

AGENDA

Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 13 July 2026 at 7:00 PM

This meeting will be conducted as a hybrid meeting

knox
your city



Order of Business

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Bruce Dobson
Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Mid Month Meeting of Council on Tuesday 9 June 2026

4 Officer Reports

4.1 Minor Grants Program 2025-2026 Monthly Report and Individual Excellence Grants Update (Quarter 4)

Final Report Destination:	Mid-Month Council
Paper Type:	For Decision
Authors:	Community Grants Officer, Bryony Lee Senior Community Grants Officer, Kim Johnstone PA to Mayor and Councillors, Eleonore Smith
Manager:	Manager Community Strengthening, Kerry Jansons Manager Governance and Risk, Andrew Dowling
Executive:	Director Connected Communities, Judy Chalkley Director Customer and Performance, Matt Kelleher

SUMMARY

This report summarises the grant applications recommended for approval in July 2026 for the 2026-2027 Minor Grants Program. All applications have been assessed against the criteria set out in the Knox City Council Community Grants Guidelines 2026-2027 (Guidelines).

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

This report also summarises the Excellence Grants for Individuals awarded in Quarter 4 of the 2025-2026 financial year. Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

RECOMMENDATION

That Council resolve to:

1. Approve in full, fifteen applications under the Minor Grants Program for a total of \$27,782.73 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Country Fire Authority - Bayswater	Electronic Stowage Checking and Member Check-in system	\$2,500.00	\$2,272.73 (lesser amount due to GST)
St Stephen's Anglican Church Bayswater	Because We Care - non-perishable food items for Christmas hampers	\$1,000.00	\$909.09 (lesser amount due to GST)

Eastern District Polish Association	Replacement gazebos to support community events (non-branded)	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Interchange Outer East	African Drumming - Wellbeing sessions	\$1,408.00	\$1,280.00 (lesser amount due to GST)
Sacred Heart Mission	Staying Connected and Safe -- Mobile Access for Rough Sleepers in Knox in Homes First Outer East Program	\$2,483.40	\$2,257.64 (lesser amount due to GST)
Chime Choir (Choral Institute Melbourne Inc. (CHIME))	Enhancing Music for the Community	\$2,455.00	\$2,455.00
Eastern Raptors Rugby League Club	Project 4 Hope - U15 Boys	\$2,500.00	\$2,500.00
Life Activities Club Knox Inc.	40th Celebration Grant	\$2,394.90	\$2,394.90
Knox Gardens Tennis Club	Upright freezer	\$988.00	\$988.00
Knox Obedience Dog Club	Supply of tunnel sandbags as a safety measure for essential agility equipment	\$924.00	\$924.00
TLC Support Inc.	TLC Foodbank Project	\$1,500.00	\$1,363.64 (lesser amount due to GST)
Koala Chinese Community Association Incorporated	KoalaChinese First Content Sprint - Free Interactive Chinese Learning Resources for Knox Chinese Migrant Families (Ages 4–18)	\$1,500.00	\$1,500.00
Lions Club of Rowville	Food drive collection bins and protective covers for our community food drive initiative	\$1,665.00	\$1,665.00
Share Space Inc.	iPad acquisition	\$2,500.00	\$2,500.00
Aquaholics Club Inc.	Portable automated external (AEDs)	\$2,500.00	\$2,500.00
Total		\$28,818.30	\$27,782.73

2. Partially approve two applications under the Minor Grants Program for a total of \$1,541.82 as detailed below:

Applicant Name	Project Title	Reason for Partial	Amount Requested	Amount Recommended (excl. GST)
Rowville Knights Community Football Club	Community Sport Renewal Program	As per the Guidelines, sporting equipment required for regular everyday participation (e.g. balls) may be funded up to a maximum of \$500 per annum.	\$1,447.30	\$500.00
Lysterfield Junior Football Club	Deep freezer, free standing storage shelves	As per the Guidelines, funding cannