5	**Timing Variance:** - $66K favourable variance for consultants and contactors due to the timing of activities
6	**Timing Variance:** - $110K favourable variance for Community Care Services contract payments, including $126K for Home Maintenance and Modifications (partially offset by an unfavourable variance of $15K for Food Services contract payments) - $65K favourable variance for Youth Services - $61K favourable variance for employee costs and oncosts across the department - $55K favourable variance for Social & Inclusive Communities (excluding employee costs and oncosts) - $62K unfavourable variance for Community Care Services grant income, including $36K for Home Maintenance and Modifications
7	**Permanent Variance:** - $141K favourable variance for the Victorian Women's Public Art Program grant ($98K expenditure to date) **Timing Variance:** - $611K favourable variance for Leisure Facilities, including $128K for income and $483K for expenditure (including $391K for utilities and maintenance costs) - $118K favourable variance for Arts and Cultural Services fee income - $71K favourable variance for Sport and Leisure Services, including $39K for Minor Recreation Grant Scheme and $27K for sporting facility rental income
8	**Timing Variance:** - $281K favourable variance for Early Years Health and Wellbeing, including a $63K favourable variance for grant income and $129K for employee costs and oncosts - $140K favourable variance for the Eraky Years Facilities program - $233K unfavourable variance for Early Years Hubs (excluding internal management costs), with a favourable variance of $622K for expenditure (including a $351K favourable variance for employee costs and oncosts) being offset by an unfavourable variance of $855K for income (including $891K for grant income)
9	**Timing Variance:** - $172K favourable variance in employee costs and oncosts - $168K favourable variance in Organisation Development, including $106K for Leadership Development - $123K favourable variance in Safety and Wellbeing - $44K favourable variance in Workplace Relations - $35K favourable variance in People Experience
10	**Permanent Variance:** - $149K favourable variance for election fine income - $122K favourable variance for insurance proceeds - $30K unfavourable variance for election costs **Timing Variance:** - $113K favourable for utilities and maintenance costs - $54K favourable variance for insurance claims expenditure - $25K unfavourable variance for the Internal Audit program due to the timing of audits

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2026

Knox City Council

Notes (continued):

11	**Permanent Variance:** - $166K favourable variance for Corporate Information grant income relating to digitisation of records; this has been fully expended **Timing Variance:** - $159K favourable variance for software maintenance/licensing/extensions - $325K favourable variance for telephone and communications - $180K favourable for the Renewal Programs - $197K unfavourable variance for off site storage (offset by grant income) - $137K unfavourable variance for equipment maintenance
12	**Timing Variance:** - $209K favourable variance in Strategy and Transformation Operations, including $138K for Business Improvement, $21K for Strategy and Business Intelligence, and $21K for Customer Experience
13	**Timing Variance:** - $127K favourable variance for employee costs and oncosts across the department - $50K favourable variance for Communications and Engagements consultants - $33K favourable variance for Digital research and development
14	**Timing Variance:** - $74K favourable variance for employee costs and oncosts across the department
15	**Timing Variance:** - $356K favourable variance for employee costs and oncosts across the department - $209K favourable variance for Asset Management), including $135K for survey/condition ratings - $183K favourable variance for Traffic and Transport, including $73K for signal maintenance charges and $55K for the Mobility Plan Implementation - $122K favourable variance for Strategic Open Space Planning
16	**Permanent Variance:** - $654K favourable variance for waste management income, including $200K for domestic waste ($86K for second service waste charge fees, $52K for non-rateable waste charge fees, and $46K for the residential garbage charge), $164K for commercial waste, and $269K for unbudgeted income from the Container Deposit Scheme - $162K favourable variance for the removal of twelve trees relating to the Mountain Highway intersection works - $68K favourable variance for Biodiversity grant income (to be offset by corresponding expenditure) **Timing Variance:** - $744K favourable variance for the Kerbside Reform Transition Project due to the timing of activities - $464K favourable variance for Waste Management expenditure (excluding the Kerbside Reform Transition Project), and includes a favourable variance of $249K for Green Waste, $202K for Landfill costs, $115K for Administration, $92K for Recycling, $69K for the Waste/Recycling Education program, and $64K for the State Government landfill levy, partially offset by an unfavourable variance of $226K for Hard Waste, and $105K for Domestic Waste - $904K unfavourable variance for Urban Forest and City Presentation expenditure, including $517K for Trees Maintenance, $467K for Street Tree Pruning, and $98K for Playground Maintenance, partially offset by a favourable variance of $82K for City Presentation and $44K for Park Tree Pruning - $269K unfavourable variance for Sportsfield and Reserves Maintenance expenditure, with an unfavourable variance of $253K for Sportsfield Maintenance, and $41K in Mowing, partially offset by a $25K favourable variance in Reactive Open Space Maintenance
17	**Timing Variance:** - $406K favourable variance for employee costs and oncosts across the department - $182K favourable variance for Drainage Maintenance Works - $133K favourable variance in Footpath Maintenance - $105K favourable variance for Local Road Maintenance - $49K favourable variance for Plant Operations, including $66K for fuel - $42K favourable variance for Shared Path Maintenance - $79K unfavourable variance for the Workshop, including $100K for spare parts - $71K unfavourable variance for Street Sweeping

Comprehensive Income Statement

for year to date ended 31 March 2026

Knox City Council

Description	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Adopted Budget	Full Year Amended Budget	Full Year Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
		$000'S	$000'S	$000'S	%	$000'S	$000'S	$000'S	$000'S	$000'S
Income										
Rates and Charges		153,730	154,139	409	0.27%	153,828	153,828	154,343	515	515
Statutory Fees and Fines		4,092	3,937	(155)	(3.79%)	5,458	5,458	5,230	(228)	(228)
User Fees		10,246	11,227	981	9.57%	13,677	13,677	14,982	1,305	1,305
Grants - Operating		12,631	12,060	(572)	(4.53%)	19,651	20,481	20,015	(466)	364
Grants - Capital	1	5,855	7,951	2,096	35.79%	10,382	10,202	10,202	0	(181)
Contributions - Monetary	2	3,788	7,863	4,076	107.60%	5,000	5,076	9,310	4,235	4,310
Contributions - Non-Monetary		0	0	0	0.00%	2,000	2,000	2,000	0	0
Increment on investment in associates		0	0	0	0.00%	4	4	4	0	0
Net Gain (Loss) on Disposal of Property, Infrastructure, Plant and Equipment		313	212	(101)	(32.20%)	10,506	9,923	4,449	(5,474)	(6,056)
Other Income	3	1,323	3,581	2,258	170.64%	1,803	1,803	3,590	1,787	1,787
Total Income		**191,979**	**200,970**	**8,991**	**4.68%**	**222,309**	**222,452**	**224,126**	**1,673**	**1,817**
Expenses										
Employee Costs		56,495	55,222	1,273	2.25%	77,377	77,376	76,478	898	899
Materials and Services	4	60,317	51,868	8,449	14.01%	77,100	80,189	80,743	(554)	(3,643)
Depreciation		22,618	22,584	33	0.15%	25,329	30,158	30,158	0	(4,829)
Amortisation - Intangible Assets		658	658	(0)	0.00%	903	878	903	(25)	0
Amortisation - Right-of-Use Assets		882	823	59	6.70%	1,176	1,176	1,176	0	0
Contributions and Donations		4,869	4,843	26	0.53%	6,138	6,138	6,255	(117)	(117)
Borrowing Costs		2,704	2,668	36	1.32%	3,599	3,599	3,567	33	33
Finance Costs - Leases		314	225	88	28.18%	419	419	419	0	0
Bad and Doubtful Debts		232	442	(210)	(90.60%)	317	317	501	(184)	(184)
Other Expenses		534	649	(115)	(21.53%)	796	796	829	(33)	(33)
Total Expenses		**149,622**	**139,982**	**9,640**	**6.44%**	**193,154**	**201,046**	**201,028**	**18**	**(7,874)**
Surplus (Deficit)		**42,356**	**60,987**	**18,631**	**43.99%**	**29,155**	**21,406**	**23,098**	**1,691**	**(6,057)**
Total Comprehensive Income for the Year		**42,356**	**60,987**	**18,631**	**43.99%**	**29,155**	**21,406**	**23,098**	**1,691**	**(6,057)**

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- 0% or greater.
- Less than 0% and greater than negative 10%.
- Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $500K and equal to or less than negative 10%.

Comprehensive Income Statement

for year to date ended 31 March 2026

Knox City Council

Notes:

1	**Permanent Variance:** - $0.507M favourable variance for the receipt of funds related to phase 2 of the Local Roads and Community Infrastructure (LRCI) program **Timing Variance:** - $1.900M favourable variance for the recognition of grant income received due to the timing of works for the Tormore Reserve Facility Development - $0.367M unfavourable variance for the receipt of Roads to Recovery grants
2	**Permanent Variance:** - $4.733M favourable variance for contributions received relating to a property transaction, including a social housing contribution **Timing Variance:** - $0.659M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality
3	**Permanent Variance:** - $0.770K favourable variance for bulk lighting replacement rebates - $0.766M favourable variance for interest received due to higher than budgeted cash and investment balances - $0.197M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - $0.193M favourable variance for reimbursements - $0.122M favourable variance for insurance proceeds - $0.119M favourable variance for rental income - $0.118M favourable variance for a prior year WorkCover refund
4	**Timing Variance:** - $3.878M favourable variance for capital expenditure that is operational in nature due to the timing of capital activities and due to the capital works undertaken by internal staff instead of external parties - $1.444M favourable variance in the Connected Communities directorate, including $0.541M in Early Years, $0.447M for Active and Creative Communities (including $0.409M for Leisure Facilities & Contracts), and $0.322M in Community Access & Support (including $0.151M for Community Care Services) - $1.093M favourable variance in Waste Management due to the timing of activities and the receipt of invoices, and includes favourable variances of $0.641M for the Kerbside Reform Transition Project, $0.202M for Landfill costs, and $0.249M for Green waste, partially offset by a $0.226M unfavourable variance for Hard Waste, and $0.105M for Domestic Waste - $0.880M favourable variance in the Customer and Performance directorate (excluding the Chief Information Office), including $0.366M in the Chief People Office, $0.214M for Strategy & Transformation, $0.172M for Governance and Risk, and $0.132M for Customer and Communication - $0.572M favourable variance in the Chief Information Office, with a favourable variance of $0.325M for telephones and communications, $0.290M for renewal programs, and $0.159M for software maintenance/licencing/extensions, being partially offset by an unfavourable variance of $0.197M for digitisation of records (offset by grant income), and $0.137M for equipment maintenance - $0.561M favourable in the City Liveability directorate, including $0.270M for City Futures, $0.142M for City Planning and Building, and $0.127M for City Safety and Health - $0.471M favourable variance for Strategic Infrastructure, with a favourable variance of $0.209M for Asset Management, $0.185M for Traffic and Transport, and $0.122M for Strategic Open Space Planning - $0.341M favourable variance for Engineering Services & Operations, including $0.184M for Drainage Maintenance Works, $0.133M for Footpath Maintenance, and $0.105M for Local Road Maintenance - $0.177M favourable variance for insurance premiums paid - $0.924M unfavourable variance in Urban Forest and City Presentation due to the timing of receipts and the receipt of invoices, including $0.528M for Tree Maintenance, $0.428M for Street Tree Pruning, and $0.115M for Playground Maintenance - $0.199M unfavourable variance in Sportsfields and Reserves Maintenance

Comprehensive Income Statement Converted to Cash

for year to date ended 31 March 2026

Knox City Council

Description	Notes	Full Year Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)		Adopted Variance Fav/(Unfav)	
		$000'S	$000'S	$000'S	$000'S	%	$000'S	%
Comprehensive Income Statement								
Income		222,309	222,452	224,126	1,673	0.75%	1,817	0.82%
Expenditure		193,154	201,046	201,028	18	0.01%	(7,874)	-4.08%
Surplus (Deficit)		**29,155**	**21,406**	**23,098**	**1,691**	**7.90%**	**(6,057)**	**-20.78%**
Add (Less) Non-Cash Items								
Depreciation		25,329	30,158	30,158	0	0.00%	(4,829)	-19.07%
Amortisation - Intangible Assets		903	878	903	(25)	-2.85%	0	0.00%
Amortisation - Right-of-Use Assets		1,176	1,176	1,176	0	0.00%	0	0.00%
Contributions - Non-Monetary		(2,000)	(2,000)	(2,000)	0	0.00%	0	0.00%
Increment on investment in associates		(4)	(4)	(4)	0	0.00%	0	0.00%
Written Down Value of Assets Disposed		750	1,332	1,332	0	0.00%	(582)	-77.61%
Total Non-Cash Items		**26,153**	**31,539**	**31,564**	**(25)**	**-0.08%**	**(5,411)**	**-20.69%**
Less (Add) Non-Operating Cash Items								
Capital Works Expenditure		52,645	55,274	51,380	3,894	7.04%	1,265	2.40%
Transfers to/(from) Reserves	1	(8,065)	(2,891)	(149)	(2,743)	-94.86%	(7,917)	-98.16%
New Loan Borrowings		(6,000)	(6,000)	(6,000)	0	0.00%	0	0.00%
Loan Repayments		9,680	9,680	9,563	117	1.21%	117	1.21%
Lease Repayments		1,031	1,031	1,031	0	0.00%	0	0.00%
Total Non-Operating Cash Items		**49,291**	**57,094**	**55,825**	**1,268**	**2.22%**	**(6,534)**	**-13.26%**
Cash Surplus (Deficit)		**6,017**	**(4,148)**	**(1,163)**	**2,985**	**71.95%**	**(7,180)**	**-119.34%**
Total Comprehensive Income for the Year		**6,017**	**(4,148)**	**(1,163)**	**2,985**	**71.95%**	**(7,180)**	**-119.34%**

Notes have been provided for the following variances:

1. Favourable variances between full year Amended Budget and Forecast results are equal to or greater than positive $500K and equal to or greater than positive 10%.
2. Unfavourable variances between full year Amended Budget and Forecast results are equal to or less than negative $500K and equal to or less than negative 10%.

Notes:

1 **Permanent Variance:**
- $2.781M unfavourable variance relating to an unbudgeted social housing contribution received and transferred to the Social Housing Reserve
- $0.500M favourable variance for transfers to the Open Space Reserve, with income from Public Open Space Contributions being unpredictable and directly contingent on developer activities in the municipality
- $0.111M favourable variance for transfers from the Library Reserve

Timing Variance:
- $0.555M unfavourable variance for transfers from the Open Space Reserve, with these transfers relating to the timing of Capital Works activities

The Comprehensive Income Statement is prepared on an accrual basis and in accordance with Australian Accounting Standards. However it contains several items which are "non-cash" in nature such as depreciation/amortisation and the written down value of assets disposed, while it excludes non-operating cash items such as capital expenditure, new borrowings, loan repayments and transfers to/from reserves.

The above Comprehensive Income Statement Converted to Cash aims to provide an accurate indication of the forecast surplus/deficit cash position for the financial year by providing a management cash result for the period which removes non-cash items and adds back cash items that are excluded from the Comprehensive Income Statement.

Balance Sheet

as at 31 March 2026

Knox City Council

Description	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Amended Budget	Full Year Forecast	Full Year Variance Fav/(Unfav)
		$000'S	$000'S	$000'S	%	$000'S	$000'S	$000'S
Current Assets								
Cash and Cash Equivalents		45,026	41,426	(3,600)	(7.99%)	40,276	45,657	5,381
Other Financial Assets	1	0	32,500	32,500	100.00%	0	0	0
Trade and Other Receivables		50,424	50,310	(114)	(0.23%)	21,898	21,898	0
Other Current Assets		0	506	506	100.00%	3,868	3,868	0
Non-Current Assets classified as Held for Sale		582	582	(0)	0.00%	0	0	0
Inventories		13	31	18	141.64%	13	13	0
Total Current Assets		**96,045**	**125,356**	**29,311**	**30.52%**	**66,055**	**71,436**	**5,381**
Non-Current Assets								
Investment in Associates		2,986	2,986	0	0.01%	2,990	2,990	0
Property, Infrastructure, Plant and Equipment		2,582,004	2,574,842	(7,162)	(0.28%)	2,591,562	2,588,032	(3,530)
Right-of-Use Assets		6,281	6,463	183	2.91%	5,987	5,987	0
Intangible Assets		2,099	1,220	(878)	(41.85%)	1,879	1,879	0
Total Non-Current Assets		**2,593,369**	**2,585,512**	**(7,858)**	**(0.30%)**	**2,602,418**	**2,598,888**	**(3,530)**
Total Assets		**2,689,414**	**2,710,867**	**21,453**	**0.80%**	**2,668,473**	**2,670,325**	**1,852**
Current Liabilities								
Trade and Other Payables		11,957	11,985	(28)	(0.23%)	13,465	13,505	(40)
Trust Funds and Deposits	2	2,690	4,203	(1,513)	(56.25%)	2,690	2,690	0
Unearned Income		291	293	(1)	(0.45%)	0	0	0
Provisions - Employee Costs		15,983	16,837	(855)	(5.35%)	17,395	17,395	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		365	365	0	0.00%	365	365	0
Interest-Bearing Loans and Borrowings		10,336	10,215	121	1.17%	10,336	10,325	11
Lease Liabilities		504	225	278	55.27%	899	899	0
Other Provisions		0	0	0	0.00%	0	0	0
Total Current Liabilities		**42,126**	**44,123**	**(1,998)**	**(4.74%)**	**45,150**	**45,179**	**(29)**
Non-Current Liabilities								
Provisions - Employee Costs		1,072	1,046	26	2.43%	1,072	1,072	0
Interest-Bearing Loans and Borrowings		72,306	72,542	(236)	(0.33%)	69,790	69,917	(127)
Provision - Landfill Rehabilitation		1,916	1,916	0	0.01%	1,916	1,916	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities		5,865	6,475	(610)	(10.41%)	5,365	5,365	0
Other Provisions		0	0	0	0.00%	0	0	0
Total Non-Current Liabilities		**81,159**	**81,979**	**(820)**	**(1.01%)**	**78,143**	**78,270**	**(127)**
Total Liabilities		**123,284**	**126,102**	**(2,818)**	**(2.29%)**	**123,293**	**123,449**	**(156)**
Net Assets		**2,566,130**	**2,584,765**	**18,635**	**0.73%**	**2,545,180**	**2,546,875**	**1,695**
Equity								
Accumulated Surplus		785,365	800,317	14,952	1.90%	760,917	765,130	4,213
Asset Revaluation Reserve		1,769,295	1,769,295	(0)	0.00%	1,769,295	1,769,295	0
Other Reserves		11,470	15,153	3,683	32.11%	14,968	12,450	(2,518)
Total Equity		**2,566,130**	**2,584,765**	**18,635**	**0.73%**	**2,545,180**	**2,546,875**	**1,695**

Balance Sheet

as at 31 March 2026

Knox City Council

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $1M and equal to or less than negative 10%.

Notes:

1	**Timing Variance:** - Other financial assets are term deposits currently held with an original maturity date of more than 90 days - $28.900M favourable variance across cash and cash equivalents includes a favourable variance of $17.958M from net cash provided by operating activities and a favourable variance of $11.074M for cash from payments for Property, Infrastructure, Plant & Equipment
2	**Timing Variance:** - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes $2.157M collected for the emergency services and volunteers fund levy; this amount is payable to the State Revenue Office by the 28th June 2026

Cash Flow Statement

for year to date ended 31 March 2026

Knox City Council

Description	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Amended Budget	Full Year Forecast	Full Year Variance Fav/(Unfav)
		$000'S	$000'S	$000'S		$000'S	$000'S	$000'S
Cash Flows from Operating Activities								
Receipts								
Rates and Charges		127,860	128,381	521	0.41%	156,126	156,364	238
Statutory Fees and Fines		4,092	3,937	(155)	(3.79%)	5,458	5,342	(116)
User Fees		12,398	12,787	389	3.14%	12,113	15,242	3,129
Grants - Operating		11,840	11,385	(455)	(3.84%)	19,732	19,227	(505)
Grants - Capital	1	1,745	3,793	2,048	117.39%	5,955	5,951	(4)
Contributions - Monetary	2	3,785	7,861	4,076	107.68%	5,080	9,310	4,230
Interest Received	3	646	1,412	766	118.55%	950	1,400	450
Other Receipts	4	677	2,169	1,492	220.32%	853	2,190	1,337
Net Movement in Trust Deposits	5	(259)	1,254	1,513	585.10%	(259)	(259)	0
Employee Costs		(57,458)	(55,356)	2,102	3.66%	(76,926)	(76,028)	898
Materials and Services		(67,256)	(61,508)	5,748	8.55%	(86,184)	(89,225)	(3,041)
Contributions and Donations		(5,264)	(5,237)	27	0.52%	(6,459)	(6,254)	205
Short Term, Low Value and Variable Lease Payments		(23)	(24)	(1)	(3.23%)	(31)	(32)	(1)
Other Payments		(511)	(625)	(114)	(22.36%)	(765)	(797)	(32)
Net Cash Provided by /(Used in(Operating Activities		**32,272**	**50,229**	**17,958**	**55.65%**	**35,644**	**42,432**	**6,788**
Cash Flows from Investing Activities								
Payments for Property, Infrastructure, Plant and Equipment	6	(39,988)	(28,914)	11,074	27.69%	(55,274)	(51,380)	3,894
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		875	746	(129)	(14.77%)	11,838	6,363	(5,475)
Payments for investments	7	0	(32,500)	(32,500)	(100.00%)	0	0	0
Proceeds from sale of investments		2,500	2,500	0	0.00%	2,500	2,500	0
Net Cash Used in Investing Activities		**(36,613)**	**(58,168)**	**(21,555)**	**(58.87%)**	**(40,936)**	**(42,517)**	**(1,581)**
Cash Flows from Financing Activities								
Proceeds of Borrowings		6,000	6,000	0	0.00%	6,000	6,000	0
Repayment of Borrowings		(7,164)	(7,048)	117	1.63%	(9,680)	(9,563)	117
Finance costs		(2,704)	(2,653)	51	1.87%	(3,625)	(3,568)	58
Interest Paid - Lease Liability		(314)	(225)	88	28.18%	(419)	(419)	0
Repayment of Lease Liabilities		(773)	(1,031)	(258)	(33.31%)	(1,031)	(1,031)	0
Net Cash Provided by/(Used in) Financing Activities		**(4,956)**	**(4,958)**	**(2)**	**(0.04%)**	**(8,755)**	**(8,580)**	**175**
Net increase / (decrease) in Cash and Cash Equivalents		**(9,297)**	**(12,897)**	**(3,600)**	**(38.72%)**	**(14,047)**	**(8,666)**	**5,381**
Cash and Cash Equivalents at the Beginning of the Financial Year		54,323	54,323	0	0.00%	54,323	54,323	0
Cash at the End of the Year		**45,026**	**41,426**	**(3,600)**	**(7.99%)**	**40,276**	**45,657**	**5,381**

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $500K and equal to or less than negative 10%.

Cash Flow Statement

for year to date ended 31 March 2026

Knox City Council

Notes:

1	**Permanent Variance:** - $0.507M favourable variance for the receipt of funds related to phase 2 of the Local Roads and Community Infrastructure (LRCI) program **Timing Variance:** - $1.900M favourable variance for the grant income received for the Tormore Reserve Facility Development - $0.367M unfavourable variance for the receipt of Roads to Recovery grants
2	**Permanent Variance:** - $4.733M favourable variance for contributions received relating to the Kingston Links land sale agreement **Timing Variance:** - $0.659M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality
3	**Permanent Variance:** - $0.766M favourable variance for interest received due to higher than budgeted cash and investment balances
4	**Permanent Variance:** - $0.770K favourable variance for bulk lighting replacement rebates - $0.197M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - $0.193M favourable variance for reimbursements - $0.122M favourable variance for insurance proceeds - $0.119M favourable variance for rental income - $0.118M favourable variance for a prior year WorkCover refund
5	**Timing Variance:** - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes $2.157M collected for the emergency services and volunteers fund levy; this amount is payable to the State Revenue Office by the 28th June 2026
6	**Timing Variance:** - $12.337M underspend for capital works expenditure against budget as detailed in the Statement of Capital Works - Partially offset by a $1.263M reduction in capital expenditure that is operational in nature due to the timing of capital activities
7	**Timing Variance:** - Payments for investments are term deposits taken out during the financial year and still held with an original maturity date of more than 90 days

Statement of Capital Works

for year to date ended 31 March 2026

Knox City Council

Description	Notes	Year-to-Date				Full Year				
		Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
		$000'S	$000'S	$000'S	%	$000'S	$000'S	$000'S	$000'S	$000'S
Expenditure - Capital Works Program										
Property										
Land		0	0	0	0.00%	0	0	0	0	0
Buildings	1	13,670	9,511	4,159	30.42%	16,571	17,522	16,401	1,121	170
Total Property		**13,670**	**9,511**	**4,159**	**30.42%**	**16,571**	**17,522**	**16,401**	**1,121**	**170**
Plant and Equipment										
Artworks		148	87	61	41.20%	205	205	205	0	0
Plant, Machinery and Equipment		1,921	2,212	(292)	(15.19%)	1,949	2,584	2,584	0	(635)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0	0	0
Computers and Telecommunications	2	3,968	2,628	1,340	33.77%	5,341	7,543	4,562	2,981	779
Total Plant and Equipment		**6,037**	**4,928**	**1,109**	**18.37%**	**7,495**	**10,332**	**7,351**	**2,981**	**144**
Infrastructure										
Roads (including Kerb and Channel)	3	7,303	4,743	2,560	35.05%	9,307	9,486	9,365	121	(58)
Drainage	4	3,498	1,827	1,671	47.78%	4,868	4,762	4,446	316	422
Bridges		656	576	80	12.21%	973	973	973	0	0
Footpaths and Cycleways	5	4,681	3,978	703	15.03%	5,736	6,046	5,991	55	(255)
Off Street Car Parks		904	572	332	36.75%	1,616	1,397	1,397	(0)	219
Recreation, Leisure, Parks and Playgrounds	6	7,059	5,788	1,270	18.00%	10,721	9,754	9,550	204	1,171
Other Infrastructure		657	205	452	68.81%	558	1,142	1,082	60	(524)
Total Infrastructure		**24,758**	**17,688**	**7,069**	**28.55%**	**33,779**	**33,560**	**32,804**	**756**	**975**
Total Expenditure - Capital Works Program		**44,464**	**32,127**	**12,337**	**27.75%**	**57,845**	**61,414**	**56,556**	**4,858**	**1,289**
Represented by:										
Extension / Expansion		30	66	(36)	(118.51%)	52	93	93	(0)	(41)
Legal Requirements		0	0	0	0.00%	0	0	0	0	0
New		1,424	775	650	45.62%	1,277	2,457	2,330	127	(1,053)
Renewal		26,528	19,650	6,878	25.93%	38,079	36,739	33,807	2,933	4,272
Upgrade		16,482	11,637	4,845	29.40%	18,437	22,125	20,326	1,799	(1,889)
Total Expenditure - Capital Works Program		**44,464**	**32,127**	**12,337**	**27.75%**	**57,845**	**61,414**	**56,556**	**4,858**	**1,289**
Funding Source for Capital Works Program										
External Funding										
Contributions - Monetary - Capital	7	38	2,818	2,781	7,346.42%	0	76	2,856	2,781	2,856
Grants - Capital	8	5,855	7,954	2,099	35.84%	10,382	10,202	10,202	0	(181)
User Fees - Capital		0	0	0	0.00%	0	0	0	0	0
Proceeds from Loan Borrowings		6,000	6,000	0	0.00%	6,000	6,000	6,000	0	0
Other Income - Capital		0	0	0	0.00%	0	0	0	0	0
Total External Funding		**11,893**	**16,772**	**4,879**	**41.03%**	**16,382**	**16,277**	**19,058**	**2,781**	**2,676**
Internal Funding										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		875	746	(129)	(14.77%)	11,256	11,256	6,781	(4,475)	(4,475)
Reserves	9	6,165	4,720	(1,445)	(23.44%)	13,820	8,661	12,920	4,259	(900)
Rate Funding	10	25,531	9,889	(15,642)	(61.27%)	16,387	25,220	17,797	(7,422)	1,410
Total Internal Funding		**32,571**	**15,355**	**(17,216)**	**(52.86%)**	**41,463**	**45,137**	**37,498**	**(7,638)**	**(3,965)**
Total Funding Source for Capital Works Program		**44,464**	**32,127**	**(12,337)**	**(27.75%)**	**57,845**	**61,414**	**56,556**	**(4,858)**	**(1,289)**
Less Operating Projects Expenditure										
Operating Projects Expenditure		4,476	3,213	1,263	28.22%	5,200	6,140	5,176	(964)	(24)
Net Capital Works (Capitalised Expenditure Excluding Operating Projects Expenditure)		**39,988**	**28,914**	**11,074**	**27.69%**	**52,645**	**55,274**	**51,380**	**(3,894)**	**(1,265)**
Summary										
2025-26 Capital Budget		31,139	23,407	7,732	24.83%	42,122	42,510	40,864	1,647	1,258
Carried Forward Capital Budget		13,325	8,720	4,605	34.56%	15,723	18,904	15,692	3,211	31
Total Expenditure - Capital Works Program		**44,464**	**32,127**	**12,337**	**27.75%**	**57,845**	**61,414**	**56,556**	**4,858**	**1,289**

Statement of Capital Works

for year to date ended 31 March 2026

Knox City Council

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- 0% or greater.
- Less than 0% and greater than negative 10%.
- Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $500K and equal to or less than negative 10%.

Notes:

1	**Timing Variance:** - Favourable variance relating to the timing of activities for the Park Ridge Reserve Pavilion Refurbishment ($1.418M); the Tormore Reserve Facility Development ($1.219M); the Building Renewal & Rehabilitation Program ($1.106M); the Community Toilet Replacement Program ($0.294M); other pavilion upgrades ($0.253M); the HV Jones Community Hall Accessible Toilet ($0.188M); Early Years Hubs Playspace Works ($0.187M); and the Carrington Park Pavilion Design ($0.128M) - Unfavourable variance relating to the timing of activities for the Wally Tew Reserve Pavilion Upgrade ($0.609M); and the Early Years Landscaping Upgrades ($0.121M)
2	**Timing Variance:** - Favourable variance of $1.340M for Computers and Telecommunications due to the timing of activities, including $0.372M for the Core Business System project; and $0.290M for the Intramaps Replacement program
3	**Timing Variance:** - Favourable variance due to the timing of activities for the Road Surface Renewal Program ($0.768M) - Favourable variance relating to timing of reconstruction activities for Templeton Road ($1.179M); the Blackwood Park Road Reconstruction ($0.276M); and the Eildon Parade LATM Treatment ($0.133M)
4	**Timing Variance:** - Favourable variance due to the timing of activities for the Drainage Pit & Pipe Renewal Program ($1.209M); the Liberty Avenue Reserve Wetland/Harvesting System ($0.401M); and the Water Sensitive Urban Design Renewal Program ($0.118M)
5	**Timing Variance:** - Favourable variance due to the timing of activities for the Macauley Place, Bayswater Shared Path ($0.383M); and the Shared Path Renewal program ($0.338M) - Unfavourable variance due to the timing of activities for the Pleasant Road Footpath ($0.101M)
6	**Timing Variance:** - Favourable variance due to the timing of activities for the Bayswater Oval Sportsfield Renewal ($0.570M); the Wantirna Reserve Masterplan ($0.206M); the Eildon Park Oval 1 Floodlighting Upgrade ($0.200M); the Rowville Recreation Reserve Oval 2 Floodlighting Upgrade ($0.200M); the Playground Renewal Program ($0.191M); and the Biodiversity Habitat Connectivity Paths ($0.108M) - Unfavourable variance due to the timing of activities for the Gilbert Park, Knoxfield Masterplan Implementation Stage 4 ($0.240M)
7	**Permanent Variance:** - $2.781M favourable variance for capital contributions received relating to the Kingston Links land sale agreement
8	**Permanent Variance:** - $0.507M favourable variance for the receipt of funds related to phase 2 of the Local Roads and Community Infrastructure (LRCI) program **Timing Variance:** - $1.900M favourable variance for the recognition of grant income received due to the timing of works for the Tormore Reserve Facility Development - $0.367M unfavourable variance for the receipt of Roads to Recovery grants
9	**Permanent Variance:** - Favourable variance relating to the timing of activities for the Senior Exercise Parks ($0.226M) **Timing Variance:** - Unfavourable variance due to the timing of activities for the Bayswater Oval Sportsfield Renewal ($0.570M); the Liberty Avenue Reserve Wetland/Harvesting System ($0.401M); other pavilion upgrades ($0.253M); the Eildon Park Oval 1 Floodlighting Upgrade ($0.200M); the Rowville Recreation Reserve Oval 2 Floodlighting Upgrade ($0.200M); and the Playground Renewal Program ($0.191M)
10	**Timing Variance:** - Council generates cash from its operating activities which is used as a funding source for the capital works program - it is forecast that $17.797M will be required from operations to fund the 2025-26 capital works program (inclusive of projects carried forward from 2024-25)

Detailed Capital Works Program Expenditure

for year to date ended 31 March 2026

Knox City Council

Capital Works Program Expenditure	Year-to-Date Amended Budget	Actual	Variance Fav/(Unfav)		Full Year Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Land and Buildings									
Fairpark Reserve - Pavilion Upgrade	0	63	(63)	(100.0%)	0	63	63	0	(63)
Wantirna Hub Long Day Care Expansion	30	3	27	90.2%	30	30	30	0	0
Replacements of components for all Council owned buildings based on Building Asset Management Systems	3,509	2,402	1,106	31.5%	5,515	3,955	3,955	0	1,560
Wally Tew Reserve - Pavilion Upgrade	*1,863*	*2,472*	*(609)*	*(32.7%)*	*1,863*	*2,561*	*2,561*	*0*	*(699)*
Carrington Park - Pavilion Upgrade	*317*	*189*	*128*	*40.5%*	*1,000*	*1,180*	*600*	*580*	*400*
Park Ridge Reserve - Pavilion Refurbishment	*1,770*	*352*	*1,418*	*80.1%*	*1,268*	*1,700*	*1,700*	*0*	*(432)*
Cultural Venue Accessibility Upgrade	0	54	(54)	(100.0%)	80	80	80	0	0
HV Jones Community Hall - Bathroom Upgrade and New Accessible Toilet	220	32	188	85.4%	220	220	220	0	0
Marie Wallace Community Pavilion Upgrade	0	5	(5)	(100.0%)	0	0	0	0	0
Energy Retrofits in Community Buildings	35	65	(30)	(85.1%)	60	65	65	0	(5)
Asbestos Removal Program	195	128	67	34.6%	250	250	250	0	0
Ambleside Park	0	6	(6)	(100.0%)	0	8	8	0	(8)
Carrington Park Public Toilet	*340*	*46*	*294*	*86.3%*	*430*	*580*	*339*	*240*	*91*
Early Years Landscaping Upgrades	0	121	(121)	(100.0%)	0	121	121	0	(121)
Tormore Reserve - Facility Redevelopment	*4,504*	*3,285*	*1,219*	*27.1%*	*4,861*	*5,322*	*5,322*	*0*	*(461)*
Indoor Leisure Sites Security Upgrades	60	6	54	90.2%	60	60	60	0	0
Early Years Hubs - Playspace works	*240*	*53*	*187*	*77.9%*	*0*	*300*	*0*	*300*	*0*
Knox Regional Netball Centre - Line Marking	34	39	(6)	(17.6%)	60	60	60	0	0
Boronia Radio Control Club - New Accessibility Ramp	30	0	30	100.0%	30	30	30	0	0
Design of Future Projects at Scoresby Recreation Reserve	10	1	9	90.2%	10	10	10	0	0
Scope and Concept Design of Future Pavilion Development	40	14	26	65.9%	70	70	70	0	0
Knox Regional Netball Centre - Air Handling (Design)	10	7	3	30.2%	10	10	10	0	0
Early Years Hubs - Toilet Cubicle Doors	15	1	14	90.2%	15	15	15	0	0
Solar panels in Community Facilities	40	14	26	65.5%	100	100	100	0	0
Update to Family and Children Service Facilities	*27*	*26*	*1*	*3.2%*	*0*	*27*	*27*	*0*	*(27)*
Update to Community Wellbeing Facilities Signage	*66*	*66*	*(0)*	*(0.2%)*	*0*	*66*	*66*	*0*	*(66)*
Rosa Benedikt Community Centre - Backyard Revitalisation	0	0	0	0.0%	10	10	10	0	0
Pavilion Upgrade (Design)	315	62	253	80.4%	630	630	630	0	0
Total Buildings	**13,670**	**9,511**	**4,159**	**30.4%**	**16,571**	**17,522**	**16,402**	**1,121**	**169**
Total Property	**13,670**	**9,511**	**4,159**	**30.4%**	**16,571**	**17,522**	**16,402**	**1,121**	**169**
Plant and Equipment									
Artworks									
Public Art Project	45	30	15	33.6%	50	50	50	0	0
Lupton Way Future Public Art Lighting	9	2	7	75.2%	15	15	15	0	0
Community Led Public Art Projects	30	19	11	37.7%	55	55	55	0	0
Open Space Asset Artwork Renewal	64	36	28	43.5%	85	85	85	0	0
Total Artworks	**148**	**87**	**61**	**41.2%**	**205**	**205**	**205**	**0**	**0**
Plant, Machinery and Equipment									
Plant and machinery replacement program	*1,921*	*2,212*	*(292)*	*(15.2%)*	*1,949*	*2,584*	*2,584*	*0*	*(635)*
Total Plant, Machinery and Equipment	**1,921**	**2,212**	**(292)**	**(15.2%)**	**1,949**	**2,584**	**2,584**	**0**	**(635)**
Computers and Telecommunications									
Expansion Projects	*0*	*0*	*0*	*0.0%*	*22*	*0*	*0*	*0*	*22*
New Projects	*215*	*248*	*(33)*	*(15.2%)*	*250*	*348*	*337*	*11*	*(87)*
Renewal Projects	*1,882*	*1,026*	*856*	*45.5%*	*3,102*	*5,113*	*2,328*	*2,785*	*775*
Upgrade Projects	*1,871*	*1,354*	*517*	*27.6%*	*1,967*	*2,082*	*1,897*	*185*	*69*
Total Computers and Telecommunications	**3,968**	**2,628**	**1,340**	**33.8%**	**5,341**	**7,543**	**4,562**	**2,981**	**779**
Total Plant and Equipment	**6,037**	**4,928**	**1,109**	**18.4%**	**7,495**	**10,332**	**7,351**	**2,981**	**144**
Infrastructure									
Roads (including Kerb and Channel)									

Detailed Capital Works Program Expenditure

for year to date ended 31 March 2026

Knox City Council

Capital Works Program Expenditure	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Adopted Budget	Full Year Amended Budget	Full Year Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Road Surface Renewal Program across multiple locations within Knox	4,080	3,312	768	18.8%	4,966	4,966	4,966	0	0
Industrial Road Renewal Program across multiple locations within Knox	188	190	(2)	(1.2%)	195	195	195	0	0
High Risk Road Failure Program	226	226	(0)	(0.0%)	341	341	341	0	0
Programmed Works From June Audits	60	20	40	67.1%	144	134	134	0	10
Cathies Lane, Wantirna South (Design)	40	14	26	64.7%	40	40	14	26	26
Lewis Road, Wantirna South (Design)	20	24	(4)	(17.7%)	100	100	24	76	76
Chandler Road, Boronia	*611*	*530*	*80*	*13.2%*	*440*	*611*	*611*	*0*	*(171)*
Templeton Rd, Wantirna	1,400	221	1,179	84.2%	1,540	1,540	1,540	0	0
Blackwood Park Road, Ferntree Gully	400	124	276	68.9%	1,250	1,250	1,250	0	0
Wallace Avenue, Bayswater (Design)	30	17	13	44.5%	30	30	30	0	0
Shannon Avenue, Ferntree Gully (Design)	35	16	19	54.0%	35	35	16	19	19
Janine Street, Scoresby (Scoping)	0	3	(3)	(100.0%)	2	3	3	0	(1)
Keith Campbell Court, Scoresby (Scoping)	0	3	(3)	(100.0%)	2	3	3	0	(1)
Thaxted Parade, Wantirna (Scoping)	0	9	(9)	(100.0%)	2	9	9	0	(7)
Wyandra Way, Rowville - Local Area Traffic Management	*8*	*6*	*2*	*29.5%*	*0*	*8*	*8*	*0*	*(8)*
Eildon Parade, Rowville - Local Area Traffic Management	154	20	133	86.7%	154	154	154	0	0
Murrindal Drive, Rowville - Local Area Traffic Management (Design)	0	1	(1)	(100.0%)	15	15	15	0	0
Barmah Drive East - On-Road Bicycle Lane	41	4	37	90.2%	41	41	41	0	0
Fonteyn Drive - Pedestrian Refuge (Design)	10	1	9	90.2%	10	10	10	0	0
Total Roads (including Kerb and Channel)	**7,303**	**4,743**	**2,560**	**35.1%**	**9,307**	**9,486**	**9,364**	**121**	**(57)**
Drainage									
Liberty Avenue Reserve - Wetland/Harvesting System	*443*	*42*	*401*	*90.5%*	*50*	*443*	*443*	*0*	*(393)*
Peregrine Reserve - Wetland (Design)	20	3	17	82.9%	35	35	35	0	0
Egan Lee Reserve - Wetland (Treatment)	0	7	(7)	(100.0%)	0	0	0	0	0
Gilbert Reserve - Wetland (Scoping)	0	6	(6)	(100.0%)	0	0	0	0	0
Drainage Renewal Program across multiple locations within Knox	2,689	1,479	1,209	45.0%	4,092	3,398	3,398	0	694
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	170	52	118	69.6%	200	200	200	0	0
Forest Road to Koolunga Reserve, Ferntree Gully	*21*	*20*	*1*	*3.9%*	*206*	*349*	*33*	*316*	*173*
Stormwater Catchment Master Planning	15	21	(6)	(38.6%)	50	50	50	0	0
Kevin Avenue Ferntree Gully - Flood Investigation (Scoping)	1	3	(2)	(187.0%)	35	35	35	0	0
Flood Mitigation Reactive Upgrade Works	88	143	(55)	(63.1%)	200	200	200	0	0
193 Forest Rd, Boronia - Flood Mitigation Works	*52*	*50*	*1*	*2.8%*	*0*	*52*	*52*	*0*	*(52)*
Total Drainage	**3,498**	**1,827**	**1,671**	**47.8%**	**4,868**	**4,762**	**4,445**	**316**	**422**
Bridges									
Bridge Renewal Program across multiple locations	656	576	80	12.2%	973	973	973	0	0
Total Bridges	**656**	**576**	**80**	**12.2%**	**973**	**973**	**973**	**0**	**0**
Footpaths and Cycleways									
Underwood Road/Gerald Street Reserve - Foothpath	43	22	21	49.8%	43	43	43	0	0
Pleasant Road, Clematis Avenue to The Glen Parade - Footpath	0	101	(101)	(100.0%)	185	185	185	0	0
Veronica Street, Ferntree Gully - Footpath Design, South side between Underwood Rd and 20 Veronica St	0	1	(1)	(100.0%)	15	15	15	0	0
Mountain Highway, The Basin - Footpath, between Wicks Rd and Claremont Ave	*80*	*1*	*79*	*98.6%*	*0*	*250*	*210*	*40*	*(210)*
Mountain Highway, Wantirna, South side, Grammar Parade to Melbourne School of Theology - Footpath Scoping	10	8	2	16.9%	10	10	10	0	0
Llewellyn Park Drive, East side, Somes Street to George Street - Footpath	118	102	16	13.6%	118	118	118	0	0
Park Ridge Reserve - Footpath	0	12	(12)	(100.0%)	118	118	118	0	0
Fitzgerald Street - Foothpath Design	20	18	2	11.8%	35	35	35	0	0
Liverpool Road (Roundabout to Retarding Basin - Sharedpath	0	25	(25)	(100.0%)	204	204	204	0	0

Detailed Capital Works Program Expenditure

for year to date ended 31 March 2026

Knox City Council

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Green Spine Corridor - Shared Path, Chandler Road, Boronia	*485*	*407*	*78*	*16.2%*	*200*	*485*	*485*	*0*	*(285)*
Railway Trail (Upper Ferntree Gully CFA to Dandenong Tourist Road Intersection) - Sharedpath Design	3	3	(0)	(14.3%)	35	35	20	15	15
Railway Trail (Underwood Road to Alpine Road) - Sharedpath Scoping	2	1	1	34.7%	10	10	10	0	0
Shared Path Renewal Program across multiple locations within Knox	651	313	338	51.9%	779	779	779	0	0
Footpaths Renewal Program across multiple locations within Knox	2,788	2,865	(78)	(2.8%)	3,730	3,264	3,264	0	466
Macauley Place, Bayswater - Shared Path	*481*	*99*	*383*	*79.5%*	*256*	*481*	*481*	*0*	*(225)*
Scoresby Village Pedestrian & Cyclist Path	0	0	0	0.0%	0	15	15	0	(15)
Total Footpaths and Cycleways	**4,681**	**3,978**	**703**	**15.0%**	**5,736**	**6,046**	**5,991**	**55**	**(255)**
Off Street Car Parks									
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	684	495	189	27.7%	984	765	765	0	219
Wantirna Reserve - Carpark Upgrade Stage 1	0	37	(37)	(100.0%)	381	381	381	0	0
Knox City Tennis Club - Carpark Upgrade	215	25	190	88.2%	215	215	215	0	0
Mens Shed/Rowville Recreation Reserve - Carpark Upgrade (Design)	5	14	(9)	(186.3%)	35	35	35	0	0
Total Off Street Car Parks	**904**	**572**	**332**	**36.8%**	**1,616**	**1,397**	**1,397**	**0**	**219**
Recreation, Leisure, Parks and Playgrounds									
Park Signage Renewal	18	19	(1)	(8.1%)	20	20	20	0	0
Park Furniture Renewal	70	60	10	14.5%	95	95	95	0	0
Roadside Plantings Renewal	81	57	24	29.6%	85	85	85	0	0
Parkland Asset Renewal	70	53	17	24.8%	100	100	100	0	0
Significant Passive Open Space Sites Renewal	160	110	50	31.1%	180	180	180	0	0
Reserve Paths Renewal	88	23	65	74.1%	95	95	95	0	0
Cricket Run Up and Goal Square Renewal Works	100	104	(4)	(4.0%)	100	100	100	0	0
Irrigation Infrastructure Renewal	78	64	14	17.6%	80	80	80	0	0
Oversowing of Sportsfields	85	71	14	16.5%	90	90	90	0	0
Knox Regional Netball Centre - Court renewal	80	8	72	90.2%	80	80	80	0	0
Public Tennis / Netball / Basketball Court Renewal	135	160	(25)	(18.5%)	150	160	160	0	(10)
Sporting Oval Fencing Renewal	51	83	(32)	(63.2%)	75	75	75	0	0
Bayswater Oval - Sportsfield Renewal	2,230	1,660	570	25.6%	3,278	3,147	3,147	0	131
Sportsfield Infrastructure Replacement Program	51	67	(17)	(32.6%)	75	75	75	0	0
Knox Gardens Reserve - Cricket Net Renewal	350	395	(45)	(12.7%)	484	484	484	0	0
Lakesfield Reserve - Cricket Net Renewal (Design)	0	2	(2)	(100.0%)	20	20	20	0	0
Carrington Park, Knoxfield - Sportsfield Renewal	18	46	(28)	(157.3%)	55	55	55	0	0
Playground Renewal Program	655	464	191	29.2%	2,413	1,317	1,317	0	1,096
Knox City Tennis Courts - Lighting Upgrade	0	1	(1)	(100.0%)	0	1	1	0	(1)
Rowville Recreation Reserve - Oval 1 Floodlighting Upgrade	225	25	200	89.1%	250	250	250	0	0
Dirt Jump Facility	*10*	*0*	*10*	*100.0%*	*0*	*42*	*0*	*42*	*0*
The Basin Triangle - Landscape Plan	38	34	3	8.3%	150	150	150	0	0
Carrington Park Access Improvements	0	41	(41)	(100.0%)	150	150	150	0	0
Kings Park Reserve - Masterplan Implementation	56	131	(75)	(134.1%)	140	167	140	27	0
Eildon Park - Oval 1 Floodlighting Upgrade	225	25	200	89.0%	250	250	115	135	135
Gilbert Park, Knoxfield - Masterplan Implementation	*527*	*766*	*(240)*	*(45.5%)*	*843*	*850*	*850*	*0*	*(8)*
Wantirna Reserve - Masterplan Implementation	*1,185*	*979*	*206*	*17.4%*	*1,125*	*1,046*	*1,046*	*0*	*79*
Habitat Connectivity Paths at Lewis Park	222	114	108	48.6%	339	339	339	0	0
Seniors Exercise Parks	*252*	*226*	*26*	*10.2%*	*0*	*252*	*252*	*0*	*(252)*
Total Recreation, Leisure, Parks and Playgrounds	**7,059**	**5,788**	**1,270**	**18.0%**	**10,721**	**9,754**	**9,550**	**204**	**1,171**
Other Infrastructure									
Boronia Basketball Stadium Demolition Design	*55*	*0*	*55*	*100.0%*	*0*	*100*	*100*	*0*	*(100)*
Knox Leisureworks - Strategic Review	*278*	*114*	*163*	*58.9%*	*0*	*315*	*255*	*60*	*(255)*
Immerse Biennieal Winter Arts Program	20	6	14	70.7%	40	40	40	0	0
Albert Avenue - Speed limit LED Flashlights Design	10	3	7	71.2%	10	10	10	0	0
Stud Road - Onroad Bicycle Facilities	*24*	*0*	*24*	*100.0%*	*0*	*24*	*24*	*0*	*(24)*

Detailed Capital Works Program Expenditure

for year to date ended 31 March 2026

Knox City Council

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Street furniture renewal program	106	38	68	64.5%	109	109	109	0	0
Bayswater Placemaking Strategy	0	0	0	0.0%	30	30	30	0	0
Laneway Activation Test Site	0	0	0	0.0%	5	5	5	0	0
Major Roads Streetlight Replacement	120	18	102	84.7%	300	295	295	0	5
Parking Management Plan Implementation	20	4	16	80.4%	40	40	40	0	0
Knox Park Directional Signage (Design)	24	2	22	90.2%	24	24	24	0	0
Bayswater Bowls Club - Lighting Upgrade	0	20	(20)	(100.0%)	0	150	150	0	(150)
Total Other Infrastructure	**657**	**205**	**452**	**68.8%**	**558**	**1,142**	**1,082**	**60**	**(524)**
Total Infrastructure	**24,758**	**17,688**	**7,069**	**28.6%**	**33,779**	**33,560**	**32,803**	**756**	**976**
Total Expenditure - Capital Works Program	**44,464**	**32,127**	**12,337**	**27.8%**	**57,845**	**61,414**	**56,556**	**4,858**	**1,289**

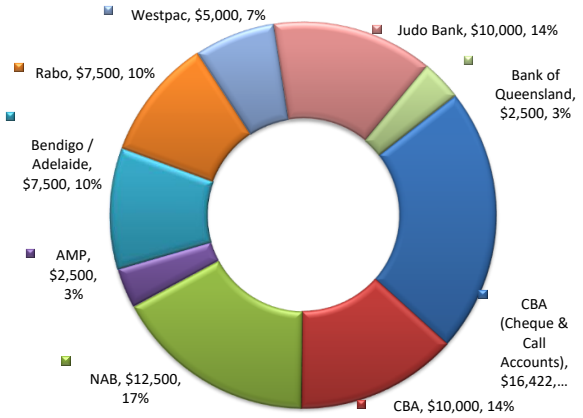
Items in Italics contain carry forward funds from 2024-25 into 2025-26. A total of $18.904M has been carried forward from 2024-25 into 2025-26.

Investment Analysis

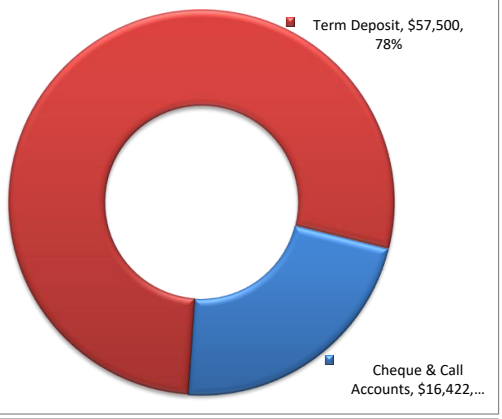
as at 31 March 2026

A total amount of $73.92 million in funds were invested with various financial institutions as at 31 March 2026

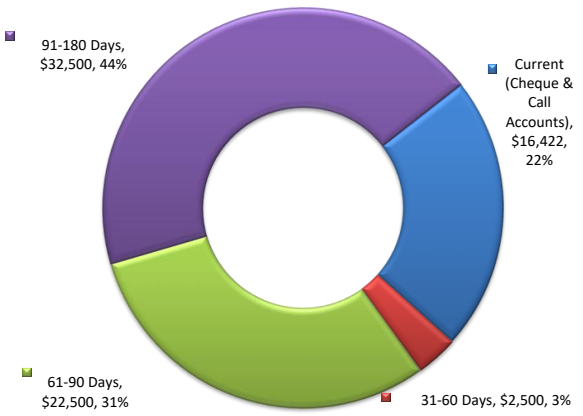
Investment Institutions ($'000)



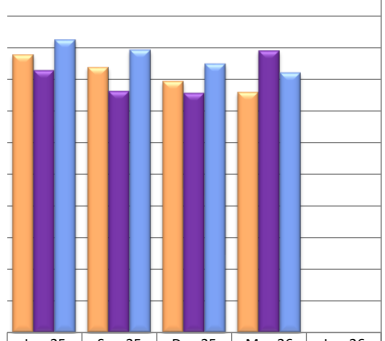
Investment Products ($'000)



Investment Term ($'000)



Investment Benchmark Indicator



	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26
Bloomberg AusBond Index	4.39%	4.19%	3.97%	3.80%	
YTD Actual Return	4.14%	3.81%	3.78%	4.45%	
Rolling Average Rate (12 mths)	4.62%	4.46%	4.24%	4.10%	

Investment Income ($'000)



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
YTD Adopted Budget	$83	$147	$210	$281	$342	$402	$445	$526	$646	$739	$843	$950
YTD Actual	$145	$246	$351	$484	$602	$727	$843	$1,047	$1,412			

Councillor Expenses

for the quarter ended 31 March 2026

Knox City Council

Councillor expenses

Councillors are entitled to have paid, or be reimbursed for, any necessary out-of-pocket expenses incurred while performing their duties. Council is also required to make available a 'minimum toolkit' of resources for councillors, including computers, phones and a vehicle for the Mayor.

Quarterly Expenses: March 2026

Ward	Performance of the Role	Professional Development	Travel	Total
Baird *	$80.26	$0.00	$0.00	**$80.26**
Chandler	$414.78	$14,965.91	$4,126.26	**$19,506.95**
Collier	$124.78	$4,034.09	$0.00	**$4,158.87**
Dinsdale	$141.34	$0.00	$0.00	**$141.34**
Dobson	$157.90	$0.00	$0.00	**$157.90**
Friberg	$124.78	$0.00	$0.00	**$124.78**
Scott	$124.78	$0.00	$0.00	**$124.78**
Taylor	$809.18	$0.00	$0.00	**$809.18**
Tirhatuan	$124.78	$0.00	$0.00	**$124.78**
Total	**$2,102.58**	**$19,000.00**	**$4,126.26**	**$25,228.84**

* Mobile phone charges of $41.59 were incurred by Council but not attributed to Cr Lockwood as he was on suspension from 11 March 2026 - 10 April 2026.

Vehicle Expenses

Cr Paige Kennett (Chandler Ward) Mayor: 1 January 2026 – 31 March 2026	Monthly Vehicle Expenses: 1 January 2026 – 31 March 2026	**Total $4,126. 26**

Councillor travel expenses include expenses for a fully maintained vehicle provided for the Mayor.

Knox City Council Project Status Report

6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1	**Bridges Renewal Program**	**$973,250**
All Wards	Several packages have been completed including Package 3: C37 Acacia Road and C38 Clow Avenue Barrier Renewals. The bridge maintenance package is currently underway and is on track to be completed by the end of April. Bridge barrier works have commenced and will be completed by start of April. The bridge renewal program remains on track to be completed by the end of the financial year.	
4	**High Risk Road Failures**	**$340,875**
All Wards	Various reactive projects related to road failures have recently been completed including a major failure near 33 Inverness Ave The Basin and a sink hole in Miller Road near Mountain Hwy. Additional high risk works including minor patching at Scenic Court and Sabre Court, have been completed. Remainder of program on track to be utilised for various reactive patching. This program is on track for delivery by end of FY.	
7	**Road Surface Renewal Program**	**$4,965,773**
All Wards	Asphalt resurfacing works underway with expected completion by early May 2026. Road resurfacing works are taking place within various locations around Boronia and Ferntree Gully. CCTV and concrete works are being undertaken this year, in readiness for 2026/27, are underway. Program is on track for delivery by end of FY.	
8	**Drainage Pit and Pipe Renewal Program**	**$3,397,750**
All Wards	Delivery of the program is continuing with two patching and relining packages underway. CCTV in preparation for the 26/27 road resurfacing program is completed. The 25/26 program remains on track for completion by the end of the FY.	
9	**Footpath Renewal Program**	**$3,263,612**
All Wards	80% of the 2025/26 program has been completed. With 98% of the program completed or committed to contractors or Council's construction team. The program is tracking satisfactorily.	
10	**Bicycle and Shared Path Renewal Program**	**$778,650**
All Wards	Asphalt shared path program on schedule. Awaiting Memorandum Of Authorisation (MOA) from VicRoads to resurface shared path on Scoresby Rd between Cambden Park Parade and Sandgate Boulevard FTG.	

Knox City Council Project Status Report

6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
16	**Building Renewal Program**	**$3,954,957**
All Wards	The renewal program for FY25/26 has been determined by asset data verified against the BAMP, ongoing consultation with internal and external stakeholders, Buildings Renewal Officer, Project Officers and Facilities Officers. Consultation with stakeholders and officers will be ongoing throughout the year to determine the best times to deliver works to avoid facility closures during peak times and if this can't be avoided, determine what will be acceptable work around or temporary relocation. Reactive renewal of assets will be ongoing throughout the year as items are identified either through stakeholder feedback, routine and reactive maintenance. Control of these works and the need to proceed at the present time will be considered and reviewed against the current program and the future Renewal and Capital works program. Many Renewal Projects have reached completion including Wally Tew Reserve Pavilion renewal commitments to the pavilion upgrade, battery replacement at five facilities, replacement of the gazebo at Wally Tew Reserve, works at and Stud Park pavilion, Knox Leisure Works Pool Blankets, kitchen at Boronia Progress hall, change room amenities at Walker reserve and numerous smaller works. Bayswater Senior citizens roof replacement has commenced after receiving the building permit. Wattle Seniors wall cladding and structural works will commence in April, the building permit has been received. Both projects will compete before the end of the financial year.	
17	**Playground Renewal Program**	**$1,317,000**
All Wards	Construction completed at Kaisman Reserve, Oaktree Reserve, Bursaria Reserve, Cornelius Reserve and Lindsay Court Reserve. Tree planting at these reserves to be delayed to April - June 2026 subject to planting. Marie Wallace consultant engaged to assist in developing documentation of the concept design. Finley Court playground equipment and Georgian Gardens play equipment ordered and awaiting supply and installation. Nathan Reserve documentation phase commenced. Riddell Reserve consulted with Student Representative Body at Holy Trinity Primary School. Public Consultation to be deferred. Playground renewal at Bunnett, Bluett and Suffern awarded with construction underway, works are scheduled for completion in May 2026.	
24	**Carpark Renewal**	**$765,000**
All Wards	Carpark renewal at Seebeck Reserve, Stud Road Shops and Rowville Tennis Club have been completed. Asphalt renewal of Bena Angliss Kindergarten on track to commence. Knoxfield Shopping Centre carpark works are on track to be completed in April. Program is on track to be completed by the end of the FY.	
25	**Plant & Machinery Renewal Program**	**$2,583,650**
All Wards	Fleet Renewal Program progressing well. To date 93% of the budget allocation has been spent (86% spent and 7% committed).	
104	**Roadside Furniture Renewal Program**	**$108,728**
All Wards	One section of the renewal of Schultz Reserve Retaining Wall has been completed with an additional two sections remaining. The 2025/26 program remains on track for delivery by the end of financial year.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
147	**Energy Retrofits for Community Buildings**	**$64,772**
All Wards	All projects completed for 25/26.	
345	**Building Compliance**	**$250,000**
All Wards	Council have 4 asbestos Priorities this financial year based on the Asbestos condition Audits completed last year. Asbestos being removed from Bayswater Senior Citizens this week as part of roof renewal Additional asbestos auditing to take place at facilites expecting renewal and or upgrade in the next few years. New ESM contractor onboard who has identified several gaps to be addressed once report is complete Non compliant sanitary plumbing has been identified at Gilbert Park and has been repaired Food Act compliance and new Kitchen Renewal at Boronia Progress Hall includes the installation of new Grease trap. Cleaners sink has been installed at the Rowville Recreation Reserve Pavilion. Building Code of Australia (BCA) items will be identified throughout the year during delivery of the renewal program.	
347	**Miscellaneous Industrial Roads - Pavement Rehabilitation**	**$195,438**
All Wards	Bridgewood Court and Brand Road resurfacing works have been completed. This has utilised majority of the Industrial Roads budget.	
409	**Parks Furniture Renewal**	**$95,000**
All Wards	Scoping further works for 25/26 financial year	
410	**Parks Signage Renewal**	**$20,000**
All Wards	Signage renewals completed at Aurthur Kleinert and R.D. Egan Lee reserves	
412	**Water Sensitive Urban Design Renewal**	**$200,000**
All Wards	-Algae management for Harcrest Estate pond & Grammar Pde wetlands on-going. -Detailed design plans for the remediation of the Stamford Homestead swale and sediment pond complete. -Monterey Estate WSUD survey complete. -Weed treatment within the floodway adjacent to Liberty Reserve (Rowville) complete, order placed for indigenous species replacements.	
441	**Significant Municipal Site Renewal**	**$180,000**
All Wards	Garden bed renewal works completed at Tim Neville Arboretum. Further Scoping of prioritise works at significant site underway.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
443	**Reserves Paths Renewal**	**$95,000**
All Wards	Site survey completed, awaiting design completion for Stud Park path renewal	
536	**Parkland Asset Renewal**	**$100,000**
All Wards	Garden bed renewal Basin Olinda Road Completed	
537	**Roadside Plantings Renewal**	**$85,000**
All Wards	Garden bed renewal works at Fonteyn Rd completed	
566	**Artwork Renewal**	**$85,000**
All Wards	The contractor is progressing renewal works at key locations across Knox, with completion scheduled for the end of April.	
675	**Public Art Project**	**$50,000**
All Wards	Aunty Dot Public Art is in progress with installation and ground works in progress. Scoping mural for rear of Boronia Library.	
708	**Cricket Run Up and Goal Square Renewal Works**	**$100,000**
All Wards	works completed and invoiced	
834	**Oversowing of Sports Fields**	**$90,000**
All Wards	completed, waiting on two invoices to be sent and paid	
869	**Gilbert Park, Knoxfield - Masterplan Implementation Stage 4**	**$850,000**
Friberg	The skate park extension is now complete and open to the public. Thirteen-week maintenance period has now commenced.	
941	**Knox Regional Netball Centre - Court Renewals**	**$80,000**
Dobson	Netball court condition assessed with works deferred to a future year based on the current condition.	
951	**Community Toilet Replacement Program**	**$579,541**
All Wards	1. Upper Ferntree Gully public toilet, as the toilet is within the MTM licenced area the plans are currently with MTM for approval, MTM have advised this process may to 3-5 months. 2. Fabrication of modular toilet for Carrington Park Reserve is in process as per program.	
1003	**Wantirna Reserve, Wantirna - Masterplan**	**$1,045,566**
Collier	Construction of dog park, playground and drainage swale is now complete and officially open to the public. The project is now in maintenance and defect period.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1123	**Public Tennis / Netball / Basketball Court Renewals**	**$160,010**
All Wards	All projects completed.	
1124	**Sportsfield Fencing Renewals**	**$75,000**
All Wards	All works are completed.	
1176	**Solar in Community Facilities**	**$100,000**
All Wards	Design for Civic Centre Solar (Stage 2) underway.	
1180	**Forest Road to Koolunga Reserve, FTG - Gross Pollutant Trap Construction**	**$348,776**
Chandler	Project handed over to Construction Group, currently out to tender via Council's Civil Construction Panel.	
1183	**Peregrine Reserve - New Wetland**	**$35,000**
Taylor	Development of detailed design plans in progress. 3D visualation of proposed design delayed in-line with proposed changes to the overall project schedule.	
1261	**Wantirna Reserve - Car Park Upgrade**	**$381,300**
Collier	The project has been packaged with carpark works proposed for Project No. 4000A-1647, Knox Tennis Club. Construction underway and is approximately 35% complete. Anticipated to be completed by May 2026.	
1267	**Early Years Facilities - Landscaping Upgrades**	**$120,989**
All Wards	All works are completed	
1300	**Parking Management Plan Implementation**	**$40,000**
All Wards	The Parking Management Plan for The Basin was adopted by Council at its meeting on 27 January 2026. Engaging with stakeholders about parking in Church Street, The Basin in March 2026. Feedback from 'Have Your Say' consultation for Mountain Gate and Rowville Parking Studies to be reviewed.	
1308	**Kevin Ave, Ferntree Gully Flood Investigation**	**$35,000**
Dobson	Survey, service proving and geotechnical assessment of the area of interest is complete. Awaiting delivery of final reports and data from relevant consultants.	
1310	**Flood Mitigation Reactive Complaints Upgrade Works**	**$200,000**
All Wards	- Orchard Road, Bayswater: works complete. - Halsey Street, FTG: design complete, with Construction Group. - Llewellyn Reserve: initial flood modelling complete, Stage 1 works currently in detailed design, Stage 2 works at concept.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1311	**Major Roads LED Streetlight Replacement**	**$295,228**
All Wards	All replacement of lights completed. The remaining lights are on Cost-Shared roads with VicRoads and will be replaced through a program led by Ausnet and United Energy. An options paper being prepared to inform next steps for the program.	
1315	**Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)**	**$62,613**
Baird	All works are completed.	
1365	**Programmed Road Renewal Works from June annual Audits**	**$133,951**
All Wards	Approximately 15% of this funding allocation has been spent on unforeseen works required to address site-specific conditions or emergent issues during the delivery of road renewal projects.	
1406	**Cultural Venues Accessibility Upgrades**	**$80,000**
Chandler	Tree removal and replanting works have completed. Other remaining works scheduled to be completed in May.	
1412	**Macauley Place, Bayswater - Shared Safety Zone**	**$481,425**
Dinsdale	Consultation with owners and businesses complete with a supportive outcome and Design completed. Successful contractor appointed and construction works well underway with profiling and asphalting completed. It is anticipated to complete works by Late May 2026.	
1413	**Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation**	**$167,000**
Dobson	Staging 2 is currently undergoing tendering, while Staging 3 is progressing through consultant engagement to prepare the construction package.	
1426	**The Basin Triangle Reserve Improvements**	**$150,000**
Chandler	Undertaking sound and structural engineering assessments on the soundshell. Consultation with key stakeholders completed.	
1483	**Update FCS signage from Preschool to Kindergarten**	**$26,957**
All Wards	Signage has been installed at the remaining sites for this tranche of works.	
1514	**Carrington Park - New Outdoor Exercise Equipment and Basketball Facility**	**$150,000**
Friberg	Tender has now been awarded with an anticipated commencement date of mid-April 2026 and completion date of approximately mid-May 2026.	
1528	**Chandler Road - Road Reconstruction**	**$610,718**
Chandler	Works complete	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1534	**Bayswater Oval - Sportsfield Renewal - Construction**	**$3,146,501**
Dinsdale	Construction is progressing well since the stabilization. The turf is expected to be installed at the start of May. Potential handover to the club in January 2027, depending on the weather in this coming spring and summer.	
1543	**Sportsfield Infrastructure program replacement**	**$75,000**
All Wards	All works are now completed.	
1544	**Irrigation Infrastructure Program Replacement**	**$80,000**
All Wards	On schedule to spend all funds by June 30	
1550	**Park Ridge Reserve Existing Pavilion Refurbishment**	**$1,699,684**
Taylor	Pavilion refurbishment - structural works underway as key trades continue to make progress.	
1555	**Community Facilities Signage - Upgrades**	**$66,304**
All Wards	Installation and final inspection complete	
1560	**Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design**	**$203,500**
Chandler	Liaising with the Salvation Army, the owners of the land along Liverpool Road, to licence some of its land for the shared path. Verbal agreement has been reached. Draft licence agreement reviewed by Council's lawyers and requested some minor adjustments. A Planning Permit has been issued for the removal of 4 small trees within the Salvation Army land. Investigating removal/retention of trees in the road reserve. Project procurement is underway. Works will commence at the northern end while the lease is finalised.	
1563	**Stud Road Onroad Bicycle Facilities**	**$23,520**
Tirhatuan	Detail design complete following consultation with Department of Transport and Planning (DTP) and community. Design has been referred to DTP for approval.	
1567	**193 Forest Rd, Boronia Stormwater Upgrades**	**$51,893**
Chandler	Project completed.	
1573	**Lupton Way Future Public Art Lighting**	**$15,000**
Baird	Procurement has progressed with 4 respondents selected for Stage 2 of the process. Successful respondent will be selected as planned by June 30.	
1576	**Ambleside Homestead Upgrade Review**	**$8,030**
Dobson	Works complete	

Knox City Council Project Status Report

6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1577	**Tormore Reserve Pavilion - Facility Redevelopment**	**$5,321,987**
Baird	GROUND FLOOR: Services rough in 100%, Wall Framing to Ground Floor 95%, Plaster to Ground Floor 80%, Door Frames 98%. FIRST FLOOR: Plaster 98%, Tiling 75%, Coolroom 98%, Kitchen and Bar fit out 40%. Continuation of fit out planned ahead as well as plant and equipment installation commence.	
1578	**Templeton Road - Road Reconstruction**	**$1,540,000**
Collier	New stages of Templeton Rd roadworks, from Burwood Highway to Crestdale Rd, combined with Project No. 1580, Blackwood Park Rd and advertised as Contract 3543 - Road Renewal construction program. Construction works well underway with kerb and channel between Barmah Drive and Crestdale Road completed. Project is 25% complete and anticipated to be completed by end of financial year.	
1580	**Blackwood Park Road - Road Reconstruction - Construction**	**$1,250,000**
Dobson	Blackwood Park Rd project combined with Project No. 1578 - Templeton Rd roadworks (two sections), from Burwood Highway to Crestdale Rd, and advertised as Contract 3543 - Road Renewal construction program. Construction commenced and anticipated to be completed by end of financial year.	
1588	**Carrington Park Pavilion**	**$1,180,298**
Friberg	Building Contract has been awarded, project currently in final stages of builder engagement. State Govt Grant awarded. Forecasted start: Apr 26 / Estimated completion Dec 26.	
1591	**Wally Tew Pavilion Upgrade**	**$2,561,172**
Dobson	Defects liability period ongoing until 30/01/2027.	
1595	**Knox City Tennis Courts - LED Lighting Upgrades**	**$1,382**
Dinsdale	All works are completed.	
1612	**Wyandra Way, Rowville - LATM Treatment**	**$8,000**
Friberg	Project complete.	
1623	**Liberty Avenue Reserve Wetland/ Harvesting System**	**$443,200**
Taylor	Construction has commenced, Construction team managing contractor and construction process.	
1624	**Green Spine Corridor (Chandler Road)**	**$485,183**
Chandler	Works combined with Chandler Rd Road renewal project (1001-1528). Project completed.	
1625	**Boronia Basketball stadium demolition (site remediation)**	**$100,000**
Baird	Works are progressing well and nearing completion. A minor water leak has been detected onsite. Installation of a small drain to enable water to exist site.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1632	**Knox Leisureworks - Strategic Review**	**$315,321**
Baird	The technical assessment part 1 is considered complete. Part 2 strategic work will commence shortly, awaiting final timelines for this part of the project.	
1644	**Knox Gardens Reserve - Cricket Net Renewal - Construction**	**$484,000**
Scott	Project is complete.	
1645	**Lakesfield Reserve - Cricket Net Renewal - Design**	**$20,000**
Dobson	Project complete.	
1647	**Knox City Tennis Club - Car Park Upgrade - Construction**	**$215,250**
Dinsdale	Project has been packaged with the carpark works for Project No. 4000A-1261, Wantirna Reserve Carpark. Contractor appointed and anticipated construction will commence following completion of Wantirna Reserve carpark works in May.	
1648	**Knox Regional Netball Centre Court Line Marking**	**$60,000**
Dobson	Brackets have now been installed all works now complete	
1650	**All Indoor Leisure Sites Security Upgrades**	**$60,000**
All Wards	Quotations have been reviewed and finalized. Site activities rescheduled to be undertaken from mid-April to mid-May.	
1653	**Early Years Hubs - OHS Playspace works**	**$300,000**
All Wards	Contractor commenced onsite late March with an anticipated completion date forecast for mid July 2026.	
1654	**HV Jones Community Hall - Accessible Toilet**	**$220,000**
Friberg	Works have been scheduled to be undertaken from 7th April to mid-June.	
1659	**Veronica Street between Underwood Road - 20 Veronica (South Side) Footpath**	**$15,000**
Dobson	Design only project. Consultation with residents completed. Positive outcome received and concept plan approved. Survey completed with design underway and 90% complete. Consultation with internal stakeholders completed.	
1660	**Mountain Highway, Wicks Road to Claremont Avenue - Footpath (design)**	**$250,000**
Chandler	Concept Design prepared. Scoping presented to August 2025 Council Meeting to confirm Council approach to this project. Council direction provided that Officers proceed with a Detailed Design & Engineer's Estimate and present this information to next available Council Meeting for further direction once this information is known. Successful consultant appointed and design investigation underway. It is anticipated that this consultancy work may require approximately 6 months to complete the site investigations and design by Late August 2026.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1662	**Eildon Parade, Rowville - LATM Treatment - Construction**	**$153,600**
Taylor	Quotations for the works have closed and purchase orders are being raised. Construction expected in April/May 2026.	
1667	**Dirt Jump Facility - Design and Construct**	**$42,000**
Scott	Discussions will be held in the coming weeks to look at developing a communications plan for community engagement on the development of this project. In addition to the communications plan, a new project brief will be scoped up for the design of this facility.	
1668	**Future Project Design**	**$50,000**
All Wards	Stage 1 Catchment Master planning underway, prioritisation matrix/criteria established, analysis on-going.	
1670	**Seniors Exercise Parks**	**$251,929**
All Wards	Both projects complete - Marie Wallace Bayswater Park opened to the public in August 2025 and Wally Tew Reserve opened to the public in September 2025.	
1671	**Cathies Lane, Wantirna South - Road Reconstruction - Design**	**$40,000**
Collier	Design complete.	
1672	**Lewis Road - Burwood Highway to Eastgate Court, Wantirna South - Road Reconstruction - Design**	**$100,000**
Dinsdale	Design-only project. Survey, Geotechnical investigations and Detailed Design completed. Plan review underway.	
1673	**Wallace Avenue, Bayswater - Design**	**$30,000**
Dinsdale	Survey and geotechnical investigation completed. Design also underway and 85% complete.	
1674	**Shannon Avenue, Ferntree Gully - Road Reconstruction - Design**	**$35,000**
Dobson	Design-only project. Survey and Geotechnical investigations completed. Design underway and 95% complete.	
1675	**Janine Street, Scoresby - Scope**	**$3,381**
Tirhatuan	Design scope only project. Survey and Geotechnical investigations complete.	
1676	**Keith Campbell Court, Scoresby - Scope**	**$3,381**
Tirhatuan	Design scope only project. Survey and Geotechnical investigations complete.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1677	**Thaxted Parade, Wantirna - Road Reconstruction - Scope**	**$9,287**
Tirhatuan	Design scope only project. Survey and Geotechnical investigations completed. Detailed design complete with design review underway.	
1678	**Carrington Park - Sports field Renewal, Knoxfield - Design**	**$55,000**
Friberg	Project is complete.	
1679	**Boronia Radio Control Car Club - New Accessibility Ramp**	**$30,000**
Baird	Following the completion of the concept design and subsequent consultation, the club has opted not to proceed with the project at this time. Funding will be declared as savings.	
1680	**Scoresby Reserve Telecommunications Tower Fund - Scoresby**	**$10,000**
Tirhatuan	Confirmation from stakeholders that concept work will proceed for tennis pavilion enhancements. Ongoing discussions with stakeholders for delivery of priority projects in future financial years.	
1681	**Knox Park Directional Signage, Knoxfield**	**$24,310**
Friberg	Wayfinding project draft being finalised (draft submitted). Bunjil way user groups to be provided an update at next Bunjil Way user group meeting.	
1682	**Future Redevelopment of Pavilions (Scope and Concept Design)**	**$70,000**
All Wards	Mantric Architecture have been engaged to develop high level concepts/feasibility across 7 Pavilions. Report due May 2026.	
1683	**Pavilions Upgrades**	**$630,000**
All Wards	The drat 2026/27 capital works program is providing direction on the next pavilion priority	
1684	**Rowville Recreation Reserve Oval 1 - Floodlighting Upgrade, Rowville**	**$250,000**
Taylor	LED light installation scheduled for the second week of April.	
1685	**Eildon Park Oval 1 - Floodlighting Upgrade, Rowville**	**$250,000**
Taylor	LED light and pole installation scheduled for late May or early June.	
1686	**Mens Shed/Rowville Recreation Reserve Carpark Upgrade - Design**	**$35,000**
Taylor	Survey and Geotechnical investigation completed, design commenced with consultation with internal stakeholders underway. Project is 50% complete.	
1687	**Bayswater Placemaking Strategy**	**$30,000**
Dinsdale	This project is not ready to proceed in 2025/26. It will be re-visited in future, ensuring alignment with progression of the Bayswater Renewal Strategy.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1688	**Supporting Community Led Public Art Projects**	**$55,000**
All Wards	Community engaged projects are in progress with artists and community groups working towards a collaborative outcome.	
1689	**Immerse Biennial Winter Arts Program**	**$40,000**
All Wards	Selected projects in development with locations confirmed and scheduled promotions on track.	
1690	**Laneway Activation Test Site**	**$5,000**
All Wards	Project not proceeding in 1025/26. It may be revisited in future years. Align with other planning and works in Bayswater.	
1691	**Knox Regional Netball Centre - Air Handling**	**$10,000**
Dobson	All works completed.	
1692	**Toilet Cubicle Doors - Early Years Hubs**	**$15,000**
All Wards	Works have been scheduled to be undertaken over April School Holiday.	
1693	**Increased Capacity Wantirna Hub Long Day Care**	**$30,000**
Collier	Works have been scheduled to be undertaken over April School Holiday.	
1694	**Rosa Benedikt Community Centre - Backyard Revitalisation**	**$10,000**
Tirhatuan	The project remains in the design and engagement stage.	
1695	**Pleasant Road Footpath**	**$184,500**
Dobson	Works complete and Practical Completion achieved.	
1696	**Llewellyn Park Drive**	**$118,000**
Scott	Project complete.	
1697	**Underwood Road/Gerald Street Reserve**	**$43,050**
Dobson	Project complete.	
1698	**Park Ridge Reserve Footpath**	**$118,000**
Taylor	Design completed and successful contractor appointed in Late February. Construction works planned to commence during school holiday after Easter and anticipated to complete by June 2026.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1699	**Fitzgerald Street Footpath - Design**	**$35,000**
Friberg	Survey and title re-establishment completed. Consultation with external stakeholders complete which has guided design direction. Design underway and is 70% complete.	
1700	**Mountain Highway (Wantirna) Footpath - Scope**	**$10,000**
Collier	Scope confirmed following internal consultation. Survey complete and concept design underway.	
1701	**Murrindal Drive, Rowville - LATM Treatment - Design**	**$15,000**
Taylor	Developing a concept plan for a second round of consultation with residents. Consultant preparing functional layout plan.	
1702	**Railway Trail (Upper Ferntree Gully CFA to Dandenong Tourist Road Intersection) - Design**	**$35,000**
Dobson	Scope confirmed following site inspection with internal stakeholders. Survey completed with design underway and approximately 15% complete.	
1703	**Railway Trail (Underwood Road to Alpine Road, via FTG Station) - Scope**	**$10,000**
Dobson	Scope confirmed following site inspection with internal stakeholders. Consultation with external stakeholders underway. Concept design to follow subject to consultation recommendations.	
1704	**Barmah Drive East (Amersham Drive to Templeton Street) On-Road Bicycle Lane**	**$41,300**
Collier	Works integrated with Contract 3543 - Road renewal package for 1001-1578, Templeton Rd road renewal and 1001-1580, Blackwood Park Rd road renewal. Anticipate works will commence in in conjunction with road works with likely completion anticipated around June '26.	
1705	**Albert Avenue - 40km per hours LED flashing lights - Design**	**$10,000**
Chandler	With Department of Transport and Planning for approval of flashing LED 40km/h sign installations. Signals will be solar powered.	
1706	**Fonteyn Drive (at High Street Road) - Pedestrian Refuge - Design**	**$10,000**
Scott	Scope confirmed, survey complete and design underway with approximate 15% complete.	
1707	**Biodiversity (Habitat Connectivity Paths)**	**$339,000**
Dinsdale	Discovery trail wildlife bridge is being constructed and is scheduled for installation mid April. Site preparation for community planting site underway. Biodiversity enhancement works within bushland areas underway. This includes environmental weed works and habituating large woody weeds.	
1708	**Bayswater Bowls Club - Lighting Upgrade**	**$150,000**
Dinsdale	LED light and pole installation scheduled for the second week of April on green 2.	

Knox City Council Project Status Report 6-Apr-2026

Project Number	Project Name	Total Adjusted Budget
1709	**Scoresby Village Pedestrian, Cyclist Access and Crossing Improvement**	**$15,000**
Tirhatuan	Quote for detailed design has been accepted. Formalising 3 x zebra crossings on raised platform. Engagement with businesses planned for after Easter.	
		Total:$53,870,493

Customer and Performance Transformation Report

knox

Knox City Council

Portfolio Health Update

Overview

Executive Summary:

The Amended Budget for FY25/26 relating to capital expenditure is $7.543m. As of the end of March 2025, the portfolio spend to date is $2.628m.

The overall health (RAG status) of the portfolio remains strong, the percentage of active projects reporting good health (Green) is 79% - down slightly from 83% last month, due to one project slipping from Green to Amber (Identity & Integration Platform) – which means that projects reporting health at risk (Amber), is up to 13%, from 8% last month. There are currently no projects with a health issue (reporting Red status). Two projects (Technology Asset Lifecycle Management and Integrated Planning Framework Implementation) are still on hold no projects have been closed since the last report. The Pathway SaaS (Cloud) Migration project has been added to reporting. There are currently 20 active risks being managed at the portfolio level down one from the previous report. Two are reporting Overdue status (up from zero last report) and two are reporting an At Risk status (down from five last report) – these are linked to the broader review and refresh of the portfolio governance model or have been delayed due to resource constraints. Once all mitigation actions are complete across these risks, the residual risk will be medium for 11 of the risks and low for the remaining 9.

Stream Capital Allocation	Capital Amended Budget (FY25/26)	Capital Actuals (FYTD)
Customer & Digital Experience	$0.147m	$0.096m
Governance and Risk	$0m	$0m
People Culture and Development	$0.025m	$0m
Strategy & Transformation	$0.180m	$0.168m
Technology (including CBS)	$7.191m	$2.364m
TOTAL	**$7.543m**	**$2.628m**

Stream Achievements

Goal	Activity	Achievement Details
Efficiency	Implement new Stormwater Reports in Pathway	Three new Stormwater and Flooding Information Reports went live on 13 March 2026 as part of a service planning initiative. The new reports allow customers to choose the right report to suit their needs; will reduce repeat referrals during the planning and building process; and enable Council to recover costs for the work involved in providing this service which was previously provided free of charge.
Efficiency	Launched employee onboarding and offboarding process	Launched the enhanced IT onboarding and offboarding process in late March 26 as part of the Identity and Integration Platform project, increasing the efficiency of bringing new employees into the organisation and ensuring appropriate technology access is removed promptly for employees leaving the organisation.
Risk Reduction	Pathway SaaS Migration Phase 1 Role Based Access Controls (RBAC) project kicked off	The project formally kicked-off the role-based access phase in April which will ensure employees have the correct access for the role they are performing.

Stream executive summaries

Stream	Overall status	Capital projects	Operational projects	Total projects	Executive summary
Customer & Digital Experience	Green	1	0	1	The Close the Loop project is nearing completion, with acknowledgement customer updates live for 27 of the top Pathway categories. Approval has now been provided for 'Confirm' system categories and agreement reached on Waste categories to go live. These will be tested prior to implementation over the coming month. Control Hub implementation will also occur this month, which will assist with proactive monitoring, SMS readiness and reporting. The final component of the Intranet project was the implementation of the Internal Forms and Workflow system (Flowingly), which is now live. The first form (Redirect My Tasks) was launched in November last year and over 200 have since been submitted and successfully processed. Additional forms are now being developed with the 'Flexible Work Arrangement' form in the final stages of testing.
	Amber				
	Red				
	Completed	2	0	2	
	On hold				
	Total	3	0	3	
Governance & Risk	Green	0	1	1	Work on the Compliance Policy and Framework has been on hold due to planned leave and will resume in late April.
	Amber				
	Red				
	Completed	0	1	1	
	On hold				
	Total	0	2	2	
PCD	Green	0	3	3	Whilst there has been a delay in the completion of implementing the Work and Development Plans in PageUp, it will be completed by the launch of the next cycle of the plans, July-August. The Gender Equality Action Plan (GEAP) has been submitted to the commission and is awaiting compliance assessment, the outcome of which will be communicated between now and October. Work that is actively being progressed within the Learning and Development framework and policy is: Work and Development Plan template into PageUp, rebuild of our compliance learning suite and the co creation of Knox leadership capabilities.
	Amber	1	0	1	
	Red				
	Completed	0	2	2	
	On hold				
	Total	1	5	6	
Strategy & Transformation	Green	0	2	2	Work on the annual planning cycle and the continuous improvement framework continues to progress to schedule. Delivery of the Integrated Planning Framework remains on hold, as still requires further analysis, to confirm the level of effort needed and to reassess prioritisation against other commitments, noting the current acting arrangements and temporary contracts within the team. Effort has been prioritised to the stream's other high priority deliverables to deadlines.
	Amber				
	Red				
	Completed	0	3	3	
	On hold	0	1	1	
	Total	0	6	6	
Technology	Green	9	3	12	The Technology Stream has delivered strong progress this month. New Stormwater and Flooding Information Reports are now live, improving customer experience while enabling cost recovery, and enhanced IT onboarding and offboarding processes have been implemented. Delivery momentum continues with the Bookable solution underway, Pathway role-based access control activities have commenced, and the Fleet Management System limited tender has been issued to select vendors. Key risks remain, including a two-week delay to the Facilities Booking Solutions Indoor Leisure solution due to contract finalisation and unresolved approval of customer transaction fee arrangements, along with a minor User Acceptance Testing delay within the Identity and Integration Platform project. These issues are being actively managed to minimise schedule impact.
	Amber	2	0	2	
	Red	0	0	0	
	Completed	2	1	3	
	On hold	1	0	1	
	Total	14	4	18	
	Green	10	9	19	
	Amber	3	0	3	
	Red	0	0	0	
	Completed	4	7	11	
	On Hold	1	1	2	
	Total	18	17	35	

KEY		
	Green	Project on track to deliver to time, cost and quality
	Amber	Time, cost and / or quality at risk, project has a plan to address
	Red	Project off track in terms of time, cost, and / or quality
	Completed	Project delivery is complete; project is closed or in closure
	On hold	Work has been paused on the project

8.3 Dementia Friendly Community Statement of Commitment

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Healthy Ageing Specialist, Jia Xu Positive and Healthy Ageing Program Lead, Anna Lawton
Manager:	Manager Community Access and Support, Gail Power
Executive:	Acting Director Connected Communities, Nicole Columbine

SUMMARY
Council has a long-term commitment to supporting people living with dementia, their carers, and the broader community. Dementia Australia provides nationally recognised resources, frameworks and guidance through the Dementia Friendly Communities Program, which is funded by the Australian Government, to support organisations to adopt dementia-inclusive practices. Council has drawn on this guidance to strengthen its approach to creating inclusive and accessible programs, events and environments.

Using the tools and principles provided through the Dementia Friendly Communities Program, Council developed and implemented the Dementia Friendly Action Plan 2023–2025. The Action Plan enabled Council to achieve Dementia Friendly Organisation status in August 2023, demonstrating alignment with Dementia Australia's Dementia Friendly Communities framework and reflecting Council's active leadership in healthy ageing, accessibility, inclusion, and planning for its community.

As this work matured, Council transitioned from a standalone action plan and instead embedded dementia-friendly practice into its broader service planning framework. While this reflected a genuine integration of the principles into everyday operations, it requires Knox City Council to seek formal recognition through Dementia Australia once again.

Council's commitment to dementia friendly practice has continued throughout the establishment of the Dementia Friendly Action Plan in 2023, with the five key principles informing program design and delivery. Given this framework has been a nationally established, Australian Government-funded standard for over a decade, Council considers it important to re-establish and maintain formal recognition. Annual recognition through Dementia Australia provides external accountability, demonstrates Council's commitment to people living with dementia and their carers within our community, and ensures our approach remains aligned with best practice.

The formal process requires Council to address the five key principles and sign a Dementia-Friendly Statement of Commitment on an annual basis. Annual renewal provides a structured opportunity to reflect on progress and commit to ongoing actions that strengthen Council's dementia-friendly approach.

Attachment 1 demonstrates how Knox City Council has addressed the requirements of the principles over the past 12 months and will address the principles into the future.

Council endorsement will be sought for Knox City Council to continue to seek annual recognition from Dementia Australia as a Dementia Friendly Organisation, meeting the five principles as set out in Attachment 1.

RECOMMENDATION

That Council:

1. Endorse the progression of the annual Dementia Friendly Organisation recognition process with Dementia Australia.
2. Authorise the Chief Executive Officer and the Mayor to sign the Dementia Friendly Community Statement of Commitment annually.

1. DISCUSSION

1.1 Background

Dementia describes a collection of symptoms caused by disorders that affect the brain. It is not a specific disease; rather, it is a broad term used to describe the loss of memory, intellect, rationality, social skills, and physical functioning. Dementia also affects a person's judgement and behaviour and can interfere with their social and working life.

The way a person experiences dementia varies depending on factors such as their physical health, emotional wellbeing, and the support available to them.

With appropriate help and support, people living with dementia can continue to live full and active lives for many years following their diagnosis.

In 2024, the National Centre for Monitoring Dementia estimated more than 421,000 people were living with dementia in Australia. In Knox, that equates to approximately 2,787 residents currently living with dementia. This number is projected to increase to 5,492 by 2054.

Although dementia is more common in people aged over 65, younger individuals can also be diagnosed. This is referred to as younger onset dementia and is said to represent approximately 5% of all cases.

Local Government services and infrastructure play a key role in fostering dementia-friendly communities and have a direct impact on the quality of life of people living with dementia, as well as their carers and family members.

By embedding dementia-inclusive practices across services planning, initiatives, and infrastructure design, and by utilising a whole of organisation approach, Council ensures that people living with dementia feel supported, understood, and able to participate in everyday life now and into the future.

Council engaged residents and stakeholders by conducting the Knox Dementia Friendly Community Survey to better understand local needs and priorities. Insights gathered informed the development of a targeted action plan and paved the way for Council's recognition as a Dementia Friendly Organisation.

With additional input from the Dementia Advisory Group and the Knox Active Ageing Advisory Committee, the Dementia Friendly Action Plan 2023-2025, underpinned by Dementia Australia's

five principles, was endorsed by Council on 24 July 2023. Dementia Australia accepted Council's application and recognised Council as a Dementia Friendly Organisation in August 2023.

1.2 About Dementia Australia

Dementia Australia is the national peak body for dementia in Australia and the leading authority driving dementia awareness and the dementia-friendly movement. Through its Dementia Friendly Communities Program, Dementia Australia provides nationally endorsed frameworks, principles, and guidance that support organisations and communities to become more inclusive and supportive of people living with dementia and their families.

As the leading organisation in dementia education and advocacy, Dementia Australia offers evidenced based expertise and resources that make it a valuable strategic partner for Council. Its role in translating current research into practical guidance enables Council to strengthen its approach to healthy ageing, accessibility, and inclusion in a way that is informed by best practice and national standards.

Council's active participation and demonstrated commitment contribute to the broader reach and impact of Dementia Australia's Dementia Friendly Communities Program across the Local Government sector, supporting sector wide learning and positive role modelling.

1.3 The Five Key Principles

Council has embedded Dementia Australia's five key principles into business-as-usual operations by systematically integrating dementia-friendly considerations across planning, service delivery, policy development, community engagement, and organisational practices.

These principles provide a consistent framework that guides how Council designs inclusive environments, communicates with the community, builds staff capability, and makes decisions that support people living with dementia and their carers.

The five key principles are:

- Active consultation and involvement of people living with dementia in the development of plans.
- Upskilling of staff.
- Review of the physical environment.
- Review of at least one aspect of business documentation or communication processes.
- Commitment by senior management.

Council will progress its commitment to becoming a dementia-friendly community through a range of service planning items, aligned with the Dementia Friendly Communities Framework. These include:

- Ongoing consultation and improvement of people living with dementia in planning and decision-making processes, supported by continued engagement with Knox Dementia Alliance and the Knox Active Ageing Advisory Committee.
- Staff training will be further strengthened through participation in the Dementia Friends program and other relevant training opportunities, including Dementia Training Australia webinars.

- Council will continue to assess and improve the physical environment, such as wayfinding, signage and the application of dementia-inclusive design principles across Council facilities.
- Inclusive communication practices will be further embedded through the implementation of the Inclusive Language Guide and by supporting Council teams and major projects, including the Knox Central Project, to deliver more dementia-inclusive services and spaces.
- Senior leadership will continue to provide oversight and support for this work through the ongoing implementation of this Statement of Commitment as set out in Attachment 2.

Through the consistent application of these principles across department and everyday activities, Council is embedding an organisation approach to dementia-friendly practice and maintains a focus on continuous improvement. This commitment is reflected in practical actions and outcomes from the past 12 months, with progress demonstrated through the case studies below. Refer to Attachment 1 which summarises how the five principles have been addressed.

1.4 Case Studies

1.4.1 Knox Dementia Alliance and Knox Dementia Connections Event

This case study demonstrates Council's active involvement of people with lived experience of dementia and the application of community driven approaches that empower people living with dementia and support inclusive, community-led outcomes.

Establishing the Knox Dementia Alliance was a key achievement of the Knox Dementia Friendly Action Plan 2023-2025. Led by Council, the Alliance brings together community members, people with lived experience of dementia, carers, local organisations, and service providers with the aim to reduce stigma, build awareness, and promote inclusion for people living with dementia. The Alliance was officially launched on 18 June 2025 at a dementia-inclusive afternoon melodies event attended by more than 60 community members.

The Knox Dementia Alliance has identified three key areas of focus: awareness and education, support and advocacy, and community engagement. Since its establishment, the group has published several dementia awareness articles in local newspapers, delivered community dementia awareness sessions ("Become a Dementia Friend"), updated Council's dementia information pack, and organised a Dementia Connections event for the Knox community.

The Dementia Connections event was held on 25 March 2026 at Wattle Hall in Ferntree Gully, bringing together over 80 community members and 15 local service providers, and received high positive feedback from both community members and participating services following the event. This event represents an important milestone in advancing dementia-friendly initiatives within the municipality. As the first major event coordinated by members of the Knox Dementia Alliance, it reflects the strong commitment and collaborative spirit of the group. Alliance members have played a leading role in shaping the event's purpose, content, and activities, ensuring it responds to the needs of people living with dementia, their families, and the broader community.

Officers supported Alliance members throughout the planning process, providing guidance and assistance with logistics, promotion, and coordination. The event was designed to bring together local services, community organisations, and residents to share information, build understanding, and strengthen connections. Activities on the day include presentations, interactive displays, and opportunities for community members to learn more about dementia support available in Knox.

1.4.2 Dementia Awareness Training

Upskilling staff is a key element of Council's commitment to being a dementia-friendly organisation. Council has implemented targeted initiatives to build staff awareness, knowledge, and capability to better support the community. The following outlines a practical example of this approach in action.

- **Dementia Training for Council Officers**

Council entered into a service agreement with Dementia Training Australia to deliver a customised online dementia training session aimed at educating our staff about dementia and the needs of people affected. The webinar was held on 19 August 2025 and was attended by 21 staff members from across directorates and facilitated meaningful discussions with the trainer.

- **"Become a Dementia Friend" for Customer Operations Team**

The Positive and Healthy Ageing team collaborated with leaders from our Customer Operations team to develop tailored training and resources to better support community members living with dementia. The introductory session held on 2 December 2025 was attended by 18 Customer Operations team members. The session covered the "Become a Dementia Friend" Program and included an interactive question-and-answer section with a member of our community living with Dementia.

- **Supported Council's Inclusive Language Guide Initiative**

The team shared resources developed by Dementia Australia and other dementia friendly organisations across Australia, including the Dementia Friendly Language Guides. These resources contributed to the development of Council's Inclusive Language Guide.

1.4.3 Recent Highlights

The following achievements have demonstrated Council's strong commitment to creating opportunities for residents living with dementia, working in partnerships with local groups and organisations, as well as improving accessibility across services and environments.

- **Knox Sensory Gardens**

Officers identified an opportunity to strengthen community wellbeing and inclusion through the development of a sensory garden. Community consultations, feedback from local service providers, and observations from existing programs highlighted that residents – particularly older people, people living with dementia, and individuals with sensory or cognitive needs – would benefit from a dedicated sensory space. Such environments can support calm engagement, stimulate memory, and provide meaningful social interaction. Establishing a sensory garden was, therefore, recognised as a valuable way to enhance accessible outdoor spaces for the Knox community.

The sensory gardens have been developed within the already popular Knox Community Gardens, a place frequently visited by local school groups, community members, volunteer gardeners, and families. This high level of foot traffic provided a unique opportunity to integrate dementia friendly principles into a well-loved community setting. The presence of the sensory garden encourages natural conversations about dementia, creating a supportive environment for raising awareness, challenging stigma, and educating visitors about the importance of inclusive design.

- **The Dementia Choir**

Council officers have played a significant role in creating social participation opportunities for people living with dementia, to support sustainable community-led initiatives. Officers worked closely to identify funding opportunities with The Haven Day Centre, a dementia-specific, person-centred organisation that provides respite, social connection, and stimulating programs for people with memory loss. This led to the development of Rewired - The Haven Choir, initially delivered as a pilot program in 2025, and has since become an ongoing program. Operating in Boronia and designed specifically for people living with dementia and their loved ones, the Choir is facilitated by qualified music therapists and offers a structured, engaging, and socially supportive environment for participants, ensuring regular opportunities for connection, cognitive stimulation, and enjoyment.

1.5 Annual Renewal Process

Dementia Australia have refined their process since 2023 to maintain a Dementia Friendly Organisation status. To seek recognition status, officers must annually submit the following to Dementia Australia:

- Address the five key principles for Recognition as a Dementia Friendly Organisation (refer to Attachment 1).
- Formalise this by signing the Dementia Friendly Community Statement of Commitment (refer to Attachment 2).

Dementia Australia will assess the submission and, if satisfied, extend Council's Dementia Friendly Organisation recognition for a further 12 months.

2. ENGAGEMENT

Ongoing consultation will occur with key stakeholders including the Knox Dementia Alliance, Knox Active Ageing Advisory Committee and other advisory groups; as well as regular feedback being sought from community members and service providers attending dementia-specific initiatives. This ongoing feedback continues to guide our service planning and inform the focus areas annually included in the Seniors Service plan and other relevant policies and plans.

3. SOCIAL IMPLICATIONS

Renewal of the Dementia Friendly Organisation status enables Council to ongoingly work towards creating a dementia friendly Knox community and provides several significant community and organisational benefits:

3.1 Community Benefits

- Build stronger connections with a growing number of community members living with dementia.
- Improved accessibility for residents living with dementia.
- Increased confidence for carers and families when accessing services.
- Greater public awareness and reduced stigma.

3.2 Organisational Benefits

- Strengthened staff capability through ongoing education.
- Continued alignment with the Council and Health and Wellbeing Plan 2025-2029.

- Demonstration of Council's commitment to inclusive practice and continuous improvement.
- Enhanced public perception and leadership in the local government sector.

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 implications as a result of this report. However, being re-recognised as a Dementia Friendly Organisation will encourage ongoing feedback from community members about accessibility, which will inform Council's planning and advocacy efforts to ensure safe, supportive, and inclusive public environments.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial resource implications as a result of this report. However, the renewal process requires staff time to compile the progress update. These requirements can be met within existing operational resources.

7. RISKS

The major risks associated with Council not pursuing to become a dementia friendly organisation are:

7.1 Community Impact Risks

- Reduced accessibility and safety for residents living with dementia in Council facilities, parks, and public spaces.
- Increased social isolation and reduced participation for people living with dementia and their carers.
- Community needs not being met, potentially impacting health, wellbeing, and equitable service delivery.

7.2 Reputational Risks

- Negative community perception if Council is seen as stepping back from supporting vulnerable populations.
- Loss of Dementia Friendly Organisation recognition, which may signal declining commitment to accessibility and inclusion.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

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

Embracing connection, inclusion and diversity

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

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

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

Leading, listening and governing responsibly

Strategy 4.3 - 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.

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 Addressing Dementia Friendly Principles [**8.3.1** - 2 pages]
2. Attachment 2 - Dementia Australia Statement of Commitment 2026 [**8.3.2** - 2 pages]

Attachment 1 - Knox City Council – 2026: Addressing the 5 Key Principles for recognition as a Dementia Friendly Organisation

The following outlines how Knox City Council demonstrates alignment with the Dementia Australia Principles for Recognition as a Dementia Friendly Organisation (DFO), and how this commitment will be sustained and strengthened over time.

1. A person(s) living with dementia has been actively consulted and involved in the development of the plan

This principle is met by actively consulting and involving people living with dementia, recognising them as experts in their own lives.

Knox City Council supported the establishment of the Knox Dementia Alliance, formally launched on 18 June 2025. People living with dementia and care partners were actively consulted in shaping the Alliance's purpose, objectives and Terms of Reference. The Alliance core group includes a person living with dementia and operates as the decision-making body. The Alliance has developed its first 12-month Action Plan (July 2025 – June 2026) focusing on awareness and education, support and advocacy, and community engagement.

Ongoing consultation and improvement of people living with dementia in planning and decision-making processes will continue, through engagement with Knox Dementia Alliance and the Knox Active Ageing Advisory Committee. The Positive and Healthy Ageing team play a key support and liaison role for the Alliance.

2. Upskilling of staff

This principle is met through foundational and ongoing dementia awareness and education for staff, particularly those in customer-facing roles.

Knox City Council engaged Dementia Training Australia to deliver tailored dementia education to Council employees on 19 August 2025. The Positive and Healthy Ageing team works with Customer Service leadership to support Dementia Friends information sessions.

Staff training will be further strengthened through participation in the Dementia Friends program and other relevant training opportunities, including Dementia Training Australia webinars and internal awareness activities such as during National Dementia Action Week.

3. Review of the Physical Environment

This principle is met through review of physical environments using a dementia-friendly lens and identification of opportunities for improvement.

The Dementia Advisory Group reviewed the physical environment at Carrington Park Leisure Centre and provided feedback on signage and wayfinding to be incorporated into future site signs.

A Dementia Australia physical environment checklist has been circulated across Council and shared with community organisations.

Ongoing walk-throughs with people living with dementia will inform incremental environmental improvements, with a specific focus on locations hosting upcoming events and programs.

4. A review of at least one aspect of business documentation/communication processes

This principle is met by reviewing communication and documentation processes to improve accessibility, clarity, and inclusive language.

Dementia Australia resources informed the development of Council's Inclusive Language Guide.

Inclusive communication practices will be further embedded through the implementation of the Inclusive Language Guide and by supporting Council teams and major projects, including the Knox Central Project, to deliver more dementia-inclusive services and spaces.

5. Commitment by Senior Management

This principle is met through visible senior leadership endorsement and formal commitment to dementia-friendly practices.

Dementia-friendly principles are embedded into ongoing programs and partnerships. Senior leadership will continue to provide oversight and support for this work through the ongoing implementation of this Statement of Commitment.

Through delegation from Council, the CEO will annually sign the Dementia Friendly Organisation Statement of Commitment provided by Dementia Australia to retain status as a dementia-friendly organisation.

Dementia Australia

Dementia-Friendly Communities

Attachment 2 - The 5 key Principles for Recognition as a Dementia Friendly Organisation

- **A person(s) living with dementia has been actively consulted and involved in the development of the plan** (This acknowledges that they, after all, know what is best for them). We can provide a resource that addresses working with a person who has dementia.

- **Upskilling of staff** – We expect all Staff and Volunteers will complete the Dementia Friends module initially, and that *all* customer-facing staff are regularly upskilled about dementia – so an action that addresses both these aspects. (NB Upskilling about dementia does not have to involve fee-for-service training and I can discuss options further with you when we speak).

- **Review of the Physical Environment** that is seeking recognition. This can be done by one of our Consultants for a Fee + involving an Advocate who has dementia. Alternatively, I can provide a simple checklist to act as a prompt if undertaking a less formal 'walk-through' of the environment with a client who has dementia. Ideally, this review will identify an aspect of the environment that can be improved, which then becomes an action within your action plan. (FOR EXAMPLE: a hairdressing salon decided to routinely turn the music down to a softer level for a particular client living with dementia because this person becomes visibly distressed by loud music.)

- **A review of at least one aspect of business documentation/communication processes.** An example might be checking that any customer-facing forms or flyers are easy to read and complete; or that staff/volunteers are using appropriate language when speaking to and about people with dementia; or that your website is user-friendly (eg not too cluttered, easy to navigate etc). (NB We can provide language guidelines to help with this principle. And it is another opportunity to involve a person living with dementia directly since they are your customers.)

- **Commitment by Senior Management –** by signing and dating a Statement of Commitment document that we provide.

Dementia Australia

Dementia-Friendly Communities



Dementia-friendly community statement of commitment

Management and Members of (insert here the name of the business or organization) make the commitment to work towards becoming a dementia-friendly organization.

We value people living with dementia, their families, and carers. We will work together to make our organization more inclusive and accepting.

In making this commitment, we acknowledge and agree that:

- We value people living with dementia and aim to support social inclusion in our organisation
- We have included the voices of people living with dementia in the creation of our action plan
- We will liaise with Dementia-Friendly Communities Community Development Officers regarding our progress towards becoming dementia-friendly
- We will work towards implementing the activities outlined in our action plan

Management signatures:

_____ Date:
Signature

_____
Print Name & Position

_____ Date:
Signature

_____
Print Name & Position

8.4 Commonwealth Home Support Program Services Bi-Annual Report

Final Report Destination:	Council
Paper Type:	For Noting
Author:	Community Care Services Lead, Kindeep Kaur Community Care Performance and Strategy Lead, Danielle Utting
Manager:	Manager Community Access and Support, Gail Power
Executive:	Acting Director Connected Communities, Nicole Columbine

SUMMARY
This report provides an update to Councillors and the CEO on the implementation of governance and compliance requirements arising from the Aged Care Act 2024 (ACA), which commenced on 1 November 2025. The Commonwealth Home Support Program (CHSP) services delivered by the Council are subject to the new ACA.

The ACA represents a significant reform of Australia's aged care system, introducing a single legislative framework for all federally funded aged care services and strengthens provider governance, accountability, and service quality expectations. Since the commencement of the ACA, Councillors are formally recognised as Responsible Persons and required to exercise due diligence to ensure Council complies with its obligations as a registered provider. While these responsibilities do not extend to day-to-day operations, they require appropriate strategic oversight, including understanding risks, ensuring adequate resourcing and being satisfied that effective systems are in place to support safe and high-quality service delivery.

In response to these reforms, a range of activities have been undertaken, including reviewing governance frameworks, strengthening reporting processes, engaging with sector guidance and progressing audit and compliance preparation. Council currently delivers five CHSP services: home adjustments, home maintenance and repairs, meal delivery, allied health – occupational therapy and sector support development. All CHSP services delivered by Council are in Categories 1-3 (non-clinical services), except for Allied Health – Occupational Therapy. The allied health services delivered by Council are classified as Category 4 which will be subject to an audit as part of the renewal of registration requirements. While the CHSP services we deliver are generally considered lower risk, they remain subject to the new regulatory framework, and audit readiness activities are well underway in preparation for upcoming compliance requirements.

Councillors are asked to note the legislative changes, their responsibilities as Responsible Persons and the actions undertaken by officers to support compliance. The Community Access and Support department will continue to progress audit readiness, governance improvements, and Councillor support, including training for all responsible officers where required.

Further, the Municipal Association of Victoria (MAV) continues to provide sector information about the ACA. Councillors were provided with the Aged Care Act 2024 – Factsheet for Councillors in October 2025. A revised factsheet has been released in April 2026 – refer to Attachment 1 – The Aged Care Act 2024 – Factsheet for Councillors, and a summary of the changes between the two versions is provided for ease of reference – refer Attachment 2.

Attachment 3 provides information for local governments delivering aged care services on the requirements for service providers, the statutory responsibilities for Councillors and the Aged Care Quality and Safety Commission (ACQSC) regulatory approach. This is provided to all Responsible Officers for information only.

To support ongoing oversight for Responsible Officers, a proposed bi-annual CHSP performance reporting framework has been established. This provides a structured and consistent approach to presenting key information, including service delivery performance, client outcomes, workforce capability, risks, compliance status, and continuous improvement activities. It is proposed the bi-annual reports will be presented to Councillors in May and November/December of each year. A summary of the two bi-annual reports will also be tabled at the Audit and Risk Committee annually prior to the conclusion of each calendar year.

The report enables Councillors and the Audit and Risk Committee to monitor performance, identify emerging risks and make informed decisions, while also demonstrating accountability and preparedness for regulatory oversight, including upcoming audits by the ACQSC. Refer to Confidential Attachment 4 – Knox CHSP Report to Councillors – May 2026 that provides that inaugural compliance report.

The Community Support and Access department oversees the delivery of all CHSP services and have meet all regulatory and funding obligations at this time.

RECOMMENDATION

That Council receive and note;

1. This report providing an update on the Aged Care Reforms, including specific information for Councillors as “Responsible Persons”, requirements of registered providers and impacts on the future delivery of CHSP services.
2. The first bi-annual overview of the performance of the Commonwealth Home Care Program (CHSP) as set out in Confidential Attachment 4.

1. DISCUSSION

The ACA represents a major reform of Australia’s aged care system, developed in response to the Royal Commission into Aged Care Quality and Safety. The ACA sets out the service provider's governance requirements and introduces a strengthened regulatory framework for all federally funded aged care services.

Knox City Council delivers CHSP services across multiple service streams:

- Delivered Meals
- Home Maintenance and Repairs
- Home Adjustments (previously Home Modifications)
- Allied Health (Occupational Therapy)
- Sector Support Development.

1.1 Aged Care Reforms

Since commencement on 1 November 2025, Councils delivering Commonwealth funded aged care services are required to operate under a consistent legislative framework. This includes compliance with the Registered Provider Duty, which obliges providers to ensure, so far as

reasonably practicable, that service delivery does not adversely affect the health and safety of care recipients.

A key change under the ACA is the designation of Councillors as Responsible Persons, as well as the following organisation roles – CEO, Director Connected Communities, Manager Community Access and Support and Community Care Services Lead – all roles that oversea the direct CHSP service delivery. This legislative change imposes a statutory obligation on Councillors to exercise due diligence in ensuring that Council meets its obligations. Due diligence involves maintaining awareness of aged care requirements, ensuring appropriate resources and systems are in place, and overseeing risk and incident management processes.

Since November 2025, we have undertaken the following actions:

- Reviewed governance structures and reporting processes to align with ACA requirements.
- Engaged with sector guidance, regulatory bodies, and alliances to interpret obligations for Local Government, including support from the Municipal Association of Victoria (MAV) through updated fact sheets and resource materials.
- Developed enhanced internal reporting mechanisms to support oversight by Councillors and the Audit and Risk Committee.
- Strengthened our data systems by investing time in updating the Carelink client management system (CMS) to improve client data quality and reporting accuracy, including alignment with DEX (Data Exchange) reporting to the Commonwealth Government.
- Commenced audit and compliance preparation activities, particularly related to services in registration Category 4.
- Delivered and completed training for all staff and volunteers involved in direct service delivery.
- Developed an updated CHSP Client Handbook and introduced a service agreement for all CHSP clients.
- Communicated key aspects of the reforms to clients, staff, volunteers and associated providers (contracted providers that assist with delivery of three CHSP services, namely meals delivery - Lite n Easy Pty Ltd and Home Maintenance and Repairs and Home Adjustment services – IKON Property Services Pty Ltd).

To support delivery of Home Maintenance and repairs and Home Adjustment services, Council has a contractual arrangement with IKON Property Services Pty Ltd. Due to the nature of the home maintenance and adjustment services with IKON staff or representatives attending CHSP client homes, IKON has been provided with comprehensive briefings through presentations, an associated provider information pack, and training on new compliance requirements to ensure service delivery aligns with ACA and Council expectations.

The team at IKON has been very receptive and provided information as requested to ensure Council is able to meet its obligations under the ACA.

A similar process was not required for Lite n Easy Pty Ltd, as there is no direct interaction with CHSP clients. Meals are delivered to our distribution centre, with staff and volunteers interacting directly with CHSP clients only.

Further, the Municipal Association of Victoria (MAV) continues to provide sector information about the ACA. Councillors were provided with the Aged Care Act 2024 – Factsheet for Councillors in October 2025. A revised factsheet has been released in April 2026 – refer to Attachment 1 – The Aged Care Act 2024 – Factsheet for Councillors, and a summary of the changes between the two versions is provided for ease of reference – refer Attachment 2.

Attachment 3 provides information for local governments delivering aged care services on the requirements for service providers, the statutory responsibilities for Councillors and the ACQSC regulatory approach. This is provided to all Responsible Officers for information only.

1.2 Bi-Annual Reporting

To strengthen compliance and transparency, it is proposed that a bi-annual reporting framework will be implemented, providing Councillors with regular updates on CHSP service delivery, key performance indicators, risks, incidents, and compliance status. This structured reporting ensures effective oversight, promotes accountability, and supports preparedness for regulatory oversight, including upcoming audits by the Aged Care Quality and Safety Commission (ACQSC). It is proposed that the bi-annual reports will be presented to Councillors in May and November/December of each year.

A summary of the two bi-annual reports will also be tabled at the Audit and Risk Committee annually prior to the conclusion of each calendar year. Refer to Confidential Attachment 4 – Knox CHSP Report to Councillors – May 2026 that provides the inaugural compliance report.

2. ENGAGEMENT

With the introduction of the ACA, there has been significant opportunity to attend both industry and sector specific forums to allow service providers to both understand and prepare for the new Act. Officers from Community Access and Support have attended the 2025 CHSP conference, as well as numerous webinars, seminars and information sessions to obtain an understanding of the requirements and implications of the new Act. Information has also been discussed and shared at CEO briefings and EMR director meetings.
There has been specific engagement with stakeholder departments for guidance and procedural changes including Governance, Risk and Audit, People, Culture and Development and other compliance teams.

Engagement has occurred with:

- External organisations for guidance, drawing on relevant Government Departments, regulatory bodies, and sector alliances contributing to the development of support programs.
- Municipal Association of Victoria (MAV), which assists local councils by providing updated fact sheets, guidance materials, and other resources to support compliance with the ACA.

Ongoing engagement will continue through briefings to Responsible officers, training sessions, and collaboration with sector partners to enhance understanding of responsibilities under the ACA and ensure Council is well-prepared to meet its obligations.

3. SOCIAL IMPLICATIONS

Council's aged care services help eligible older residents maintain independence and quality of life in the community. Strengthened governance and compliance supports service safety, reliability, and community confidence. The Council's provision of entry level CHSP services supports older people to maintain independence and remain living independently at home.

Being able to remain at home and connected to their community positively impacts older adults and their carer's, fostering social inclusion and wellbeing. Enhanced service delivery can improve participation in community activities, access to nutritious meals, and overall healthy lifestyles. It also supports social cohesion, cultural awareness, and equitable access to care for vulnerable populations.

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

Council's aged care services operate in accordance with relevant environmental guidelines and legislation, including local sustainability policies and state-level environmental regulations. Strengthening governance and compliance supports the adoption of sustainable practices across service delivery, promoting resource efficiency, and environmental responsibility.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial implications as a result of this report. Resources allocated to CHSP service delivery are included in the operational budget.
The current CHSP grant funding is in place until 30 June 2027 for four CHSP services. The CHSP funding for Sector Support Development concludes on 30 June 2026. The Commonwealth Government is yet to announce the way forward for this funding stream.

The CHSP grant funding is used to fund the delivery of Council's CHSP services. The implementation of compliance and governance measures under the ACA will require ongoing investment in staff training, system enhancements, and audit preparedness. Allocating resources in a timely manner ensures continuity of services while maintaining compliance, financial accountability, and high-quality care.

Council also has received a $10,000 grant to support preparedness for implementation of the ACA, which has been allocated to technology upgrades, which has been used to support improvements/upgrades to Carelink (CMS), as well as staff and volunteer training.

7. RISKS

The key risks associated with implementing compliance and governance measures under the ACA include:

Risk	Mitigation
Non-compliance with legislative requirements – potential regulatory action or audit findings.	Ongoing audit preparedness, staff training, and internal reporting mechanisms.
Service disruption – risks continuity of CHSP	Careful planning, phased implementation, and

Risk	Mitigation
service delivery during system upgrades or process changes.	monitoring service performance.
Data integrity and reporting risks – inaccuracies in client records or reporting to DEX.	Implement Carelink system upgrades, staff training, and regular data quality audits.
Resource constraints – insufficient funding or staffing impacting compliance activities.	Up to date models of costs to deliver services which include compliance activities. Reviewing positions and team structure to ensure critical business tasks can be completed by multiple team members.
Stakeholder understanding – gaps in awareness among Councillors or staff of new obligations.	Manage regular briefings, training sessions, and clear reporting frameworks.

Overall, risks will be actively managed in accordance with Council's Risk Management Framework to ensure legislative compliance, service continuity, and protection of client wellbeing.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Connection, resilience and wellbeing

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

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 4 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 personal information that would be unreasonable to disclose in a public report.

ATTACHMENTS

1. Attachment 1 - Aged Care Act 2024 - MAV Factsheet for Councillors V 2- 2026-04-28 [**8.4.1** - 12 pages]
2. Attachment 2 - MAV analysis responsible persons update- 2026-04-28 [**8.4.2** - 2 pages]
3. Attachment 3 - MAV Members Brief - Aged Care Act 2024- 2026-04-28 [**8.4.3** - 9 pages]

The Aged Care Act 2024 - Factsheet for Councillors

MAV
MUNICIPAL ASSOCIATION OF VICTORIA

Fact Sheet Updated: March 2025 - Version 2

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of the land on which we live. We recognise their continuing connection to land, waters and culture and pay our respects to their Elders past, present and emerging.

DISCLAIMER AND COPYRIGHT

This publication is not legal advice and must not be used or relied upon as a substitute for legal advice. Users must seek their own independent legal advice in relation to their particular circumstances.

While every effort has been made to ensure the accuracy of this document, providers should refer to the Department of Health, Disability and Ageing, and the Aged Care Quality and Safety Commission for up-to-date information.

The factsheet is funded by the Australian Government Department of Health, Disability and Ageing. Although funding for this resource has been provided by the Australian Government, the material contained herein does not necessarily represent the views or policies of the Australian Government.

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Summary of Version 2 Updates
Pg. 4; section 3 – Updated reference to s 12 of the Aged Care Act
Updates to items on: Pg 9: ss. 13 (1) (b) ss. 13 (1) (c) Pg 10: ss. 13 (1) (d) ss. 13 (1) (e) Pg 11: ss. 13 (1) (g)

For further information, please contact
Inquiries@mav.asn.au

The Aged Care Act 2024 - Factsheet for Councillors

The new *Aged Care Act 2024* (Cth) ('the Act') is changing the way federally funded aged care is governed in Australia. When it commences on 1 November 2025, the Act introduces a series of new arrangements and requirements that aged care providers must comply with.

While some of these changes will be new for council-aged care providers, many will be broadly aligned to processes and arrangements councils already have in place in other areas of council business.

Previously, councils delivering only the Commonwealth Home Support Programme have not been subject to specific legislation. This will change under the Act, with all services funded by the Commonwealth Government to be regulated by legislation for the first time.

The Act will apply to aged care providers, their governing bodies, responsible persons, associated providers (sub-contractors) and aged care workers and volunteers.

1. About this guidance

This factsheet provides local government councillors with key information about the Act, including their responsibilities as 'responsible persons' and the council's obligations as the governing body when delivering Commonwealth-funded aged care services. This includes where councils receive grant funding through the Commonwealth Home Support Programme, are registered to deliver Home Care Packages (to be known as Support at Home from 1 November 2025) or provide residential aged care services.

This resource outlines how the Act relates to your role as a councillor, provides practical steps to help you meet your obligations under the legislation, and how to support your council in delivering high-quality aged care services through effective leadership.

2. Why do I need to know about the Aged Care Act 2024?

The Act introduces significant governance responsibilities for executive leaders and governing bodies of aged care service providers. Under the Act, local government councillors are defined as 'responsible persons', alongside CEOs and other senior officers. This means you will have a statutory duty to exercise due diligence in ensuring your council complies with its obligations when delivering aged care services.

Understanding these new responsibilities will help you support your council's leadership in delivering high-quality aged care. It also provides an opportunity to build on your knowledge of the valued aged cares services your council provides and to foster a culture of quality, safety and inclusion.

This guidance will help you interpret what these new duties mean in practice and assist you to confidently meet your obligations under the legislation.

3. About the Aged Care Act 2024

The Act has been developed in direct response to the Royal Commission into Aged Care Quality and Safety (the 'Royal Commission'), which found that the aged care sector needed significant reform. The Royal Commission heard significant evidence that the aged care system was not meeting the needs of older Australians. The Royal Commission's first recommendation was that Australia needed a new **rights-based** Aged Care Act. The Royal Commission also found that the system and providers needed to strengthen governance to

ensure older Australians receive high-quality care and avoid poor outcomes.

The Act directly responds to the Royal Commission findings by requiring providers to put in place strong organisational and, in some cases, clinical governance arrangements.

The Aged Care Quality and Safety Commission (ACQSC) is the national regulator of funded aged care services under the Act. The ACQSC oversees provider compliance, works to uplift provider monitors the quality and safety of care, and takes enforcement action where standards are not met.

Under s 12 of the Act, Councillors are captured in the definition of Responsible Persons because they are responsible for the executive decisions of the council.

The ACQSC advises that governing bodies are responsible for:

- identifying and managing risk
- monitoring the provider's compliance with all legal requirements and their own organisational policies.

You'll be supported to undertake this role through your council's governance systems and processes.

4. Responsible Persons under the Aged Care Act 2024

The term 'responsible person' has a clear definition in the Act. This definition is specific to this legislation and differs from the *Aged Care Act 1997,* which uses the term 'key personnel'. In particular, the Act defines a responsible person to include local government councillors. Section 12 of the Act defines a responsible person as:

- Any person who is responsible for the executive decisions of the registered provider;
- Any other person who has authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the registered provider;
    - any person who has responsibility for overall management of the nursing services delivered by the registered provider, or overall management of the nursing services delivered at an approved residential care home of the registered provider, and who is a registered nurse; and
    - any person who is responsible for the day-to-day operations of an approved residential care home or service delivery branch of the registered provider.

While arrangements may differ from council to council, 'responsible officers' include, as a minimum:

- Councillors
- Chief Executive Officer (CEO)
- Director or senior officer responsible for aged care services (regardless of their official title)

This new definition means that, as a 'responsible person', councillors have a direct role in ensuring that Council's aged care services are governed effectively and meet their accountability obligations. Council services will therefore need to adapt their reporting processes and decision-making to reflect this responsibility.

5. Councillors as responsible persons

The Department of Health, Disability and Ageing has provided the following policy guidance to support Councillors to highlight their role as responsible persons.

Councillors are generally responsible for key aspects of the executive decisions of the registered provider.

For example, councillors may make strategic decisions about services offered and/or provide independent oversight and assurance of council management action – including financial oversight. By contrast, your CEO may be responsible for management and decision-making about day-to-day delivery of services.

As defined in Section 12 of the Act, a responsible person of a registered provider includes anyone responsible for the executive decisions, which includes members of governing bodies, and anyone who has authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the registered provider.

This highlights that an elected councillor as an individual will generally be considered a responsible person for the purpose of the Act.

6. Statutory duty of responsible persons

As outlined above, councillors, the CEO and other senior officers are considered responsible persons under the Act.

Under the Act, 'certain' responsible persons have a duty to exercise **due diligence** to ensure that the provider complies with **the registered provider duty** set out in the legislation. This includes councillors as the council's governing body.

The registered provider duty states that a provider must ensure, so far as is **reasonably practicable,** that the conduct of the provider does not cause adverse effects to the health and safety of individuals to whom the provider is delivering funded aged care services while the provider is delivering those services.

It is important to unpack what "**due diligence**" entails. The legislation describes due diligence as taking "**reasonable steps**", which include:

(a) to acquire and maintain knowledge of requirements applying to registered providers under this Act; and
(b) to gain an understanding of the nature of the funded aged care services the registered provider delivers and the potential adverse effects that can result to individuals when delivering those services; and
(c) to ensure that the registered provider has available for use, and uses, appropriate resources and processes to manage adverse effects to the health and safety of individuals accessing funded aged care services delivered by the provider; and
(d) to ensure that the registered provider has appropriate processes for receiving and considering information regarding incidents and risks and responding in a timely way to that information; and
(e) to ensure that the registered provider has, and implements, processes for complying with any duty or requirement of the registered provider under this Act.[1]

Keep in mind that what constitutes taking "reasonable steps" will depend on your role as a councillor. Your council's systems and processes, including reporting mechanisms to Council, are designed to support you in meeting this obligation.

[1] Aged Care Act 2024, Section 180 (2)

7. Other obligations required of responsible persons

Responsible persons of aged care providers also have other obligations under the Act.

These include:

- complying with the Aged Care Code of Conduct (applies to providers, responsible persons, workers, and volunteers) (see section 12 of this factsheet)
- notifying your provider as to any changes in your suitability as a responsible person (see section 8 and 13)
- complying with whistleblower protections under the Act when a protected disclosure is made to a responsible person. This includes safeguarding the discloser's identity and avoiding any actions that could victimise them.

8. Suitability requirements of responsible persons

Another element in ensuring that funded aged care services have strong governance, as outlined in the Act, is the requirement for responsible persons to meet certain **'suitability requirements**'. The Act sets out a comprehensive range of matters that providers must ensure their responsible persons satisfy.

Suitability matters are covered in section 12 of the Act. Suitability matters are explored in more detail in Section 13 of this factsheet.

It is the responsibility of the individual responsible person to notify the aged care provider of **any relevant change** in their circumstances related to suitability.

Notification must be provided in writing within 14 days of the person becoming aware of the change and must include the details relevant to the suitability requirement. The ACQSC can pursue a civil penalty against a responsible person who fails to comply with this obligation[2].

Registered providers must consider the suitability matters in relation to their responsible persons at least once every 12 months. This can be achieved through an annual declaration process.

9. Breaches of the registered provider or responsible persons duty

It's important that responsible persons take reasonable steps to ensure they are complying with their prescribed duties. The Act also provides descriptions of what would constitute 'contravening' these duties.

Firstly, contravening a duty occurs where a registered provider or responsible person, '**without reasonable excuse, engages in conduct that does not comply with the duty'** and the conduct amounts to a '**serious failure'.**

Serious failures have a specific definition under the Act. Broadly, a serious failure means conduct that exposes an individual to a risk of death or serious injury **and** that conduct involves significant failure or is a part of a systemic pattern of conduct.

S 179 (4) states **that the conduct of a registered provider** amounts to a ***serious failure*** to comply with the duty) if:

(a) the conduct exposes an individual to whom the duty is owed a risk of death or serious injury or illness; and

(b) the conduct:

(i) involves a significant failure; or

[2] Aged Care Act 2024, Section 169

(ii) is part of a systematic pattern of conduct.

Conduct of a person amounts to a ***serious failure*** to comply with the duty in subsection 180 (5) if:
(a) the conduct exposes an individual to whom the duty is owed a risk of death or serious injury or illness; and
(b) the conduct:

(i) involves a significant failure; or

(ii) is part of a systematic pattern of conduct.

For both the registered provider duty and the responsible person duty, both elements (i) 'involves a significant failure' and (ii) 'is part of a systemic pattern of conduct' must be present to amount to a breach of the duty.

Importantly, a Responsible Person will also breach their duty where their conduct amounts to a 'serious failure' and that conduct results in the death of, serious injury to or illness of a recipient of the funded aged care services.

10. Penalties

Breaches of the registered provider or responsible person's duty may result in civil penalties against the registered provider or responsible person(s). You can read about these civil penalties in MAV's second factsheet 'Unpacking the Aged Care Act for Victorian Local Government Providers'.

11. Aged Care Code of Conduct

From 1 November 2025, as a member of your council's governing body, you will need to understand and comply with the Aged Care Code of Conduct (the Code) and ensure your registered provider is taking reasonable steps to ensure aged care workers and members of the governing body comply with the Code.

The Code outlines the expected behaviour and treatment of aged care providers, their governing bodies (including councillors), and workers (including volunteers) towards individuals receiving aged care.

It helps ensure that people can have confidence and trust in the quality and safety of the aged care they receive.

The Code outlines 8 elements of expected behaviour:

1. Act with respect for people's rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions.
2. Act in a way that treats people with dignity and respect and values their diversity.
3. Act with respect for the privacy of people.
4. Provide care, supports and services safely and competently, with care and skill.
5. Act with integrity, honesty and transparency.
6. Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of care, support and services.
7. Provide care, supports and services free from:
   i. all forms of violence, discrimination, exploitation, neglect and abuse
   ii. sexual misconduct.
8. Take all reasonable steps to prevent and respond to:
   i. all forms of violence, discrimination, exploitation, neglect and abuse
   ii. sexual misconduct.

You can read more about the Code at the ACQSC website.

12. Aged Care Quality Standards

The commencement of the Act will also introduce the Strengthened Aged Care Quality Standards (the Standards).

Aged care providers need to meet the strengthened standards based on the types of services they deliver. The types of services your council delivers determine the 'registration category' assigned to your council.

You can watch this short video that provides an overview of these categories.

If your council only delivers services in categories 1, 2 or 3, the Strengthened Quality Standards do not apply.

If your council is registered to deliver services in category 4, 5 or 6, it will need to comply with the Standards, including Quality Standard 2 – the Organisation.

This specific standard sets out the Commission's expectations of the governing body and management of the service.

Quality Standard 2 also provides an important framework for you, as a member of the governing body, to exercise your role effectively.

13. Further reading

A range of helpful resources is available to support members of aged care governing bodies, developed by the ACQSC and other leading governance organisations.

Aged Care Provider Governance Responsibilities – Aged Care Quality and Safety Commission

Australian Institute of Company Directors

14. Appendices

Meaning of suitability matters in relation to an individual		
Sub-section (for example, ss. 28 (3) (e))	What the sub-section states	Explanation/Comment
ss.13 (1) (a).	Whether an individual has experience in providing, at any time, funded aged care services or similar services.	This suitability matter requires that only individuals with relevant experience be allowed to work in aged care services for a registered provider.
ss. 13 (1) (b).	Whether a banning order against an individual is, or has at any time been, in force.	The banning order that is being referred to here is a banning order under the new *Aged Care Act 2024* (Cth). Note the use of the words "or has at any time been". This includes banning orders that have been revoked or expired, not just current banning orders. This is only likely to apply to Councillors who are involved in the delivery of funded aged care services in their private capacity.
ss.13 (1) (c)	Whether an NDIS banning order against an individual is, or has at any time been, in force.	Same point as ss.13 (1) (b) above. This is only likely to apply to Councillors who are involved in the delivery of the NDIS in their private capacity.
ss.13 (1) (d)	Whether an individual has at any time been convicted of an indictable offence.	An offence is usually defined in the Act which creates it as summary or indictable. If this does not occur, an offence will be deemed to be indictable if it is punishable by imprisonment or fine between levels 1 (life) – 6 (5 years or 600 penalty units), as set out in the *Sentencing Act 1991*.

		Summary offences are usually heard and determined 'summarily' in the Magistrates' Court. In a summary hearing, the Magistrate hears and determines both the facts and the law and ultimately decides if the charge is proven and what sentence to impose. Indictable offences are usually heard and determined 'on indictment' before a jury in the County Court or Supreme Court. Only the Director of Public Prosecutions may file an indictment. The jury will decide if the accused is guilty and the judge will determine the sentence. However, many indictable offences are deemed triable summarily in the *Criminal Procedure Act 2009, meaning that they may be heard and determined in the Magistrates' Court*.
ss.13 (1) (e)	Whether a civil penalty order against the individual has been made at any time.	A civil penalty is defined by section 7 of the new *Aged Care Act 2024* (Cth) as having the same meaning as in the *Regulatory Powers Act 2014* (Cth). Under sub-section 79 (2) (a) (i) of the *Regulatory Powers Act 2014* (Cth) a provision is a civil penalty order if, at the foot of the pecuniary penalty, it states that it is a civil penalty by using the words "civil penalty". An example of this is: **142 Conditions of registration** (3) An entity contravenes this subsection if: (a) the entity is a registered provider; and (b) the entity engages in conduct; and (c) the conduct breaches a condition to which the entity's registration is subject. Civil penalty: 250 penalty units. There are good arguments to say the following sub-section of 169 is not a civil penalty because the required words are deliberately not used:

		(3) A person commits an offence of strict liability if: (a) the person is one of the responsible persons of a registered provider; and (b) the person fails to comply with subsection (1). Penalty: 30 penalty units. **170 Determination relating to suitability of responsible persons of a registered provider** Interestingly, no Local Government Act uses the words "civil penalty" and so any misconduct matters or other contraventions of the Local Government Act by a councillor will not amount to a civil penalty under the new Aged Care Act 2024 (Cth) and so it is strongly suggested that no issues under the Local Government Act will have any impact on a councillors role as responsible persons.
ss.13 (1) (f)	Whether an individual is, or has at any time been, an insolvent under administration.	Care with this one needs to be taken with Councillors who own and run private registered Australian businesses. Councillors whose business enter into insolvency and are placed under administration do not disqualify them from being a councillor but it will mean that a suitability matter may arise under this new *Aged Care Act 2024* (Cth).
ss.13 (1) (g)	Whether an individual is, or has at any time been, the subject of adverse findings or enforcement action by a Department of the Commonwealth or State or Territory, the Australian Securities and Investments Commission, the Australian Charities and Not-for-profits Commission, the Australian Competition and Consumer Commission, the Australian Prudential Regulation Authority, the Australian Crime Commission, AUSTRAC, the Australian Health Practitioner Regulation Agency, another body established for a public purpose under	Councillors who own businesses that may be subject to adverse findings by ACCC (misleading and deceptive conduct), professionals who deal with large amounts of cash (bankers, lawyers, accountants, real estate agents) (non-reporting to AUSTRAC), councillors who are also members of not-for-profit incorporated associations (generally community groups and community sporting teams), councillors who are medical professionals and arguably, because adverse findings include local governments, this could include adverse findings against councillors regarding planning and building. While a simple rejection of a planning or building permit application would not suffice to count as an adverse finding in this case and for the purposes of this section, there is an argument that findings of misconduct by an arbiter, and of serious misconduct by a Councillor Conduct Panel, could fall into this category.

	the law of the Commonwealth, a State or Territory authority, a local government authority or a body responsible for maintaining standards of conduct in a profession that is involved in the delivery of funded aged care services.	
s.13 (1) (h)	Whether an individual is, or has been, the subject of fraud findings or judgments or is currently the party to fraud proceedings.	No explanation/comment is required.
s.13 (1) (i)	Whether an individual is disqualified from managing corporations.	No explanation/comment is required.
s.13 (1) (j)	Whether a worker is subject to worker screening requirements under the Rules.	No explanation/comment is required.
s.13 (1) (k)	Any other matters prescribed by the rules (currently there are no other matters prescribed by the Rules).	No explanation/comment is required.

MAV Aged Care Act 2024 Councillors April fact sheet

Summary of changes

Background

In October 2025 the Community Access and Support team updated Councillors with advice from MAV in respect to the Aged Care Act 2024 (ACA). Below is a summary of the new/updated information in the MAV version 2 – March 2026 fact sheet.

Update to Page 4, section 3:

- Version 1 did not reference the Aged Care Act. Version 2 now references s 12 of the Aged Care Act 2024. This section of the Act sets out the meaning of the 'responsible person' of a registered provider.
- The updated fact sheet provides clarity regarding the councillors as Responsible persons, stating "Under s 12 of the Act, Councillors are captured in the definition of Responsible Persons because they are responsible for the executive decisions of the council.
- The due diligence for a 'Responsible Persons' is set out in 180(2) of the ACA. In the Members Brief MAV states "The MAV and councils have received written notice from the Department of Health, Disability and Ageing that it does not expect Councillors to act outside their legislated roles under relevant local government legislation, stating that '*What due diligence looks like is assessed based on what was reasonable for that particular responsible person, in their particular role, at that particular time.'* It is therefore unlikely that a Councillor will be required to be actively engaged in the detail of the council's aged care service delivery. Rather, a Councillor who is a Responsible Person will be required to ensure that the necessary strategic and financial settings are in place to deliver safe, efficient, and high-quality aged care services."

Update to items on Page 9:

ss. 13 (1) (b)

- Reference to banning orders and now clarifies that this is "likely to only apply to Councillors who are involved in the delivery of funded aged care services in their private capacity."

ss. 13 (1) (c)

- Reference to banning orders and now clarifies that this is “likely to only apply to Councillors who are involved in the delivery of NDIS in their private capacity.”

Updates to items on Page 10:

ss. 13 (1) (d)

- Refer to the version 2 fact sheet for updated information about indictable offences.

Updates to items on page 11:

ss. 13 (1) (g)

- Updated advice about an individual been subject of an adverse finding. MAV have included the following additional information “there is an argument that findings of misconduct by an arbiter, and of serious misconduct by a Councillor Conduct Panel, could fall into this category.”

Members Brief

Update on Implications of the Aged Care Act 2024



MUNICIPAL ASSOCIATION OF VICTORIA

MAV would be pleased to provide clarification on any information in this document.
For further information, please contact:
Kim Howland, Manager Community Wellbeing at khowland@mav.asn.au

Fact Sheet Updated: March 2026



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of the land on which we live. We recognise their continuing connection to land, waters and culture and pay our respects to their Elders past, present and emerging.

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The information in this brief is intended as general commentary only and should not be regarded as legal advice. Every effort is made to ensure that the material is accurate and up to date. However, we do not guarantee or warrant the accuracy, completeness, or currency of the information provided.

This submission has been prepared by the Municipal Association of Victoria (MAV). The MAV is the statutory peak body for local government in Victoria, representing all 79 municipalities within the state.
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Introduction

Local government plays a critical role in supporting older people to age well in place. For 120 councils across Australia, delivering aged care services is both a significant commitment and investment in their communities.

Australia's federally funded aged care system is undergoing significant reform, with changes affecting how providers' services are funded, governed, and delivered. The Australian Government has recognised the important role of local government aged care providers and is working constructively with MAV and other associations to address sector concerns.

The Aged Care Act 2024 (ACA) commenced on 1 November 2025, centralising the legislative framework governing all aged care programs and introducing a new regulatory framework and provider governance requirements.

Changes to strengthen provider governance arrangements are designed to uplift care quality and increase accountability for the thousands of aged care providers operating in Australia, including councils, not-for-profit organisations, for-profit providers and state governments.

For councils, these changes have raised critical questions about how ACA compliance can be achieved while considering existing local government legislation and governance frameworks. The MAV and our counterparts across Australia have worked closely with the Department of Health, Disability and Ageing (the department) and the Aged Care Quality and Safety Commission (the commission) to navigate the implications of these changes.

This brief provides an overview of information and guidance for the Victorian local government sector to support ongoing work in implementing governance requirements under the ACA.

Background

The ACA introduces several new requirements for key personnel involved in the strategic and operational delivery of aged care services. In particular, the Registered Provider Duty, the Responsible Person Duty and the concept of 'due diligence'.

1.1 Registered Provider duty

All registered providers of federally funded aged care must uphold the Registered Provider duty to "ensure, so far as is reasonably practicable, that the conduct of the provider does not cause adverse effects to the health and safety of individuals to whom the provider is delivering funded aged care services while the provider is delivering those services."[1]

1.2 Councillors as Responsible Persons

Under section 12 of the Act, councillors meet the definition of Responsible Persons of an aged care service. This means that they have responsibilities under the Act, including:

- complying with the Aged Care Code of Conduct
- notify the registered provider of any changes relating to their suitability
- abide by the whistle-blower requirements, and
- upholding the statutory duty of Responsible Persons.

[1] Aged Care Act 2024 s 179

1.3 Statutory Duty of Responsible Persons

The Responsible Person duty applies to all Responsible Persons of a registered provider, requiring that they 'exercise due diligence' that the registered provider complies with the registered provider duty.

Responsible Persons must also notify the council of any change of their circumstances that relates to a suitability matter in writing within 14 days of becoming aware of the change.

1.4 Due diligence

Section 180(2) of the ACA provides an overview of what constitutes 'due diligence' for a Responsible Person.
Broadly, these include:

a. acquiring and maintaining knowledge of the requirements applying to registered providers under the ACA;
b. ensuring that the council has available for use, and uses, appropriate resources and processes to manage adverse effects to the health and safety of individuals accessing funded aged care services delivered by the council; and
c. ensuring that the council has appropriate processes for receiving and considering information regarding incidents and risks and responding in a timely way to that information.

The MAV and councils have received written notice from the Department of Health, Disability and Ageing that it does not expect Councillors to act outside their legislated roles under relevant local government legislation, stating that '*What due diligence looks like is assessed based on what was reasonable for that particular responsible person, in their particular role, at that particular time.*'[2]

It is therefore unlikely that a Councillor will be required to be actively engaged in the detail of the council's aged care service delivery. Rather, a Councillor who is a Responsible Person will be required to ensure that the necessary strategic and financial settings are in place to deliver safe, efficient, and high-quality aged care services.

Civil liability for breaching the Responsible Person Duty

The civil liability for breaching the statutory duty requires a finding by the court that the responsible person has not exercised due diligence, and that their conduct, which must be a significant departure from the conduct that could reasonably have been expected, or part of a systematic pattern, has exposed an older person to a risk of death or serious injury or illness. This demonstrates that this pathway is for the most serious of failures.

- Department of Health, Disability and Ageing

[2] Letter to Local Government CEOs regarding Elected Members as Responsible Persons under the Aged Care Act 2024 – 31 October 2025

Key considerations for local government providers

This section provides general guidance on key questions councils have raised regarding the ACA. It is important that councils obtain their own legal advice on matters related to their specific service.

What practical measures might councils implement to ensure compliance with Responsible Person obligations under the ACA?

The steps that a council takes to assist its Councillors in discharging their Responsible Person obligations will depend largely on the nature of the funded aged care services that the council is delivering. The risk profile of a service delivering non-clinical services will be lower than that of a service involved in clinical care; the level of oversight required for the non-clinical service may well be less.

Broadly, councils should consider implementing the following measures:

1. Delivery of training to Councillors on a regular basis (e.g. every two years), addressing the matters set out in s 80(2) of the ACA, including:
   a. the requirements applying to the council as a registered provider of funded aged care services;
   b. high level details of the funded aged care services being delivered by the council and the types of adverse effects that could affect individuals receiving those services;
   c. the need for the council to ensure that its delivery of funded aged care services is properly resourced (including by way of the council's budget);
   d. the framework that the council has in place for managing and responding to incidents and risks;
   e. obligations to notify any change in circumstances that affects or relates to the suitability requirements; and
   f. obligations as potential recipients of whistleblower complaints and the mechanisms for reporting them

No specific training is required for Councillors who are Responsible Persons under the ACA. However, training for Councillors is a means of actively engaging with them in undertaking their Responsible Persons obligations.

2. Regular dedicated reporting to the Audit and Risk Committee (ARC). This reporting should include things like:
   a. incidents involving the risk of, or actual, injury, illness or damage arising during the reporting period;
   b. whether those incidents were adequately responded to;
   c. steps taken to avoid similar incidents occurring in future;
   d. any recommendations to improve the delivery of funded aged care services more broadly; and
   e. a view as to whether the council is discharging its registered provider duty and, if not, what needs to be done to discharge it.

3. ARC reports to the Council, including the specific details of its consideration of, and recommendations about, the delivery of the funded aged care services.

4. Including the discharge of the registered provider duty, and the proper delivery of the funded aged care services more generally, as part of the CEO's regular performance reviews.

5. Specific assessment of, and provision for, the resourcing required for discharge of the registered provider duty, and the proper delivery of the funded aged care services, in the Budget on an annual basis.

Can a Councillor refuse to be a Responsible Person?
No. Once a Councillor has been elected to Council, they meet the definition of a Responsible Person. There is no scope for a Councillor to refuse to be a Responsible Person.

Further, were a Councillor to refuse to fulfil their role as Responsible Person, for example by refusing to submit information relevant to suitability matters or departing the council chamber when matters regarding the council's aged care service arise, questions may arise as to whether the Councillor was performing their role.

When elected, Councillors take an oath or affirmation of office. In taking this oath, Councillors commit to 'faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 (Vic) and any other Act to the best of my skill and judgement." Here, 'Any other Act' includes upholding and complying with obligations under the ACA.

What if a Councillor fails to meet a suitability matter requirement?
If a suitability matter arises, this does not mean an individual is automatically unsuitable to be a Responsible Person. Rather, these matters inform consideration of suitability, both by the registered provider and the Commission.

The Commission and department have committed to working with councils where issues regarding the suitability of a Councillor arise. Further, they have acknowledged that a council will not be able to lawfully remove an elected member only on the basis that the Commission has assessed them as unsuitable to be a Responsible Person.

Instead, the MAV considers it likely that if a Councillor were deemed unsuitable by the Commission, conflict of interest provisions in the Local Government Act 2020 could be utilised to respond to any directions from the Commission that seek to limit their influence over the council's aged care operations. In any case, these issues will be managed as they arise and managed in line with relevant local government legislation.

1.5 Notifying the Aged Care Quality and Safety Commission

Information regarding the process for notifying the Commission of new or changed Responsible Persons can be found here: Responsible person changes | Aged Care Quality and Safety Commission

To notify the Commission, providers must complete and submit both:

- Change in circumstance notification form
- Adding a person as a Responsible Person form.

These forms can be found via Applications, requests and notifications. More information on completing a form is available in the Change in Circumstance Guidance.

1.6 Aged Care Quality and Safety Commission's regulatory approach

The regulatory framework created by the ACA recognises significant diversity in aged care services, provider organisations, and delivery contexts. It enables a proportionate approach to regulation that responds to the risk of harm to older people and to the context of service delivery.[3]

The ACA establishes a robust and risk-based regulatory framework for the delivery of funded aged care services. The commission has stated it will take a proportionate approach to regulation with a strong focus on potential risks to clients. It is important that, to the greatest extent possible, providers and their Responsible Persons make every effort and act in good faith to comply with their obligations.

In line with the Commission's Regulatory Strategy, they will work with providers who are taking reasonable steps to mitigate any risks resulting from a Councillor's role in the governance of the funded aged care services. See Figure 1 for an overview of the Commission's approach to regulation.

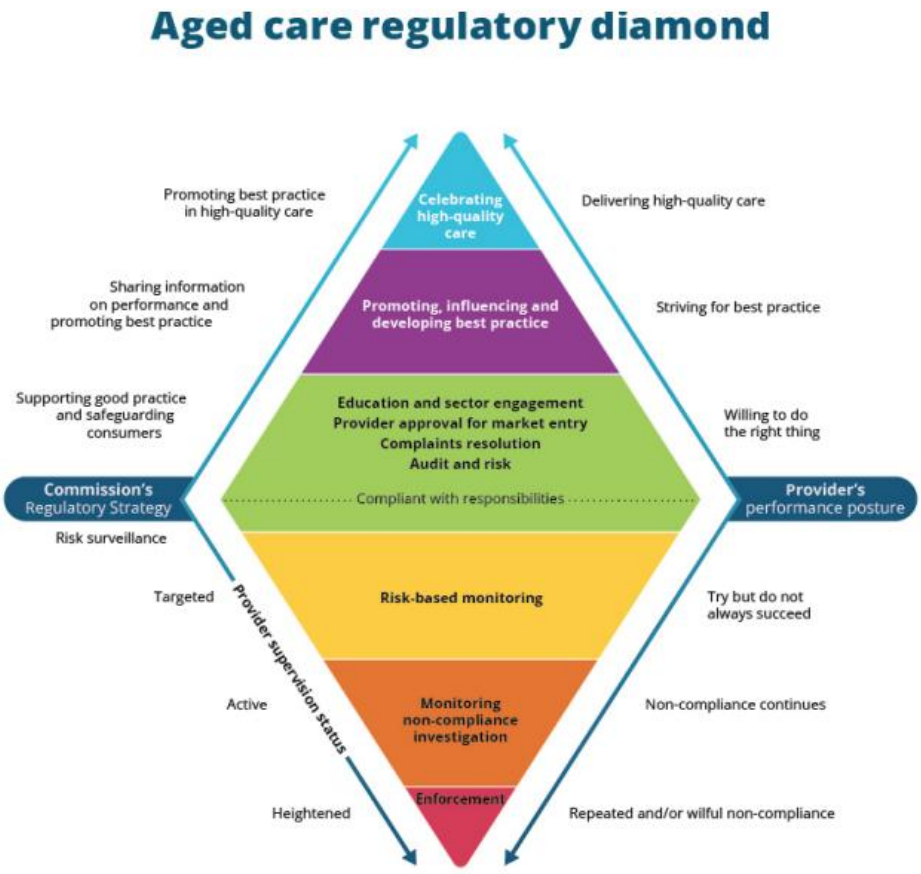


Figure 1 - Aged Care Quality and Safety Commission's Regulatory Strategy 2025-2026

[3] Letter to Local Government CEOs regarding Elected Members as Responsible Persons under the Aged Care Act 2024 – 31 October 2025

Conclusion

The MAV acknowledges the significant effort and investment by councils in implementing the changes required under the ACA. We will continue to work with your staff, the Department of Health, Disability and Ageing, the Aged Care Quality and Safety Commission and the Minister for Aged Care and Seniors to ensure councils can confidently comply with the ACA.

Further resources to support implementation are available on the MAV website and the Aged Care Quality and Safety Commission Website.

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8.5 Council Resolutions Progress Report - January to March 2026

Final Report Destination: Council
Paper Type: For Noting
Author: Governance Officer, Damian Watson
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Director Customer and Performance, Matt Kelleher

SUMMARY
This report provides Council with an update on the implementation of all Council resolutions from January to March 2026, along with resolutions with a status of in-progress from the balance of the current Council term; offering a clear overview of the progress made on decisions made by Council. By providing this information, the report supports transparency and accountability, enabling both Council and the community to monitor the effective implementation of Council decisions.

RECOMMENDATION
That Council note the Council Resolutions Progress Report: January to March 2026 as set out in Attachment 1 to the Officers' report.

1. DISCUSSION

In accordance with the Local Government Act, the Chief Executive Officer is responsible for ensuring that Council resolutions are implemented in a timely manner. This report outlines the progress of the implementation of Council decisions and is intended to support ongoing transparency and accountability to Council and the community. The information contained in this Report is current as at 15 May 2026.

1.1 Overview of Status of Council Resolutions

Attachment 1 of this report includes all matters considered by Council in the period, January-March 2026 – 35 in total including items for noting. Of the decisions made over the three-month period, 30 have been completed or implemented, and 5 are in progress.

A second table is included in Attachment 1 detailing Council resolutions with a status of in-progress from the balance of the current Council term – 6 in total.

2. ENGAGEMENT

No community engagement was necessary for the preparation of this report.

3. SOCIAL IMPLICATIONS

This report provides transparency on the status of the implementation of Council decisions and supports community confidence in the accountability and responsiveness of Council. Ongoing reporting in this manner ensures that decisions affecting the community are monitored and actioned, reinforcing Council's commitment to good governance and timely delivery of outcomes.

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 associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial implications associated with this report. However, it is noted that maintaining the register of Council decisions requires officers to update implementation progress and closure commentary. While this represents a modest resource impact, it is incidental and forms part of normal business processes that should already be occurring.

7. RISKS

Failure to action Council resolutions in a timely manner carries reputational and governance risks, including reduced community trust, perceptions of inaction or poor accountability, and potential non-compliance with legislative and policy obligations. Delays may also impact service delivery, stakeholder relationships, and Council's ability to demonstrate effective decision-making.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Council Resolutions January to March 2026 [**8.5.1** - 10 pages]

Council Resolutions: January - March 2026

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
27-01-2026	6.1	Report of Planning Applications Decided Under Delegation 1 December 2025 to 31 December 2025	That Council note the planning applications decided under delegation 1 December 2025 to 31 December 2025 as set out in the officers' report.	This item was for noting only.	Completed
27-01-2026	6.2	6 Margot Street, Ferntree Gully	That Council resolve to defer consideration of this item to the Council Meeting on 9 February 2026.	Report has been deferred until 9 February 2026 to seek further clarity and information regarding the report. The Applicant has been informed.	Completed
27-01-2026	8.1	Community Partnership Fund Program Review	That Council resolve to: 1. Retain the four-year funding cycle for the Community Partnership Fund (CPF). 2. Make all CPF grant funding streams contested and streamline the CPF funding streams from six to three: a. Specialist Community Support Services; b. Community Development; and c. Volunteer Resourcing and Support. 3. Re-align CPF timelines with the CDF by commencing funding in January rather than July. 4. Note the proposal to rename the "CDF Assessment Panel" the "Community Grants Assessment Panel" and that revised draft terms of references, incorporating the changes outlined in resolution 1 to 3 above, will be presented to a Council Meeting in April 2026 (unless deferred in consultation with the Mayor). 5. Note a revised Community Grant Framework and Guidelines will be presented to a Council Meeting in April 2026 (unless deferred in consultation with the Mayor) incorporating the changes outlined in resolution 1 to 3 above. 6. Introduce four-year service agreements for the following essential service organisations and provide direct funding for these organisations outside CPF grant program: • Knox Infolink • Neighbourhood Houses (Knox Learning Alliance): - Coonara Community House; - Orana Neighbourhood House; - Rowville Community Learning Centre; - Mountain District Learning Centre; - The Basin Community House. • Knox Toy Library • Knox Historical Society • Knox specific CFA Brigades • Knox SES Branches 7. Note for the purposes of the service agreements with the Essential Service organisations set out in resolution 6 above, that: Requests for funding from additional essential service organisations would considered on a case-by-case basis as part of the annual budget cycle and/or a separate report to Council. a) A report regarding the draft service agreements for the essential service organisations will be presented to Council in April 2026 (unless deferred in consultation with the Mayor) 14 of 23 2026-01-27 - Meeting Of Council including: b) A template for the Draft Service agreements, including:	Action has been undertaken to implement the changes to the Community Partnership Fund (CPF), including retaining the four-year funding cycle and streamlining the funding streams to three contested streams. Officers have also progressed work to introduce four-year service agreements for identified essential service organisations. Draft updates to the Community Grants Framework and Guidelines, revised Terms of Reference for the Community Grants Assessment Panel, and a draft service agreement template have been prepared. Additionally, a report on consultation undertaken in relation to the CPF program has been prepared. These matters will be presented to Council in April 2026 for consideration.	In Progress

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
			– Provisions that specify that where Council funds are provided for the purchase of goods, the goods purchased must be retained for the benefit of the Knox community, but may be made available for loan outside Knox in emergency situations; – Details of the acquittal process to be followed to ensure funds are being used for their attended purpose. 8. The result of consultation with each of the essential service organisations regarding the outcomes of the last Community Partnership Funding Program. 9. Note the previous CPF grant funding of $831,255 is proposed to be allocated for 2026-2027 as follows: • Contested CPF grant funding of $444,887 • Funding for essential service organisations of $386,368		
27-01-2026	8.2	Review of the Planning Consultative Committee Terms of Reference	That Council adopt the Terms of Reference for the Planning Consultative Committee (PCC), as provided in Attachment 3 of this report.	Noted and discussed with the Planning Team	Completed
27-01-2026	8.3	The Basin Parking Management Plan	That Council: 1. Adopt The Basin Parking Management Plan as presented in Attachment 1, subject to the following the following amendment: a. That on Page 3 of Appendix 1 to this report - The Basin Parking Management Plan - and in the proposed timeline July 2026 - June 2027 section, a new bullet point be added, which states “implement additional bicycle parking within the precinct incorporating community engagement processes.” 2. Note that The Basin Parking Management Plan has been informed by community engagement processes 3. On adoption of this report, write to the Department of Transport and Planning to advocate for the consideration of infrastructure treatments along Mountain Hwy in proximity to The Basin shopping centre which would support vehicle turnaround opportunities.	For resolution no. 1, a new bullet point regarding additional bicycle parking has been added to The Basin Parking Management Plan. For resolution no. 2, Council has noted The Basin Parking Management Plan has been informed by community engagement processes. For resolution no. 3, The Traffic and Transport Team has written to the Department of Transport and Planning (DTP) to advocate for the consideration of infrastructure treatments along Mountain Hwy in proximity to The Basin shopping centre which would support vehicle turnaround opportunities. Discussions with DTP on this request is still ongoing.	Completed
27-01-2026	8.4	Revised Instrument of Delegation - Planning to Members of Council Staff	In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves to: 1. Delegate its powers, duties, and functions outlined in the Instrument of Delegation - Planning (Attachment 1) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument. 2. Note that the Instrument of Delegation - Planning (Attachment 1) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor. 3. Revoke the previous version of the Instrument of Delegation - Planning effective upon the new Instrument coming into force. 4. Note the duties and functions set out in the Instruments must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt	Updated on Council website, KX and the Delegations Register.	Completed
27-01-2026	10.1	Notice of Motion No. 192 Rooming Houses	That Council, having heard from local residents in Ferntree Gully in December regarding their concerns about a Rooming House planning application and the management of existing Rooming Houses: 1. Notes that Rooming Houses play an important role in Victoria’s housing system, often accommodating vulnerable residents; being provided by both government, not for profit and private operators; and primarily regulated under a complex state regulatory framework involving multiple agencies.	Letters were drafted and issued to specified Ministers and MPs. Meeting has occurred with the Minister for Planning in late April 2026. Meeting with Minister for Consumer Affairs cancelled by Minister following government cabinet reshuffle changes.	In Progress

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
			2. Acknowledges the increasing pressure on local governments to manage the impacts of Rooming Houses through registration, inspections, compliance and community response. 3. Advocates to the Victorian State Government for: a. Strengthened minimum standards and resident protections, including: Improved safety, amenity, and liveability standards; i. Stronger enforcement mechanisms and penalties for non-compliance by operators; ii. Enhanced protections for residents relating to privacy, security of tenure, rent setting and eviction processes; and iii. More proactive and regular compliance inspections, rather than reliance on complaints-based enforcement. b. Review of registration triggers to more appropriately address community concerns and welfare of local residents; c. Improved local government input into existing planning controls, including reforms to clause 52.23 of the Victorian Planning Provisions to require planning permits for all Rooming Houses; not just those above a defined scale or impact threshold, along with stronger community consultation (notice) and appeal rights in relation to new or expanded Rooming House developments. d. Funding and/or increased funding and support for Rooming House regulation, including: i. State funded regional managers, employed by the State Government, to monitor privately owned rooming houses, and non-compliant rooming houses, across the state at no cost to tenants, to ensure improved management and tenant welfare; ii. Training and workforce support for local government compliance officers; iii. State–local coordination to address unregistered and/or unsafe rooming houses; iv. Funding for wrap-around support services for rooming house residents, and v. Work with well managed rooming houses to promote broader affordable housing and homelessness strategies. 4. Writes to the Minister for Housing, the Minister for Planning, the Minister for Consumer Affairs, and the Knox local State Members of Parliament outlining Council's advocacy position for Rooming Houses. 5. Receives a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council's advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy.	Continue to support rooming house residents through the Short-Term Support team and Program	
9-02-2026	4.1	Minor Grants Program 2025-2026 Monthly Report and Excellence Grants for Individuals Update (Quarter 2)	That Council resolve to: 1. Approve three applications under the Minor Grants Program for a total of $4,956.47(excluding GST) as detailed below: 2. Defer one application under the Minor Grants Program requesting a total of $2,000.00 as detailed below: 3. Refuse one application under the Minor Grants Program requesting a total of $1,500.00 as detailed below: 4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be $87,738.09 after GST adjustments. 5. Note the Excellence Grants for Individuals awarded in Quarter 2 of the 2025-2026 financial year as set out in Attachment 2, with a value of $1,450.00 (totaling $5,400.00 for Quarter 1 and Quarter 2).	Action Taken as per resolution and community groups advised of outcome.	Completed

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
			See minutes for full Resolution		
9-02-2026	4.2	6 Margot Street, Ferntree Gully	That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works for a rooming house at 6 Margot Street, Ferntree Gully, subject to the following conditions: See minutes for full Resolution	The Notice of Decision has been issued.	Completed
9-02-2026	4.3	Councillor Appointment to the Your Library Ltd Board	That Council resolve to appoint Councillor Kennett as Council's second Board Member on the Your Library Board, effective from 10 February 2026 for a period of 11 months or until such time that Council reviews the appointment.	This action has been completed with Cr Kennett joining the Your Library Board.	Completed
23-02-2026	13.1	Property Matter (Confidential)	Property Matter (Confidential)	(Confidential)	In Progress
23-02-2026	6.1	Report of Planning Applications Decided Under Delegation 1 January 2026 to 31 January 2026	That Council note the planning applications decided under delegation 1 January 2026 to 31 January 2026 as set out in the officers' report.	This item was for noting only.	Completed
23-02-2026	6.2	24-26 Taylors Lane, Rowville	That Council issue a Planning Permit for the construction of 24 double storey dwellings at 24-26 Taylors Lane, Rowville, subject to the following conditions See minutes for full Resolution	Permit issued	Completed
23-02-2026	8.1	Proposed Domestic Animal Management Plan	That Council: 1. Note the Community Engagement Report and Submissions (Attachment 2) and the Summary of Responses and Officer Feedback (Attachment 3). 2. Note the Summary of Proposed Actions and Key Changes to the Domestic Animal Management Plan 2026–2029 (Attachment 4) after community engagement. 3. Adopts the Domestic Animal Management Plan 2026-29 (Attachment 1). 4. Notes that the Domestic Animal Management Plan 2026-29 will be reviewed annually, including monitoring of the plan's actions.	The Domestic Animal Management Plan (DAMP) was adopted by Council on 23 February 2026. The actions outlined in the plan will be implemented in accordance with the specified timeframes over the life of the four-year plan.	Completed
23-02-2026	8.2	Sale of 58-60 Station Street Bayswater	That Council: 1. Continue to offer 58-60 Station Street Bayswater for sale at full market rate. 2. Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 58-60 Station Street, Bayswater (lot 17 on Plan of Subdivision 003188 Certificate of Title Volume 08044 Folio 233) via private treaty until 20 July 2026 in accordance with Confidential Attachment 1. 3. Authorises the Chief Executive Office (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to sign the Contract of Sale and all other necessary documents associated with the sale of 58-60 Station Street, Bayswater. 4. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it. 5. To authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to communicate the content of the confidential attachments to the extent necessary at their discretion, including for the purpose of informing the community about the content of the report or Council's decision.	The contracts have been signed.	Completed

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
23-02-2026	8.3	Quarterly Performance Report for the period ended 31 December 2025	That Council note: 1. The Council and Health and Wellbeing Plan Progress Report for the quarter ended 31 December 2025 (Attachment 1). 2. The Financial Performance Report for the quarter ended 31 December 2025 (Attachment 2). 3. The Capital Program Progress Report for the quarter ended 31 December 2025 (Attachment 3). 4. The Transformation Report for the month ending 31 December 2025 (Attachment 4). 5. That the Chief Executive Officer has made a determination as required under Section 97(3) of the *Local Government Act 2020,* and is of the opinion a revised budget is not required for the current financial year.	Health and Wellbeing plan has been published to the website.	Completed
23-02-2026	8.4	Knox Gambling Harm Prevention Policy Review	That Council resolve to: 1. Note the community consultation undertaken on the draft Knox Gambling Harm Prevention Policy and thank the community for their engagement and feedback. 2. Approve the draft Knox Gambling Harm Prevention Policy as set out in attachment 1 of the officers report	Saved in the Policy Register and in KX.	Completed
23-02-2026	8.5	Knox Active Ageing Advisory Committee - Annual Report for 2025	That Council resolve to receive and note the Annual Report for Knox Active Ageing Advisory Committee (KAAAC) detailing the achievements of KAAAC over the calendar year of 2025 (refer to Attachment 1)	Report was submitted for noting, and has been saved in the relevant KX folder for future reference.	Completed
23-02-2026	8.6	2026 ALGA National General Assembly	That Council resolve: 1. To adopt three motions for submission to the 2026 Australian Local Government Association (ALGA) National General Assembly of Local Government as set out in Section 1.1 of the Officers' report. 2. To note the Mayor, Councillor Paige Kennett, will be attending to represent Council at the 2026 ALGA National General Assembly. 3. To note that the entitlements of Deputy Mayor Councillor Chris Duncan, Councillor Susan Pearce, and Councillor Peter Lockwood to have their costs of attending the 2026 Australian Local Government Association National General Assembly to represent Council met or reimbursed by Council in accordance with clause 4.5.1 of the Councillor Expenses and Support Policy; and 4. To require Councillors to submit a report to Council outlining the key benefits and learnings derived from their attendance at ALGA's NGA, including its impact on their role and the community, in accordance with Section 4.4.1 of the Councillor Expenses and Support Policy.	1. The three motions adopted by Council have been submitted to the 2026 Australian Local Government Association (ALGA) National General Assembly of Local Government. 2. Council's decision has been noted as to Councillor attendance at the 2026 ALGA National General Assembly – including attendance by Mayor Paige Kennett, Deputy Mayor Councillor Chris Duncan, and Councillor Peter Lockwood - and arrangements have been finalised in accordance with this Council resolution and Councillor Expenses and Support Policy.	Completed
23-02-2026	8.7	Council Resolutions Progress Report: October to December 2025	That Council note the Council Resolutions Progress Report: October – December 2025 as set out in Attachment 1 to the Officers' report.	This report was for noting only.	Completed
23-02-2026	8.8	Greater South East Melbourne (GSEM) delegation to Canberra	That Council: 1. In accordance with the *Councillor Expenses and Support Policy and Procedure*, resolves to meet the interstate travel expenses for Mayor Paige Kennett attending Canberra on 4-5 March 2026 as part the of Greater South East Melbourne (GSEM) delegation advocating for the interests of the GSEM region, including Knox, in meetings with Federal Members and Ministers; and 2. Require the Mayor to submit a Report to Council outlining the key activities and outcomes from her attendance in Canberra as part of the GSEM delegation.	1. Interstate travel expenses for Mayor Paige Kennett were met, in accordance with Council's *Councillor Expenses and Support Policy and Procedure*, for Mayor Kennett's attendance in Canberra as part the of Greater South East Melbourne (GSEM) delegation advocating for the interests of the GSEM region. 2. The Mayor submitted a report to the Council Meeting held on 27 April 2026 outlining the key activities and outcomes from her attendance in Canberra as part of the GSEM delegation.	Completed

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
23-02-2026	8.9	Revised Instrument of Delegation - Cemeteries and Crematoria - to Members of Council Staff	In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Cemeteries and Crematoria (Attachment 1), Council resolves to: 1. Delegate its powers, duties, and functions outlined in the Instrument of Delegation - Cemeteries and Crematoria (Attachment 1) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument. 2. Note that the Instrument of Delegation - Cemeteries and Crematoria (Attachment 1) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor. 3. Revoke the previous version of the Instrument of Delegation - Cemeteries and Crematoria effective upon the new Instrument coming into force. 4 Note the duties and functions set out in the Instruments must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.	Updated on Council website, Delegations Register and in KX.	Completed
2-03-2026	3.1	CEO Employment & Remuneration Report	That Council resolve: 1. To receive and note the report and recommendations of the CEO Employment and Remuneration Committee as set out in Attachments 1 and 2 of the Officers Report. 2. To reappoint Mr. Bruce Dobson as its Chief Executive Officer and execute a new Contract of Employment with Mr. Dobson effective from 3rd March 2026, containing the Contract terms and conditions set out in Attachment A to the CEO Employment and Remuneration Committee's Report (Attachment 2 to the Officers' Report).	New CEO contract is active as at 3 March 2026.	Completed
10-03-2026	5.1	Minor Grants Program 2025-2026 Monthly Report	That Council resolve to: 1. Approve seven applications under the Minor Grants Program for a total of $14,076.58 (excluding GST) as detailed below: 2. Defer two applications under the Minor Grants Program requesting a total of $3,265.00 as detailed below: 3. Refuse two applications under the Minor Grants Program requesting a total of $4,212.00 as detailed below: 4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be $76,671.53 after GST adjustments. See minutes for full Resolution	Action Taken as per resolution and community groups advised of outcome.	Completed
10-03-2026	5.2	Combined Knox Multicultural Advisory Committee 2025 Report and Knox Community Safety, Health and Wellbeing Advisory Committee 2025 Report	That Council resolve to receive and note this report on the Knox Multicultural Advisory Committee and Knox Community Safety, Health and Wellbeing Advisory Committee achievements from March 2025 to January 2026.	Report was noted by Councillors, no further action.	Completed
10-03-2026	5.3	Talaskia Childcare Centre - Future Options	That Council resolve to: 1. Note that 1A Edwards Street, Upper Ferntree Gully has been declared surplus to Council's requirements. 2. Note the complexities and estimated costs associated with the potential sale, or leasing out, of 1A Edwards Street, Upper Ferntree Gully. 3. Subject to the allocation of funding through the 2026/27 Budget Process: a. Demolish the Talaskia Family and Children's Centre located at 1A Edwards Street; b. Remove the fencing surrounding the currently enclosed rear yard associated with the Talaskia Family and Children's Centre at 1A Edwards Street, and return that area to open space; and	The Budget process is underway and investigations into car parking have commenced. Further actions will be considered once the Budget is finalised.	In Progress

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
			c. Note that should the Budget be approved, it is anticipated that the demolition will occur by December 2026. 4. Approve officers to progress investigations into the installation of car parking within the remaining footprint of the Talaksia Family and Children's Centre at 1A Edward Street, with a further report to be presented to Council by 21 December 2026 (unless deferred in consultation with the Mayor) outlining any feedback from clubs who use the facilities within Talaskia Reserve, the investigation findings, the proposed way forward and indicative timeframes for delivery.		
23-03-2026	6.1	Report of Planning Applications Decided Under Delegation 1 February 2026 to 28 February 2026	That Council note the planning applications decided under delegation 1 February 2026 to 28 February 2026 as set out in the officers' report.	This item was for noting only.	Completed
23-03-2026	8.1	Waste Services Engagement Results	That Council: 1. Receive and note the information within this report. 2. Maintain the current fortnightly schedule for general rubbish collection. 3. Increase community education initiatives aimed at reducing bin odours. 4. Undertake further investigation into reducing or removing the bundled green waste collection from the current fortnightly schedule, with findings to be considered as part of the Hard Waste and Bundled Green Waste contract review. 5. Undertake further investigation into capping hard waste at three cubic metres per collection, with findings to be considered as part of the Hard Waste and Bundled Green Waste contract review. 6. Continue advocacy to the State Government to extend the timeframes for implementing glass only kerbside collection and to reconsider more cost-effective glass collection options, including expansion of the Container Deposit Scheme (CDS). 7. Expand promotion of the option for households to increase capacity by upgrading general waste bins. 8. Expand promotion of capacity increase options available through Special Consideration Requests. 9. Increase promotional activities highlighting Council's environmental and financial performance relating to the diversion of waste from landfill	Report endorsed by Council as per Officer recommendations.	Completed
23-03-2026	8.2	Glass Only Kerbside Collection Advocacy	That Council: 1. Notes the progress of the current cross-council advocacy regarding the proposed kerbside glass-only collection service in its current form. 2. Does not support the State Government imposed mandatory glass service in its current form. 3. Notes that the release date of the State Government's draft Service Standards and Business Case remains unknown. 4. Defers a decision on, and implementation of, a kerbside glass-only service until: a. The draft Service Standards have been finalised and endorsed by the Minister, and the Business Case has also been released. b. Council has had sufficient time to consider the requirements, plan and assess alternative measures, and budget accordingly. 5. Calls upon the State Government to permit flexibility and alternative service options, including drop-off points, effective glass recycling through existing recycling processors, and other viable approaches that would meet service objectives without mandating a glass-only kerbside bin. 6. Supports the expansion of the Container Deposit Scheme to include wine and spirit bottles.	Letters have been sent, signed by the Mayor, to The Hon Steve Dimopoulos MP, The Hon Nick Staikos MP, Ms Daniela De Martino, Mr Jackson Taylor and Hon Kim Wells, and to the 33 Mayors as part of the joint advocacy.	In Progress

Meeting Date	Item No.	Item	Council Resolutions	Action Taken	Status
			7. Continues to support the cross-council advocacy effort, including participation in multi-council media campaigns calling for an expanded Container Deposit Scheme, removal of the requirement to implement a mandatory glass bin collection service, or deferral of the requirement to future years. 8. Notes the risk of non-compliance if deferral of a glass service places Council outside legislated requirements. 9. Writes to the relevant Ministers, Local Members and Mayors to advise of this resolution.		
23-03-2026	8.3	Environment Advisory Committee Annual Report 2025	That Council note the 2025 Environment Advisory Committee Annual Report as presented in Attachment 1.	This item was for noting only.	Completed
23-03-2026	8.4	Early Years Advisory Committee (EYAC) Annual Report 2025	That Council resolve to note the report on the annual activities undertaken and subsequent feedback and advice for the Early Years Advisory Committee between January and December 2025	Completed as per Council resolution. Council noted the EYAC annual report.	Completed
23-03-2026	8.5	Proposed Motions to MAV State Council	That Council resolve to: 1. Endorse the following Motions and supporting rationales (as set out in this report) for submission to the MAV State Council Meeting on 29 May 2026: a. Motion 1 – Increased Resources for Agencies Supporting Homelessness b. Motion 2 – Local Government Victoria engagement c. Motion 3 - Rooming Houses 2. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to submit the endorsed draft Motions to the Municipal Association of Victoria. 3. Authorise the Chief Executive Officer to amend the endorsed draft Motions prior to submission, by making minor changes to improve the wording of the motion and/or supporting rationale, or to reflect changes to the issue that may come to light prior to the 6 April 2026 MAV deadline for amendments.	Three Motions relating to: • Increased Resources for Agencies Supporting Homelessness; • Local Government Victoria engagement; • Rooming Houses; were submitted to the MAV for the State Council Meeting on 29 May 2026, prior to the deadline.	Completed
23-03-2026	8.6	Councillor Gift, Benefits and Hospitality Policy Review	That Council adopt the revised draft Councillor Gifts, Benefits and Hospitality Policy as set out in Attachment 1 of the officer's report.	Following adoption, the Councillor Gifts, Benefits and Hospitality Policy has been implemented and communicated to relevant stakeholders.	Completed
23-03-2026	8.7	Carrington Park Pavilion Redevelopment - Contract 3619	That Council resolve to: 1. Accept the tender submitted by IZZA Group Pty Ltd for the lump sum price of $3,169,034 excl. GST ($3,485,937 incl. GST) for Contract 3619 – Carrington Park Pavilion Redevelopment. 2. Allocate a contingency for this project as detailed in the confidential attachment and authorise the Chief Executive Officer (or delegate) to expend this contingency at their discretion. 3. Authorise the Chief Executive Officer (or delegate) to execute contract documentation for Contract 3619 – Carrington Park Pavilion Redevelopment. 4. Advise all tenderers accordingly.	Contract has been sent to Izza Group for review and signature.	Completed
23-03-2026	8.8	Biannual Report of the Audit and Risk Committee	That Council resolve to receive and note the Audit and Risk Committee Biannual Report - March 2026, as set out in Attachment 1 to the report.	Biannual Report of the Audit and Risk Committee has been updated and saved in KX.	Completed

Council Resolutions In progress: November 2024 – March 2026

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
26-05-2025	8.9	Response to Notice of Motion 156 - Proposed Street Tree Replacement in Kavanagh Court, Hicks Court, Buckingham Drive, Trisha Drive and in Front of Taupo Court, Rowville	That Council: 1. Note the information contained in this report 2. Note the removal of one tree at 7 Hicks Court within the next twelve months 3. Note the investigation, over the next twelve months of tree root issues with one tree at 7 Hicks Court and one in 28 Woodside Drive, fronting Kavanagh Court. 4. Continue to manage the street trees in Kavanagh Court, Hicks Court, Taupo Court, Buckingham Drive and Trisha Drive in accordance with the Green Streets Policy. 5. Note the Green Streets Policy and broader tree management framework will be reviewed over the next eighteen months.	Tree at 7 Hicks Court removed August 2025. Investigation on tree root issues ongoing. Review of Green Streets Policy and Tree Management Framework has commenced, aiming for completion by November 2026. Review of Tree Management Framework and Green Streets Policy progressing, with initial discussions with Councillors for feedback, being held at the Issues Briefing Session held on 4 May 2026.	In Progress
26-05-2025	8.10	Response to Notice of Motion 179 - Street Trees Bristol Place	That Council resolve to: 1. Note the information contained in this report. 2. Note that the street tree in front of 13 Bristol Place Rowville is scheduled to be removed by August 2025. 3. Continue to manage the street trees in Bristol Place in accordance with the Green Streets Policy. 4. Note the Green Streets Policy and broader tree management framework will be reviewed over the next eighteen months.	Tree at 13 Bristol Place removed August 2025. Review of Green Streets Policy and Tree Management Framework has commenced, aiming for completion by November 2026. Review of Tree Management Framework and Green Streets Policy progressing, with initial discussions with Councillors for feedback, being held at the Issues Briefing Session held on 4 May 2026.	In Progress
25-08-25	8.6	Proposed footpath Mountain Highway, Wicks Road to Claremont Avenue, The Basin	That Council: 1. Notes this report which highlights the opportunities and benefits along with challenges and complexities in delivering the next stage(s) of the new footpath along Mountain Highway, which connects with The Basin shops; and 2. Continue the design work and in line with Option 2 as set out in the officers' report, receive a further Report to be presented to a Council Meeting in Financial Year 2025-26 (to be determined in consultation with the Mayor) to provide a detailed design proposal; information regarding construction feasibility; outcomes of landowner engagement; and estimated project cost; to enable Council to consider referring the project to the Capital Works Program.	A tender for consulting services for the investigation and design of the footpath on Mountain Hwy was advertised on 1 November 2025 and closed on 25 November 2025. Following completion of this work, a report will be presented to Council.	In Progress
27-10-2025	8.11	Transfer of Lease - 100 Station Street Ferntree Gully	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.	Final negotiations between the purchaser and seller have been resolved and final documents being drafted.	In Progress
24-11-2025	6.2	Proposed Sale of Kingston Links / Bankside Land Sale - post-engagement	That Council: 1. Note the feedback received during the community consultation undertaken between 28 October and 11 November 2025 for the proposed sale of 14A Corporate Avenue, Rowville via private treaty to Pask Group at Attachment 1. 2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to sell 14A Corporate Avenue, Rowville. 3. Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 14A Corporate Avenue, Rowville; Lot A on Plan of Subdivision 830610S and contained in Certificate of Title Volume 12546	Final negotiations on sale conditions and contracts are underway. Draft Contract of Sale about to be finalised and provided to purchaser (Pask Group & nominated entities) for review and finalisation. S173 Agreement also being reviewed and finalised in parallel.	In Progress

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
			Folio 383 by private treaty to Pask Group (or related nominated entities) at the price set out in Confidential Attachment 2. 4. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to finalise negotiations for, and subsequently sign, the Contract of Sale and all other necessary documents associated with the sale. 5. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of these resolutions to the extent necessary to give effect to them. 6. To authorise the Chief Executive Officer (or such person the Chief Executive Officer appoints for the purpose of giving effect to the resolutions) to communicate the content of the confidential attachments to the extent necessary at their discretion, including for the purpose of informing the community about the content of the report or Council's decision.		
24-11-2025	8.2	Review and Update of the Knox Parking Policy	That Council: 1. Endorse the draft Knox Parking Policy (attachment 1) for community consultation subject to an amendment to the following paragraph as indicated below: 4.2.3.2 Endorsement On an annual basis, new or revised Parking Management Plans will be presented to Council for consideration and endorsement as required. 2. Note that following the community consultation the feedback will be assessed and the Knox Parking Policy modified, where appropriate, with the updated draft Knox Parking Policy to be presented to at a future Council meeting for approval.	A community engagement plan has been approved which will inform the approach taken when engaging with the community. Engagement is currently scheduled for April 2026.	In Progress

8.6 Policy Reviews - Advocacy Statements and Events and Councillor Representation on External Bodies

Final Report Destination: Council
Paper Type: For Decision
Author: Policy and Integrity Advisor, Renee Russell
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Director Customer and Performance, Matt Kelleher

SUMMARY
Council operations are subject to a range of policies and procedures which articulate Council's position on various topics.

The Advocacy Statements and Events Policy was developed and subsequently approved by Council in May 2020. The Councillor Representation on External Bodies Policy was last updated in 2017.

Following the introduction of the Model Councillor Code of Conduct under the Local Government (Governance and Integrity) Amendment Regulations 2024, officers have reviewed the Advocacy Statements and Events Policy and the Councillor Representation on External Bodies Policy to ensure alignment with the updated legislative and governance framework.

The review of the policies in both instances indicated that the relevant policy provisions and intent are now duplicated and/or addressed more comprehensively within legislation, the Model Councillor Code of Conduct, and/or other Council policies.

Consequently, the officer recommendation is that both policies be rescinded and as the policies are Council-adopted, any decision to amend or rescind them must be made formally by Council.

RECOMMENDATION
That Council resolve to rescind:
1. The Advocacy Statements and Events Policy; and
2. The Councillor Representation on External Bodies Policy.

1. DISCUSSION

1.1 Review of the Advocacy Statements and Events Policy

The Advocacy Statements and Events Policy (the Advocacy Policy) was developed and subsequently approved by Council in May 2020 in response to Councillor Notice of Motion No. 95 in 2019. The Advocacy Policy's intent was to guide Councillors and staff when engaging in public advocacy on matters where Council does not yet hold an established position. By clarifying roles and approval pathways, the Advocacy Policy endeavored to provide additional clarity to Councillors and staff in relation to advocacy activities.

The Advocacy Policy contains only three provisions and on review, it is the officer's recommendation that it be rescinded on the basis that its content and intent is either duplicated within, or sufficiently addressed in other Council policies.

The information below outlines the key review findings and the reasons supporting the officer's recommendation to rescind the Advocacy Policy.

1.1.1 Advocacy Statements and Events Policy

The Advocacy Policy (Attachment 1) was intended to provide guidance when advocating for, making statements, or attending a public advocacy event where the subject matter has not previously been considered by Council or where Council does not have an advocacy policy position.

1.1.2 Content Covered by the Media Policy (Attachment 2)

After review, it is considered that Section 6.2 of the current Advocacy Policy is redundant because its intent is addressed within Council's Media Policy and the Councillor Model Code of Conduct – see below:

> *6.2. Staff*
> *There may be instances where staff wish to organise an event where Council does not have an adopted policy or advocacy position resolved by Council. In such instances, approval for holding such an event must be sought from the Chief Executive Officer, and where appropriate in consultation with the Mayor.*

While Council's Media Policy does not explicitly prohibit the use of official Council communication channels for positions where no adopted Council position exists, Section 6.3 of the Media Policy establishes the principle that Councillors must clearly distinguish their personal views from Council's official position. This principle indirectly achieves the same outcome, ensuring that the public is not misled about Council's stance on a matter.

1.1.3 Content Covered by the Model Councillor Code of Conduct (Attachment 3)

Sections 6.1 and 6.3 of the Advocacy Policy address advocacy statements issued at public advocacy events and via Council communication channels:

> *6.1. Councillors*
> *Before making an advocacy statement at a public advocacy event, Councillors must take reasonable steps to ensure that their individual position on the issue is not perceived or misconstrued as a Council position.*
>
> *6.3. Council Resourcing*
> *Council's official communication channels should not be used to promote a policy, strategic or political position where Council does not have an adopted position.*

Section 1(e)(ii) of the Model Councillor Code of Conduct provides a clear and enforceable requirement that Councillors must refrain from making public comment (including to the media) that could be perceived as an official Council comment, unless authorised by the Mayor. The Model Code provision directly prevents the type of conduct addressed in Section 6.1 of the Advocacy Policy and applies regardless of the communication channel used, as referenced in Section 6.3 of the Advocacy Policy.

As these clauses contain guidance that is procedural in nature or that overlaps with coverage in the Model Councillor Code of Conduct and other Council policies including Council's Media Policy and Staff Code of Conduct, clauses 6.1 and 6.3 are considered redundant.

1.1.4 Content Covered by the Instruments of Delegation

Unlike formal advocacy opportunities like the Australian Local Government Association's National General Assembly or the MAV State Council Meetings, some advocacy happens reactively and is informed by related Council policies and strategies, past decisions, and discussions with the Mayor and Councillors.

It is important that the organisation retain some flexibility to advocate on issues impacting Council and the Knox community as they arise. While the Advocacy Policy provided some guidance in this space in Section 6.3 (see above), it is relevant to note that if rescinded, any such advocacy is still constrained by Council's delegation framework which contains relevant controls on the exercise of discretion.

For example, the Instrument of Delegation to the Chief Executive Officer, like all delegations, contains a limitation that the Chief Executive Officer's (CEO's) delegated powers to determine any issue, take any action, or do any act or thing is specifically limited.

The relevant limitation in the delegation is the prohibition on the CEO determining the issue, taking the action or doing an act or thing, which "would or would be likely to involve a decision which is inconsistent" with a policy or strategy adopted by Council.

Practically speaking, where there is no specific policy or strategic position of Council to inform an advocacy position, the CEO and any staff member must be mindful of Council's broader policy landscape, past Council decisions and discussions with the Mayor and Councillors; and where there is a risk that advocacy might be likely to be inconsistent with a Council position, the CEO and staff would be expected to bring the matter to Council to determine the preferred pathway forward.

While this requires a level of judgement to be exercised, this is expected of roles engaged in advocacy and is appropriately managed through the existing delegation framework and routine engagement with Councillors and escalation to Council where needed.

1.2 Review of the Councillor Representation on External Bodies Policy

The Councillor Representation on External Bodies Policy (Attachment 4) was developed to provide a consistent framework for how Council-appointed representatives should represent Council and advocate for Council's views when participating on advisory committees, external bodies, boards, and purpose-specific groups. It was intended to provide representatives of Council with clarity regarding their responsibilities, the extent of their authority, and an expectation that any proposed position or representation aligned with the formal Council position (where one exists). This Policy was last updated in 2017.

The Policy requires representatives to familiarise themselves with relevant Council policies, resolutions, and communications before taking part in committee or board deliberations. Where Council has an adopted position, representatives are required to present that position, except where their duties to the committee or board require them to act in the interests of that body.

The Councillor Representation on External Bodies Policy (the Councillor Representation Policy) requires that where there is no formal Council position, representatives may exercise informed judgement, provided they clearly state that their views are their own and not those of Council.

The Councillor Representation Policy also clarifies the reporting obligations that apply where representatives are required to depart from Council's interests in order to fulfil their independent statutory decision-making responsibilities.

Officers have again reviewed the Councillor Representation Policy to ensure alignment with the Model Councillor Code of Conduct, along with updates to legislation, regulations and community expectations and note that there are overlapping provisions and duplicated requirements.

Based on the analysis below, it is the officer's recommendation that Council rescind the Councillor Representation on External Bodies Policy.

1.2.1 Council Committees Policy

The Council Committees Policy (Attachment 5) was adopted in 2022, and upon review, the policies are very similar in relation to:

- ***Shared Purpose and Intent***
  There is an overlap where both Policies set consistent expectations for Councillors (and sometimes staff/community members) who represent Council in a committee setting.

  Additionally, both documents aim to ensure representation is aligned with Council's values, policies and legal obligations.

- ***Governance and Structure***
  Each Policy establishes a framework for participation, including how members are appointed, how committees should operate, and the manner in which Council representatives should perform their role when representing Council. Integrity matters and conflict of interest requirements are also addressed.

- ***Scope and Applicability***
  Both Policies apply to committees and groups involving Council representation, though one focuses on internal Council-formed committees and the other on external bodies.

1.2.2 Model Councillor Code of Conduct

Under the Model Councillor Code of Conduct (the Code), Councillors are required to perform their role effectively and responsibly – see Attachment 3. Representation is addressed in Section 1 of the Code, where it is stated that:

> *A Councillor must do everything reasonably necessary to ensure that they perform the role of a Councillor effectively and responsibly, including by acknowledging and supporting the Mayor in the performance of the role of the Mayor, including by refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment (1(e)(ii)).*

Section 4 of the Model Code requires a Councillor to act with integrity, care and diligence, avoid conduct that could undermine public trust, and ensure their behaviour does not bring discredit to Council.

Having considered the sections of the Model Councillor Code of Conduct highlighted above, it is the officer's view that Section 5.6 of the Councillor Representation Policy appears to be redundant as the Model Councillor Code of Conduct sufficiently covers the intent of this section.

1.2.3 Consideration of the Local Government Act 2020 (Vic) and Corporations Act 2001 (Cth)

The conflict of interest exemptions under the Local Government Act 2020 recognise that Councillors are frequently appointed to external not-for-profit organisations specifically to represent Council's interests, maintain strategic relationships and support community partnerships. The exemptions acknowledge that these roles are a legitimate and necessary part of local government governance and, in themselves, should not automatically prevent a Councillor from participating in Council decision-making.

In particular, the Act provides exemptions where:

> *The interest only arises because the relevant person is the representative of the Council on a not-for-profit organisation that has an interest in the matter and the relevant person receives no personal advantage from the not-for-profit organisation* - Section 129(d)*; and*
>
> *The interest only arises because the relevant person is a member of a not-for-profit organisation that has expressed an opinion or advocated for an outcome in regard to the matter* - section 129(f)*.*

These exemptions are intended to ensure that Councillors are not unnecessarily excluded from Council deliberations simply because they have been appointed to represent Council on external bodies or are involved in community organisations that advocate on matters before Council. Where no personal benefit or advantage is received, the interest is regarded as sufficiently remote or indirect to permit participation in Council decision-making.

At the same time, Councillors serving as directors or officers of incorporated entities remain subject to the duties imposed under Sections 180–184 of the Corporations Act 2001 (Cth). These provisions establish the core statutory duties of directors and officers, requiring them to exercise reasonable care and diligence, act in good faith and in the best interests of the organisation, and exercise powers for proper purposes. They also prohibit the improper use of position or information to obtain an advantage or cause detriment.

The Corporations Act also incorporates the "business judgment rule", which protects directors and officers from liability for business decisions where they act in good faith, without material personal interest, on an informed basis, and with a rational belief that the decision is in the organisation's best interests. Breaches of these duties may result in civil penalties and, where conduct is reckless or dishonest, may constitute criminal offences under Section 184.

This statutory landscape is reflected in the Councillor Representation on External Bodies Policy, summarised as:

In circumstances where the interests of Council and the board, External Committee or Specific Purpose Committee do not coincide, Council representatives must prefer the interests of the Board, External Committee or Specific Purpose Committee (as the case may be) over that of Council. Legally, the primary duty of the appointed member is to the Board, External Committee or Specific Purpose Committee (as the case may be) to which they have been appointed.

While this Policy position is proposed to be rescinded, the underlying legal obligations continue to apply through the operation of sections 180–184 of the Corporations Act (Cth). Accordingly, rescinding the existing policy wording does not remove these obligations, as they are already established and enforceable under legislation.

It is not considered necessary or appropriate to retain the Councillor Representation on External Bodies Policy simply to restate the requirements of the Corporations Act.

Noting that the Council Committees Policy is scheduled for review at the end of 2026, officers do consider it appropriate to consider articulating the interplay between Directors' duties under the Corporations Act and their role as Councillors during the review of the Council Committees Policy, in the interests of clarity and certainty for Councillors and the community.

2. ENGAGEMENT
Not applicable.

3. SOCIAL IMPLICATIONS
Advocacy plays an important role in representing the community and encouraging community participation in local issues. If Council, and Councillors' ability to advocate is overly constrained by procedural limitations, effective advocacy may be impacted.

This may result in community groups feeling less supported, reducing engagement in civic processes and weakening connections between Council and the community. It may also limit Council's effectiveness in representing and advancing the interests of its community, including its ability to influence outcomes and advocate for local priorities.

While the controls established by the Advocacy Statements and Events Policy are proposed to be rescinded, this is not expected to negatively impact Council's or Councillors' ability to support or represent community interests effectively, nor materially weaken the controls applicable to that advocacy; as appropriate controls are provided through other policies, legislation and the Model Councillor Code of Conduct.

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 known environmental impacts if the recission of the policy was to be approved.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Not applicable.

7. RISKS

Policies operate as key governance and risk controls. However, an overly complex or fragmented policy framework can reduce policy effectiveness by diminishing clarity, awareness and understanding. With multiple policies addressing overlapping subject matter, there is also an inherent risk of inconsistencies, which can lead to confusion, misinterpretation, or conflicting guidance for stakeholders.

The more complex the policy environment, the greater the risk individual policies may be contributing to an overall weaker control environment.

Given the change in policy and legislative landscape since introduction of the Advocacy Statements and Events Policy, and the Councillor Representation on External Bodies Policy, the emerging officer recommendation to rescind both policies aims to reduce risk by reducing duplication and ensure greater clarity and a more coherent and accessible policy landscape.

The analysis in Section 1 of the policy also demonstrates that while the controls established by the policies are proposed to be rescinded, alternative controls are provided through other policies, legislation and the Model Councillor Code of Conduct.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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.

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 - Advocacy Statements and Events [**8.6.1** - 2 pages]
2. Attachment 2 - Media Policy [**8.6.2** - 4 pages]
3. Attachment 3 - Model Councillor Code of Conduct [**8.6.3** - 3 pages]
4. Attachment 4 - Councillor Representation on External Bodies [**8.6.4** - 3 pages]
5. Attachment 5 - Council Committees Policy [**8.6.5** - 8 pages]

Policy

Advocacy Statements and Events

Policy Number:	2020/04	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance
Approval Date:	25 May 2020	Version Number:	1
Review Date:	25 May 2023		

1. Purpose

The purpose of this policy is to provide guidance when advocating for, making statements, or attending a public advocacy event where the subject matter has not previously been considered by Council or Council does not have an advocacy policy position.

2. Context

Council's advocacy positions are informed by Council's adopted policies, strategic and plans, or determined explicitly by Council.

There may be instances however where Council has not previously considered an issue in sufficient detail to inform an advocacy position and this policy provides guidance in such instances.

3. Scope

This policy applies to all Knox City Council.

4. References

4.1 Community & Council Plan 2017-2021
- 8.1 Build, strengthen and promote good governance practices across government and community organisations.

4.2 Relevant Legislation
- Local Government Act 1989

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
- Councillor Code of Conduct
- Staff Code of Conduct
- Staff Media Policy

5. Definitions

Nil.

6. Council Policy

6.1. Councillors

Before making an advocacy statement at a public advocacy event, Councillors must take reasonable steps to ensure that their individual position on the issue is not perceived or misconstrued as a Council position.

6.2. Staff

There may be instances where staff wish to organise an event where Council does not have an adopted policy or advocacy position resolved by Council. In such instances, approval for holding such an event must be sought from the Chief Executive Officer, and where appropriate in consultation with the Mayor.

6.3. Council Resourcing

Council's official communication channels should not be used to promote a policy, strategic or political position where Council does not have an adopted position.

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.

Policy

Media Policy

Policy Number:	2023/03	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Customer and Communications
Approval Date:	23 October 2023	Version Number:	1
Review Date:	1 June 2027		

1. Purpose

The purpose of this policy is to ensure information provided to media is timely, accurate and appropriately authorised. It aims to support transparency and accountability and mitigate risk of miscommunication and distribution of inaccurate or unauthorised information.

2. Context

Council is committed to communicating proactively to inform the community of council decisions, initiatives, policies, services, activities and events.

Council recognises that media plays an important role in ensuring the transparency and accountability of government and is committed to openly engaging with media to account for Council decisions and how resources are being directed to meet the needs of the community.

The policy reflects that engagement with media happens

- by the Mayor, or Deputy Mayor, on behalf of Council
- by councillors keeping their community informed of representation on their behalf and engaging in the political/democratic process
- by staff on behalf of the organisation

3. Scope

This policy applies to councillors, staff, volunteers and contractors engaging media on behalf, or in relation to the business of Knox City Council.

Media is any means of communication that reach or influence people widely. It encompasses traditional media such as community, local, metropolitan and national newspapers, magazines, industry newsletters, television, radio, online news media and new media including publicly accessible social media which does not necessarily rely on an intermediary.

4. References

4.1 Community & Council Plan 2021-2025

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

4.2 Relevant Legislation
- Local Government Act
- Freedom of Information Act
- Privacy & Data Protection Act
- Health Records Act

4.3 Charter of Human Rights
- The policy is compatible with the Charter of Human Rights and Responsibilities as it does not raise any human right issues.
- This policy has been assessed against the rights contained within the Charter of Human Rights and Responsibilities 2006 and is deemed to be compatible with the Charter.

4.4 Related Council Policies
- Councillor Code of Conduct
- Staff Code of Conduct
- Election Period Policy
- Privacy and Data Protection Policy
- Staff Social Media Policy
- Public Transparency Policy

4.5 Related Council Procedures
- Nil

5. Definitions

Detail any definitions within the policy.

Council	means Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020
Councillors	means the individuals holding the office of a member of Knox City Council
Media	A means or channel of communication that reach people widely (including broadcast, publishing, and online/social media) Note: media should not be interpreted as a reference to a journalist

6. Council Policy

6.1 Authorised spokespeople

The following people are authorised to represent Council.

Mayor	The Mayor is the principal spokesperson for the Council.
Deputy Mayor	The Deputy Mayor acts as the spokesperson if the Mayor is unable or incapable of fulfilling these duties.

Chief Executive Officer	The Chief Executive Officer is an authorised spokesperson on day to day operations of the Council.
Directors	Directors are authorised spokespeople on day to day operations in the scope of their responsibilities, as delegated by the CEO.
Manager Customer and Communication	The Manager of Customer and Communications is authorised to provide matters of fact or clarification only.

6.2 Engaging with media outlets

Openness and transparency are guiding principles of Council. Media outlets are entitled to the same information that a member of the public is entitled to. Requests for information will be treated accordingly, unless there is an overriding public interest against disclosure or the request creates an unreasonable workload.

Requests from media outlets to film or photograph Council staff, facilities, meetings and events must be directed to the Communications Department.

6.3 Councillor interaction with media outlets

Councillors play an important role representing the community in decision making, and may choose to engage with media outlets as part of keeping their community informed of their representation.

Councillors can initiate contact with media outlets or respond to enquiries from media outlets in their capacity as individual councillors. In doing so councillors should make it clear when their comments reflect their own views and do not represent the official position of Council.

6.4 Staff interaction with media outlets

All enquiries from media outlets are to be directed to the Communications Department in the first instance. The Communications Department is responsible for:

- initiating proactive media opportunities,
- clarifying any requests for information or comment from media outlets, coordinating the response, identifying the appropriate spokesperson and seeking approvals for written responses.

Staff and contractors are expected to assist the Communications Department in responding to media outlets by ensuring information provided is accurate and timely.

Occasionally staff with specialist or technical expertise may be requested to participate in media opportunities. This can only be authorised by the Customer and Communications Manager in consultation with the relevant Director.

6.5 Engaging in social media

Listening to the needs and concerns of people they represent is an important task for a councillor. Social media offers a cost effective and timely opportunity to connect with and hear from some parts of the community. Councillors may choose to engage in social media as part of representing their community and keeping their community informed of their representation.

Councillors may use their own social media accounts to express personal views. Councillors should identify and separate personal opinions from Council position. Councillors have personal responsibility for ensuring that any social media sites they create or contribute to can be readily edited and appropriately moderated.

When using social media councillors are expected to adhere to Knox City Council Councillor Code of Conduct and comply with relevant laws and regulations.

Council does not control any individual's use of social media, or their private social media accounts. The behavior of staff and councillors when using private social media accounts is governed by the principles in the Councillor Code of Conduct or the Staff Code of Conduct.

Staff use of social media for the purposes of conducting Council business is governed by the Staff Social Media Policy.

7. Confidential information

Staff and councillors must not misuse information gained in their official capacity. All information gained in the course of Council duties should be treated as confidential unless it is public knowledge. If there is uncertainty as to whether information is public knowledge, the matter should be treated as confidential.

Confidential information is protected by the Local Government Act 20202 and both staff and councillors may be guilty of an offence, if they disclosure information intentionally or recklessly that the person knows, or should reasonably know, is confidential information. The Local Government Act 2020 also provides that making improper use of information acquired in the capacity as councillor constitutes the offence of misuse of position.

Staff and councillors must take care to maintain the security of documents and information. Personal information about an individual, whose identity could reasonably be ascertained from the information, should not be released to the media without that person's consent. There may be situations where consent is implied, particularly when an individual raises their circumstances with media in the first instance, and Council might choose to comment.

8. 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.

Model Councillor Code of Conduct

The content below is as prescribed by the Local Government (Governance and Integrity) Regulations 2020

Definitions

discrimination means unfair or unfavourable treatment of a person on the grounds of an attribute specified in section 6 of the **Equal Opportunity Act 2010**.

1. Performing the role of a Councillor

A Councillor must do everything reasonably necessary to ensure that they perform the role of a Councillor effectively and responsibly, including by—

(a) representing the interests of the municipal community by considering and being responsive to the diversity of interests and needs of the municipal community; and

(b) being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and

(c) diligently using Council processes to become informed about matters which are subject to Council decisions; and

(d) not performing or purporting to perform any responsibilities or functions of the Chief Executive Officer; and

(e) acknowledging and supporting the Mayor in the performance of the role of the Mayor, including by—

(i) respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with the Council's Governance Rules); and

(ii) refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.

2. Behaviours

(1) A Councillor must treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy and respect, including by—

(a) not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature; and

(b) not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons; and

(c) not engaging in discrimination or vilification; and

(d) supporting the Council, when applying the Council's community engagement policy, to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community controlled organisations and the Aboriginal community; and

(e) supporting the Council in fulfilling its obligation under the Act or any other Act (including the **Gender Equality Act 2020)** to achieve and promote gender equality; and

(f) ensuring their behaviours and interactions with children are in line with the Council's policies and procedures as a child safe organisation and obligations under the **Child Wellbeing and Safety Act 2005** to the extent that they apply to Councillors.

(2) A Councillor, as an individual at the workplace, must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons by—

(a) adhering to applicable systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace; and

(b) complying, so far as the Councillor is reasonably able, with any reasonable instruction that is given by the Chief Executive Officer to manage risks to health and safety.

(3) A Councillor must act in accordance with any policies, practices and protocols developed and implemented under section 46 of the Act that support arrangements for interactions between members of Council staff and Councillors.

3. Good governance

A Councillor must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community—

(a) the Council's expenses policy adopted and maintained under section 41 of the Act;

(b) the Council's Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act, including in relation to-

(i) conduct in Council meetings or meetings of delegated committees; and

(ii) requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communication; and

(iii) the Council's election period policy included in the Council's Governance Rules under section 69 of the Act, including in ensuring that Council resources are not used in a way that is intended to influence, or is likely to influence, voting at a general election or by-election;

(c) the Council's Councillor gift policy adopted under section 138 of the Act;

(d) any direction of the Minister given under section 175 of the Act.

4. Integrity

(1) A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by—

(a) ensuring that their behaviour does not bring discredit upon the Council; and

(b) not deliberately misleading the Council or the public about any matter related to the performance of their public duties; and

(c) not making Council information publicly available where public availability of the information would be contrary to the public interest.

Note

See the public transparency principles set out in section 58 of the Act.

(2) A Councillor must not, in their personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), expressly or impliedly request preferential treatment for themselves or a related person or entity.

5. The Model Councillor Code of Conduct does not limit robust public debate

Nothing in the Model Councillor Code of Conduct is intended to limit, restrict or detract from robust public debate of issues in a democracy.

KNOX POLICY

COUNCIL REPRESENTATION ON EXTERNAL BODIES

Policy Number:	2002/28	**Directorate:**	Corporate Development
Approval by:	Council	**Responsible Officer:**	Manager Governance & Innovation
Approval Date:	13 June 2017	**Version Number:**	4
Review Date:	13 June 2020		

1. PURPOSE

This Policy provides for a consistent approach by Council representatives on committees or boards, to representing Council's views on any matters under consideration by a committee or board.

2. SCOPE

This Policy applies to all Councillors, staff or community representatives who are appointed by Council to any formal Advisory, External or Specific Purpose Committee or like groups.

3. REFERENCES

3.1 Council Plan

- Democratic & Engaged Communities

3.2 Relevant Legislation

- Local Government Act 1989
- Meeting Procedure and Use of Common Seal Local Law 20108

3.3 Charter of Human Rights

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

3.4 Related Council Policies

- Council Committees Policy – 2006/13

3.5 Related Council Procedures

- Nil

4. DEFINITIONS

"Advisory Committee"	has the same meaning as prescribed in Section 3 of the Local Government Act: *"any committee established by the Council, other than a special committee, that provides advice to—* *(a) the Council; or* *(b) a special committee; or* *(c) a member of Council staff who has been delegated a power, duty or function of the Council under section 98"*
"Board"	Bodies formally constituted, whereby Council is eligible to appoint a representative to participate (e.g. The Board of the Eastern Regional Library Corporation).
"Committee"	Means an Advisory, External or Specific Purpose Committee.
"Councillor"	Means a person who holds the office of member of Council.
"External Committees"	Means community and industry based committees that operate with their own Terms of Reference or mandate where Council has been invited to participate in partnership or as a community advocate. Current examples of External Committees are: • Metropolitan Waste Management Group • Municipal Association of Victoria • Eastern Transport Coalition
"Council representative"	Means a Councillor, staff member or member of the community appointed under the Council Committee Policy to represent Council.
"Special Committees"	Means a Committee formally appointed under Section 86 of the Local Government Act. Council may formally delegate decision-making powers and responsibility to a Special Committee.
"Specific Purpose Committees"	Means Committees of Council created for a discrete and specific purpose to review an issue or undertake a project and report back to Council. These committees sunset at the delivery of the project as defined within the committees Terms of Reference. The committee may be ongoing in that it performs an annual function.

5. COUNCIL POLICY

It is Council Policy that any person who is nominated by Council to represent it on a committee or board shall, subject to the qualification in section 5.7, represent the Council in line with the following:

5.1 Council representatives shall familiarise themselves with any Council Policies that will or are likely to form part of any proceedings of the committee or board (of which they are a member)

5.2 Council representatives shall familiarise themselves with any specific resolutions or other communications relating to any subject matter to be deliberated upon by the Committee or Board (of which they are a member).

5.3 Council representatives shall ensure that they follow any specific resolutions or other communications of Council relating to the subject matter to be deliberated upon by the Committee or Board (of which they are a member) unless the interests of Council and the committee or board do not coincide (See qualification below).

5.4 Where an issue is considered at a Committee or Board meeting on a matter upon which Council does not have a policy position, Council representatives shall exercise their own discretion based on their knowledge of and judgement on the issue. In exercising discretion under this provision, the Committee or Board must be advised by the Council representative that Council has not determined a formal position and that the views expressed are those of the representative and are not the adopted position of the Council.

5.5 Where it is apparent that a policy position is required, Council representatives must provide written advice of the issue to the Mayor and Chief Executive Officer.

5.6 Council representatives shall at all times represent Council with honesty and integrity and not commit Council funds or resources without specific authority from Council.

5.7 Qualification to this Policy: In circumstances where the interests of Council and the board, External Committee or Specific Purpose Committee do not coincide, Council representatives must prefer the interests of the Board, External Committee or Specific Purpose Committee (as the case may be) over that of Council. Legally, the primary duty of the appointed member is to the Board, External Committee or Specific Purpose Committee (as the case may be) to which they have been appointed.

5.8 Where Council representatives have performed their duty to a board, External Committee or Specific Purpose Committee by subordinating the interests of Council, all relevant information must be provided in writing to the Mayor and the Chief Executive Officer.

6 . 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.

Policy

Council Committees

Policy Number:	2006/13	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Governance and Risk
Approval Date:	26 September 2022	Version Number:	5
Review Date:	26 September 2026		

1. Purpose

The purpose of this policy is to provide a consistent approach to the establishment of Council Committees on which there is Councillor representation. Participation by interested parties and affected stakeholders assists Council in making decisions that incorporate the interests and concerns of the community. This policy governs the operation of Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups.

Generally, the purpose of Council Committees is to provide advice on the development, implementation, monitoring, review and/or evaluation of programs or activities specified in the Knox Community Plan and Council Plan.

2. Context

Each year Council appoints Councillor representation to various Council Committees. Their role in relation to these committees can range from representation to advocacy and consultation. This policy provides support and direction in the formation and operation of Council committees and defines the roles and responsibilities of different committee types on which there is Councillor representation.

This policy governs the establishment of Council Committees and the ongoing review of existing committees giving Council the opportunity to monitor the performance and relevance of all committees against the Community Plan and Council Plan. This structured approach articulates the role of each different committee type and allows for a review of the relevance and the performance against documented Terms of Reference and annual objectives for each committee. This approach will ensure that Council Committees do not operate in perpetuity beyond achieving their purpose.

3. Scope

This policy applies to the formation, development, general operation and review of Council endorsed committees that do not have delegated powers, including Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups. Therefore, this policy applies to Councillors, committee members and members of staff.

Committees not covered by this policy are the Information Communication Technology Committee, Committees with delegated powers and those established in accordance with the Local Government Act 2020 (including the Audit and Risk Committee).

4. References

4.1 Community Plan 2021-2031

4.2 Council Plan 2021-2025

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.

4.3 Relevant Legislation

- Local Government Act 2020
- Meeting Procedure and Use of Common Seal Local Law 2018

4.4 Charter of Human Rights

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

4.5 Related Council Policies

- Knox City Council Governance Rules
- Acknowledgement of Traditional Custodians Policy
- Meeting Structures and Cycle Policy
- Councillor Code of Conduct
- Councillor Media Policy
- Councillor Child Safe Policy
- Councillor Support Policy and Procedure
- Fraud and Corruption Control Framework
- Interaction Between Councillors and Staff Policy
- Staff Code of Conduct
- Staff Media Policy
- Volunteer Management Policy
- Volunteer Code of Conduct
- Volunteer Engagement Policy

4.6 Related Council Procedures

- Fraud and Corruption Control Procedure
- Councillor Media Procedure
- Councillor Child Safe Procedure
- Staff Media Procedure
- Managing Volunteers Procedure Manual

4.7 Other Related Documents

- Conflict of Interest Guidelines – Local Government Victoria
- Terms of Reference Templates
- Conflict of Interest Form – Councillors and Members of Committees/Staff
- Councillor Appointments to Committees

5. Definitions

Detail any definitions within the policy.

Advisory Committees	An advisory committee is any committee established by the Council, that provides advice to – (a) the Council; or (b) a special committee; or (c) a member of Council staff who has been delegated a power, duty or function of the Council under the Act. The main function of an Advisory Committee is to enable stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and strategies under the Community Plan and Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.
Conflict of Interest	As defined in the Local Government Act 2020.
Council Committee	Includes an Advisory Committee, Specific Purpose Committee, Strategic Projects Committee or Working Group.
Delegated Committee	Committees appointed by Council that have delegated powers and must operate in accordance with the Act. These committees are not covered by this policy.
Specific Purpose or Strategic Purpose Committee	Specific or Strategic Purpose Committees are created for a pre-determined purpose and their role is to oversee a designated task or activity generally on an ongoing basis and report back to Council annually.
Working Groups	Working Groups are created to oversee the delivery of a specified project which would generally be location based and report back to Council (development of or oversee the delivery of a Masterplan, for example). These committees sunset at the delivery of the project brief.

6. Council Policy

General Provisions

This Policy sets out the high level objectives for Council's Committees and aims to create a common ground for them to begin from whilst providing a framework within which each Council Committee shall operate.

6.1 Council Committees

The following sections prescribe a foundation for the operation of the terms of reference for each Council Committee.

6.1.1 Terms of Reference

Standard Terms of Reference templates will be developed and regularly reviewed by Council's Governance team to ensure compliance with this Policy, the Local Government Act 2020, Council's Governance Rules and other relevant Council policies. The Terms of Reference templates will include information about the purpose and objectives of a Council Committee, appointment of members, information about meetings, recommendations and reporting. This Policy will form the basis for the development of Terms of Reference for any new Council Committee, as well as the review of Terms of Reference for existing Council Committees.

Terms of Reference must be presented to Council for consideration and adoption at the inception of the Council Committee. The Terms of Reference must include a clear statement of purpose and the committee's objectives and where relevant, the timeframe for completion. Objectives shall reference the goal within the Community Plan and Council Plan that is relevant to the Council Committee and should be supported by measurable outcomes where applicable.

The Terms of Reference and objectives of a Council Committee are to be reviewed by the committee and Council at least once in any Council term. Unless the Terms of Reference provide for Administrative Updates to be approved by the Chief Executive Officer, changes to the Terms of Reference resulting from a review must be presented to Council for formal approval. A copy of the Terms of Reference are to be made available on the Council Intranet and Internet.

6.1.2 Membership, Period of Membership and Method of Appointment

Membership and Method of Appointment

- Council values diversity and aims to ensure that Council Committees feature a broad cross-section of the community. To ensure this, recruitment practices for Council Committees should be open and transparent. Positions should be advertised broadly and eligibility criteria should be developed and made available for potential applicants.
- Applicants should address eligibility criteria as part of the application process. This may be in writing or by another means, if appropriate, to meet the needs of applicants.
- The most appropriate mix of membership will be determined by Council. They will generally comprise:
    - **Councillor(s)** – appointed annually by Council.
    - **Community representative(s)** – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the Council Committee.
    - **Industry or professional representatives** – appointed by Council through a registration of interest and selection process or via request depending on expertise and need.

  Typically staff will not be members of Council Committees, but may be appointed or assigned by the Chief Executive Officer or relevant Director to provide administrative support and advice.

Special arrangements may also be made for ongoing membership for a specific office holder, such as the President of a management committee, or a relevant local community organisation. Such arrangements will be covered in the individual Terms of Reference for a Council Committee and approved by Council.

Period of Membership

- To ensure diverse community representation, ongoing turnover of committee members is preferred, whilst ensuring that continuity is maintained. Council Committees should consider:
  - Two year initial terms; and
  - The ability for members to re-apply for appointment for another term.

  Continuous membership for longer than four years is discouraged except in special circumstances that may be relevant to individual Council Committees, and approved by Council.
- The CEO is authorised to approve short-term membership extensions where the purpose is to align recruitment activities across multiple Council committees.

Casual Vacancies

Casual vacancies which arise due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms.

If there is no suitable candidate from the previous selection process, the Council Committee may appoint by another method, as approved by the CEO.

The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Council Committee for the remainder of the previous incumbent's term.

6.1.3 Delegated Authority and Decision Making

Council Committees act in an advisory capacity only and do not have delegated authority to make decisions as if they were the Council. Council Committees provide advice or make recommendations to Council and staff to assist them in their decision making.

Recommendations may be implemented by a staff member who has the appropriate delegation and level of authority, where they support the recommendation. In accordance with the Local Government Act 2020, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

A Council Committee cannot make recommendations for matters outside its agreed scope as detailed in its Terms of Reference.

6.1.4 Meeting Procedures

Meetings

Meetings are to be held at a time and place determined by the Council Committee. Council Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

Meetings will:

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

Quorums

There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting.

Joint Committee Meetings

From time to time, Council Committees may decide that a joint meeting of two or more Council Committees will be beneficial for progressing the work of a Council Committee or for sharing ideas and providing updates on key issues of relevance in progressing the work of the Council Plan.

Such committee meetings will only occur where requested and agreed by two or more Council Committees and will follow the principles set out in this Policy.

6.1.5 Chair

Typically, the position of Chairperson shall be held by a Councillor. The Chairpersons responsibilities includes ensuring all Council Committee members have the opportunity to participate/contribute at meetings.

6.1.6 Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting of the Council Committee in accordance with the Terms of Reference.

The Council Committee may through its Terms of Reference, provide guidance regarding the public availability of agendas and minutes, having regard to Council's Public Transparency Policy and the requirement that Council Information be publicly available, unless:

a) the information is confidential by virtue of the Act or any other Act; or

b) public availability of the information would be contrary to the public interest.

6.1.7 Voting

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

6.1.8 Conflict and Interest Provisions

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

- Act with integrity;
- Impartially exercise their responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;

- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of his or her position or release information that the member knows, or should reasonably know, is confidential information.

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

Councillors must:

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

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

All members of a Council Committee must agree to participate in training on the Conflict and Interest provisions. Training shall be provided in consultation with Council's Governance team.

6.1.9 Planning and Reporting

Annual Work Plan

Council Committees are required to formulate an annual work plan that aligns with Council's Community Plan and Council Plan. From time to time Council Committees may be requested to include training, or other business in their agendas that is outside their agreed Work Plan, on matters such as:

- Occupational Health and Safety;
- Child Safe Standards;
- Conflict of Interest and relevant governance matters;
- First Nations matters;
- Emergency Management; and
- Other topics that may be of relevance to individual Council Committees.

Council Committees will need to accommodate such requests, particularly where there are statutory obligations. However, every endeavor should be made to minimise the impact of such matters on the ongoing business of the Committee.

Annual Report

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Council Committee and should directly reflect the objectives and the performance measures of the committee as set out in its Terms of Reference. Once adopted by the Council

Committee, the report will be distributed as provided for within the Terms of Reference.

6.1.10 Administration Support

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

6.1.11 Contact with the Media

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a Council Committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Council Committee.

6.1.12 Review Clause

Council Committees must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

6.1.13 Meals

Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

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 and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, , changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the Policy. Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.

8.7 CEO Employment and Remuneration Committee - Appointment of Independent Advisor

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Chief People Officer, Debbie Shaw
Manager:	Chief People Officer, Debbie Shaw
Executive:	Director Customer & Performance, Matt Kelleher

SUMMARY
The Local Government Act 2020 provides that Council is required to engage an independent advisor to assist the Chief Executive Officer Performance and Remuneration Committee.

This report provides a recommendation to appoint an independent advisor.

RECOMMENDATION
That Council resolve:

1. To appoint the preferred candidate as set out in Confidential Attachment 2 as the independent advisor to the Chief Executive Officer Performance and Remuneration Committee until 30 June 2029, with an optional extension of an additional two-years (subject to Council approval).
2. To authorise the Chief People Officer to execute contract documentation with the preferred candidate to give effect to Council's decision.
3. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in Confidential Attachment 2 to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.
4. To authorise the Mayor and Chief Executive Officer (or such person the Chief Executive Officer nominates) to communicate the effect of these resolutions to the extent necessary at their discretion, including for the purpose of informing the community about Council's decision.
5. Acknowledge and thank Mr Phil Shanahan for his contribution to Knox over the past 5 years as Independent Advisor to the Chief Executive Officer Performance and Remuneration Committee.

1. DISCUSSION

Knox City Council's Chief Executive Officer Performance and Remuneration Committee is an advisory committee and reports to Council in relation to the employment cycle of a Chief Executive Officer, which is a core responsibility of the elected Council.

The Committee must include at least three Councillors, one of whom will be the Mayor, and the Independent Advisor appointed by Council. The Committee currently comprises the Mayor Cr Kennett, Deputy Mayor Cr Duncan, and Councillors Atwell, Baker, Cooper, Lockwood, Pearce, and

Williams. The role of Independent Advisor to the Chief Executive Officer Performance and Remuneration Committee is to provide independent professional advice in relation to all matters dealt with in the Chief Executive Officer Employment and Remuneration Policy (Attachment 1) including monitoring and evaluating the performance of the Chief Executive Officer. The Independent Advisor plays a critical role in supporting Councillors by providing impartial, expert advice on CEO performance criteria, performance reviews, remuneration, and compliance with statutory and policy obligations.

Knox City Council currently engages the services of an independent advisor to the Chief Executive Officer Performance and Remuneration Committee, with this agreement due to end on 30 June 2026. Council has therefore undertaken a transparent and probity-sound procurement process to appoint a new Independent Advisor.

A recruitment panel was established to recommend an appointment to Council for consideration in line with the Chief Executive Officer Employment and Remuneration Policy (the Policy) and Chief Executive Officer Employment & Remuneration Committee (the Committee) Terms of Reference. The recruitment panel comprised of the Mayor, Deputy Mayor, Chief People Officer and Manager Governance & Risk.

An Invitation for Expressions of Interest was released outlining the role and services the Advisor will be required to perform, such as:

- Attend and actively participate in CEO Performance and Remuneration Committee meetings
- Assist the Committee in developing CEO performance criteria
- Support and participate in the annual CEO performance review process
- Provide independent and impartial advice on the CEO's total remuneration package and remuneration reviews
- Advise on appropriate CEO development opportunities
- Ensure Committee processes adhere to statutory obligations, Council policies, and principles of equity and fairness
- Identify and declare any conflicts of interest
- Share findings and advice with the Committee and, where appropriate, with the CEO.

A summary of the process undertaken, and remaining steps planned for the recruitment of a new independent advisor to the Chief Executive Performance and Remuneration Committee, are presented below:

Item/Action	Date
CEO Performance and Remuneration Committee advised of the need to plan for recruitment of the Independent Advisor to the CEO Performance and Remuneration Committee with the current Independent Advisor's agreement ending 30 June 2026.	February 2026
Six vendors were invited to quote following engagement with the Mayor.	23 February 2026

Closing date to receive applications. Outcome: Two vendors responded to this invitation to quote.	8 March 2026
Interviews were conducted with the two candidates.	27 March 2026
Evaluation scoring completed by the interview panel and the preferred candidate was confirmed (see Confidential Attachment 2).	2 April 2026
Reference checks were completed by the Mayor.	8 April 2026
The Councillor members of the CEO Performance and Remuneration Committee were provided with a briefing from the Mayor, of the process undertaken to date, the details of the two candidates, and the preferred candidate.	20 April 2026
Council meeting to consider appointing an Independent Advisor to the CEO Performance and Remuneration Committee.	25 May 2026
Chief People Officer to execute required contract documentation confirming engagement (subject to Council's decision).	Post 25 May 2026
Independent Advisor to the CEO Performance and Remuneration Committee commences with Knox City Council (subject to Council's decision).	1 July 2026

As indicated above, two applications were received for the expression of interest. The recruitment panel reviewed the applications and interviewed both applicants. Following the interview process, the recruitment panel identified a preferred candidate they considered suitable to recommend for appointment as the Independent Advisor.

The preferred candidate's resume is included in Confidential Attachment 2. The application from the non-recommended candidate is provided in Confidential Attachment 3.

The preferred candidate:

- Is a highly experienced independent advisor with more than 30 years of sector experience, specialising in CEO employment matters, governance, executive performance and remuneration within Victorian local government. Core work has included statutory CEO recruitment, performance planning and review, contract negotiation, with a focus on transparency, and defensible decision-making.
- Has collaborated closely with Mayors, Councillors, Committees, CEOs and senior executives in previous roles, such as Independent Chair and advisor to CEO Employment Matters Advisory Committees (CEMAC) and equivalent bodies, supporting metropolitan, regional and rural councils.
- Has demonstrated a detailed understanding of the operating environment, challenges, and expectations facing councils across diverse communities.
- Can attend meetings in person as required and can accommodate additional engagements as needed to support effective governance.
- Has relevant qualifications, significant relevant experience, experience on CEO Performance Review Committees and is considered a strong fit for the Committee.

2. ENGAGEMENT

The Mayor was consulted on the proposed list of vendors to be invited to participate in the request for quote process.

The Mayor also consulted with the Councillor members of the CEO Performance and Remuneration Committee in line with the CEO Performance and Remuneration Policy and has received advice indicating their support for the recruitment panel's preferred candidate to be recommended to Council for appointment.

3. SOCIAL IMPLICATIONS

NIL

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

NIL

6. FINANCIAL AND RESOURCE IMPLICATIONS

The preferred candidate has provided a summary of fees quotation as set out in Confidential Attachment 4.

The fee proposal submitted by the preferred candidate can be accommodated within the 2026/2027 draft operational budget.

7. RISKS

Failure to engage an independent advisor to assist the Chief Executive Officer Performance and Remuneration Committee puts Council at risk of breaching the requirements of the Local Government Act 2020.

Appointing an appropriately qualified and experienced independent advisor contributes to constructive and professional objective setting, performance evaluation and contract negotiations, reducing the risk of disharmony or conflict in relationships between Councillors and the CEO, and promoting effective governance.

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

Confidential Attachments 2, 3 and 4 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 they relate to:

- Confidential Attachments 2 and 3 contain personal information, names, addresses and other personal and professional information regarding prospective committee members which would be unreasonable to disclose publicly, or to disclose before a Committee Member is appointed; and/or
- Confidential Attachment 4 contains private commercial information, that if released, would unreasonably expose the preferred candidate to disadvantage because it would release financial information about the business that is not generally available to their competitors.

ATTACHMENTS

1. Attachment 1 - CEO Employment Remuneration Policy [**8.7.1** - 9 pages]

Policy

Chief Executive Officer Employment & Remuneration Policy

Policy Number:	2021/04		
Directorate:	The Office of the CEO	Responsible Officer:	Chief People Officer
Approval by:	Council	Version Number:	1
Approval Date:	22 April 2024	Review Date:	30 April 2027
Commencement Date:	1 January 2022		

1. Purpose

This Policy meets a legislative requirement under section 45 of the *Local Government Act 2020* (the Act) and provides for the ways in which Knox City Council (**Council**) will:

- Obtain independent professional advice in relation to the matters dealt with in this policy;
- Manage the recruitment and appointment of its Chief Executive Officer (CEO);
- Form and manage the terms of the CEO employment contract;
- Form and monitor the CEO performance criteria and establish key performance indicators (KPIs);
- Conduct the annual review of the performance of the CEO; and
- Form and monitor the remuneration package of the CEO.

In meeting its obligations under section 45 of the Act, this policy includes:

- The recruitment and appointment process;
- Provisions to be included in the contract of employment;
- Remuneration;
- Performance monitoring;
- Setting the annual performance review;
- Other terms and conditions of employment, including any requirements prescribed in legislation.

This policy has been developed taking into account any determination that is currently in effect under section 21 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019.*

2. Context

Knox City Council is committed to ensuring the application of good governance, transparency and respect in all matters relating to the employment, management and remuneration of the CEO.

In the event that any new legislative requirements are made in respect to recommendations arising out of Operation Sandon or otherwise, the legislative requirements will prevail over this Policy and its Terms of Reference.

3. Scope

The Policy applies to the role of CEO, it encompasses all mechanisms which support Council in fulfilling its obligations regarding the employment and remuneration aspects of the role of CEO and under the Act.

The aims of Council in relation to this Policy are to:

- Establish a CEO Employment & Remuneration Committee (the Committee);
- Provide processes for the recruitment of a natural person and their appointment to the position of the CEO;
- Draft and approve the Contract of Employment entered into between the Council and the CEO;
- Seek and be guided by independent professional advice in relation to the matters dealt with in this Policy;
- Provide processes for determining and reviewing the remuneration package of the CEO;
- Provide processes for supporting the professional development and the monitoring of performance of the CEO, including setting the KPIs, which should be built into the Contract of Employment and conducting an annual review;
- Determine, as required, whether any variations to the remuneration package and terms of conditions of the CEO are needed; and
- Provide processes for the appointment of an Acting CEO for periods in excess of 28 days.

The aims of the CEO in relation to this Policy are to:

- Work collaboratively with the Committee in determining the KPIs and plan on an annual basis;
- Actively participate in the performance appraisal process as required by the Committee;
- Make use of constructive feedback from Councillors and Committee members in relation to performance appraisal;
- Undertake professional development towards assisting this role to meet and/or exceed the set KPIs; and
- Draw the Committee's attention to any situation where any variation of the established KPIs may be required in light of current circumstances.

4. Policy Principles

CEO Employment and Remuneration Committee

- The Council will establish a CEO Employment and Remuneration Committee.
- The Committee will be an advisory committee to Council and will meet at least twice per year and will be chaired by the Mayor of the day.

- The Committee must include at least four Councillors and the Independent Member appointed by Council who is entitled to be remunerated for their services. Appointed Councillors shall include the current Mayor and Deputy Mayor, and the immediate past Mayor (if available). Council may appoint more than four Councillors, however, must not appoint other persons, excluding the Independent Member, who are not Councillors.
- A quorum of four (4) Councillors must be present to transact business of the Committee. If the Mayoral election occurs during a CEO recruitment period with a new Mayor elected, the current Mayor at the time of the recruitment process will continue to be involved until such time as the CEO is appointed. The new Mayor, if not already appointed to the Committee, will join the Committee.
- The Councillor members of this Committee will make a recommendation to Council on the appointment of an Independent Member having considered a minimum of two from appropriately experienced persons. The Independent Member will be a neutral person who has detailed knowledge and experience in executive recruitment and oversight of CEO Contracts of Employment as well as experience in developing and facilitating executive performance reviews. Experience and knowledge of the Local Government sector is required. An inquiring mind and the ability to analyse information will assist in carrying out the role of Independent Member.
- The Committee is to hold meetings to:
  - Organise, collect and analyse data and form a view on ratings prior to meeting with the CEO to discuss and review the CEO's performance against an agreed set of criteria in preparation for biannual reviews;
  - Meet with the CEO to discuss and review the CEO performance against an agreed set of criteria;
  - Consider the responses from the CEO prior to finalising a proposed rating against each KPI (to be approved by resolution of Council) for the annual review;
  - Prepare relevant documentation including Council reports and contractual documents for the approval of Council by resolution;
  - Conduct and maintain appropriate records regarding performance reviews; and
  - Review the remuneration package and conditions of employment of the CEO and make recommendations to Council.
- The Committee will provide an annual report to Council.
- The Committee will determine the meeting procedures at the first meeting of the Committee with the assistance and input of the Independent Member.
- Minutes will be prepared and distributed to the Committee by the secretariat support or their delegate.

Recruitment of the CEO

- The Committee will establish and manage the process to recruit the CEO, designed to ensure the Council can select the best candidate from a shortlist of preferred candidates (with or without a recommendation from the Committee).
- The Committee will identify an Executive Search Consultant to run the recruitment process.
- The Committee will make a recommendation to Council in relation to recommending the identified Executive Search Consultant.
- The Committee must have regard to Council's *Recruiting and Selecting for Excellence Policy* when considering the recruitment of the position of CEO including to:
  - Ensure that the recruitment decision is based on merit;

- The Disclosure of any conflicts of interest;
- Support transparency in the recruitment process and, subject to Council's discretion to offer reappointment in accordance with section 44 of the Act, the public advertising of the position; and
- Have regard to gender equality, diversity and inclusiveness.

- Council will appoint the Executive Search Consultant by resolution at a Council meeting;
- The Committee must ensure that the Executive Search Consultant publicly advertises the CEO role for a new appointment.
- The Committee must liaise with the Executive Search Consultant.

Appointment of the CEO

- Council will receive a report from the Committee on the completion of its role in the recruitment process and Council will proceed to decide on a preferred candidate and to negotiate and finalise a draft Contract of Employment.
- The Committee will provide a recommendation to Council on the provisions to be contained in the proposed Contract of Employment.
- The appointment of the CEO must be made by a resolution of Council.

Re-appointment of the CEO

- At a minimum of six months prior to the expiry of the current CEO's Contract of Employment, the Committee will provide a recommendation to Council on:
  - Whether the CEO should be reappointed under a new Contract of Employment;
  - If the recommendation is to reappoint the CEO, the proposed provisions of the further Contract of Employment.
- Any reappointment of the current CEO must be made by a resolution of Council.

Contract of Employment

- The Contract of Employment will at a minimum, include the following:
  - The employment term, which must not exceed 5 years in accordance with s 44(2) of the Act;
  - The responsibilities and duties of the position including compliance with the Act and the Code of Conduct for Council staff;
  - The conflict of interest management requirements;
  - The CEO's remuneration package and other entitlements;
  - Any legislative and contractual obligations, including those during and continuing after appointment;
  - The CEO's leave entitlements;
  - Processes for managing unsatisfactory performance;
  - Processes for early termination, including notice of termination provisions, with notice of termination by Council being a period of six (6) months;
  - Any other matters required to be contained in the Contract of Employment by the Regulations.
- The Contract of Employment may only be varied by a resolution of the Council and if accepted by the CEO, documented in a deed of variation.

Remuneration and Expenses

- The Remuneration package provided to the CEO will form part of the Committee's annual review having regard to:

- Any statement of Policy issued by the Government of Victoria which is in force with respect to its wages policy or equivalent; and
- Any determination that is currently in effect under section 21 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* in relation to remuneration bands for executives employed in public service bodies.

- Council will meet expenses incurred by CEO in relation to:
  - Membership and subscription fees payable to professional associations which are reasonably necessary in order to carry out duties;
  - Reasonable costs incurred where attending conferences, seminars or other professional development or networking functions; and
  - Reasonable costs incurred in performance of required duties.
- The following principles are to guide any setting or review of the Remuneration package:
  - The establishment of the remuneration package of the CEO should be fair and reasonable in light of the role, accountability and inherent requirements of the role.
  - The establishment of the Remuneration package and remuneration review of the CEO should have regard to Council's financial and economic conditions.
  - The establishment of the Remuneration package and remuneration review of the CEO should be set at a competitive level for the relevant market and sector, subject to benchmarking, in order to attract and retain talent.
- The establishment of the Remuneration package and remuneration review of the CEO should be based on rigorous analysis of all relevant factors including those listed above.

Performance Monitoring

- Council will adopt annual Performance Criteria for the CEO, which will include KPIs. The Performance Criteria must be developed collaboratively between the CEO and the Committee.
- The CEO is to provide progress reports to the Committee on a twice-yearly basis.
- The Committee shall meet with the CEO following each progress report to discuss the matters contained in the progress report.
- Following the initial three months of the CEO's term, a meeting with Councillors and the CEO may be coordinated so that:
  - The CEO has an opportunity to prepare, present and highlight any matters that may hinder their ability from achieving any KPIs;
  - The Councillors can provide feedback to the CEO on their perspective of the CEO's performance during the initial period; and
  - The Council and CEO can agree to projects and priorities for inclusion in the CEO's Performance Criteria and KPIs.
- Nothing in this Policy prevents the Committee and/or Council from monitoring the CEO's performance on an ongoing basis.

Annual Review

- In preparation for Council's review, the Committee is required to submit a confidential annual review report after the end of the financial year to Council (Annual Review Report), which includes recommendations on the following:
  - Whether, and to what extent, the CEO has met the KPIs under the Performance Criteria;
  - Whether any KPIs or other criteria ought to be varied under the Performance Criteria;
  - Whether the Remuneration Package ought to be varied; and
  - Any other necessary matters.
- The Committee will submit the Annual Review Report to Council only after meeting with the CEO to discuss the Committee's proposed recommendations.
- Council shall, after receipt of the Annual Review Report, review the recommendation in the Annual Review Report and advise the CEO of the outcomes of the review process.
- The Annual Review Report will be discussed between Council and the CEO only at a confidential Council Issues Briefing.

Acting CEO

- Council must appoint an Acting CEO when there is a vacancy in the office of the CEO of greater than 28 days or the CEO is unable to perform the duties of the office of CEO.
- The appointment of the Acting CEO must be made by a resolution of Council unless the Acting CEO is appointed for a period not exceeding 28 days, in which case the CEO may appoint an Acting CEO under delegation from Council.

Independent Advice

- The Independent Member appointed to the Committee is responsible for providing independent professional advice to the matters dealt with under this Policy.
- Council will determine:
  - The term of the appointment of the Independent Member; and
  - The remuneration of the Independent Member.
- Council or the Committee can, on an as needed basis, obtain additional independent professional advice in relation to the matters dealt with under this Policy.

Interaction with the Act & Regulations

- This Policy applies subject to any inconsistent obligations in the Act or the Regulations.

Confidentiality

- Council will not disclose any personal information, being information which released would result in the unreasonable disclosure of information about any person or their affairs.
- Council will ensure that it is a term of the Independent Member's engagement that the Independent Member keep confidential all information which the Independent Member acquires by virtue of the engagement.

Delegations

- Council must not delegate the power to appoint the CEO whether on a permanent or acting basis greater than 28 days, however, Council may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days.
- Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO.

5. Roles & Responsibilities

Council is responsible for:

- Meeting the requirements of the Act and other relevant legislation;
- The appointment and management of the CEO, including an Acting CEO, where required;
- Appointing the Independent Member(s) of this Committee;
- Appointing the members of the Committee
- Adopting, overseeing and monitoring the implementation of this Policy; and
- Undertaking a review of the Policy when required in accordance with the terms of reference.

Committee Members are responsible for:

- Attending and contributing at each Committee meeting;
- Undertaking the responsibilities of the Committee as set out in this Policy and the Act.
- Facilitating involvement of non-member Councillors as observers on the Committee.

The Independent Member is responsible for:

- Attending and participating each Committee meeting;
- Assisting in the development of the performance criteria and undertaking the annual review of the CEO;
- Performing other functions as required in supporting the CEO's performance reviews and performance development, and providing advice on appropriate development opportunities for the role of CEO;
- Providing independent and impartial advice on the CEO's total remuneration package and remuneration reviews;
- Ensuring that the Committee adheres to statutory obligations and Council's policies and procedures, including equity and fairness;
- Advising of conflict of interests;
- Sharing their findings with the Committee and ultimately, sharing them with the CEO.

The CEO is responsible for:

- Attending and contributing at each Committee meeting to which the CEO has been invited;
- Participating in each performance review undertaken by the Committee;
- Providing relevant information to the Committee in a timely manner;
- Advising Council in instances where an Acting CEO is to be appointed under delegation during the temporary absence of the CEO, in accordance with approved delegations;
- Supporting the Mayor and the Councillors in the performance of their roles in accordance with the Act;
- Ensuring the effective and efficient management of the day-to-day operations of Council in accordance with the Act.

The Chief People Officer is responsible for:

- Providing advice on the interpretation and application of this Policy (recognising that the position of any member of staff assisting in the application of this Policy is made difficult because they are accountable to the CEO (or a person acting as CEO) and therefore acknowledging that requests for assistance need to be limited to no more than those which are reasonably necessary);
- Assisting Council to obtain formal advice, if required; and
- Providing executive and secretariat support to the Committee.

6. References

Council Plan 2021-25

- Civic engagement and integrity: Ensure our processes are transparent and decisions are accountable.

Relevant Legislation

- *Local Government Act 2020*
- *Victorian Independent Remuneration Tribunal & Improving Parliamentary Standards Act 2019*
- *Victorian Charter of Human Rights and Responsibilities Act 2006*
- *Fair Work Act 2009*
- *Gender Equality Act 2020*
- *Freedom of Information Act 1982*

Related Council Policies

- Child Safe Standards
- Procurement Policy
- Recruiting and Selecting for Excellence Policy
- Councillor Code of Conduct
- Staff Code of Conduct

7. Definitions

For the purpose of this Policy, the following definitions apply.

Chief Executive Officer (CEO)	Means the Chief Executive Officer of Knox City Council who has been appointed under section 44 of the *Local Government Act 2020*.

Committee	Means the CEO Employment and Remuneration Committee established under this Policy.
Contract of Employment	Means the Contract of Employment between the CEO and Knox City Council, including any schedule of the Contract of Employment.
Executive Search Consultant	A consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles.
Independent Member	Means, for the purpose of this policy, a highly experienced individual engaged by Council to fulfil the responsibilities in accordance with this Policy and providing professional and impartial advice to the Committee members. This person will not be a Councillor or Officer of Council.
Remuneration	The total gross remuneration package paid to the CEO pursuant to the Contract of Employment.

8. Monitoring, Evaluation & Review

- This Policy will be reviewed by Council at least once every Council term.
- The implementation of this Policy will be reported annually to Council's Audit & Risk Committee.

9. Administrative Updates

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

9 Supplementary Items

Nil.

10 Notices Of Motion

10.1 Notice of Motion No. 194 - Proposed Outdoor Dining Parklet Policy

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

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 25 May 2026:

That Council resolve:

1. Note that the attached Report 8.2, Potential Municipal Wide Outdoor Dining Policy (Attachment 1 to this Notice of Motion) was tabled at the 27 April 2026 Council Meeting, presenting options for a potential municipal wide outdoor dining policy in response to Council's resolution of 27 October 2025.

2. Note Council's decision at the Council Meeting on 27 April 2026 was:
   That Council note:
   1. *The 3 options officers have identified to support outdoor dining parklets in Knox.*
   2. *That if supported, Option 3 - preparation of an Outdoor Dining Parklet Policy (including the recommended pre-Policy engagement) can commence in the second half of 2026/27 subject to budget allocation. An estimated budget allocation of $48,000 (approximately) would be required as well internal staff resources from a number of Council departments.*

3. Note that Option 2 in the above report presented to the Council Meeting on 27 April 2026 was (in summary):
   Prepare a standalone Outdoor Dining Parklet Policy that refers to the existing policies and process in Option 1 but adds policy guidance based on recent learnings from the extension of existing parklets.

4. Request officers present a report at a future Council Meeting prior to November 2026 with a proposed Outdoor Dining Parklet Policy developed in line with Option 2 as presented to the 27 April 2026 Council Meeting.

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items

13.1 CEO Employment and Remuneration Report

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information regarding the Chief Executive Officer that would be unreasonable to disclose in a public report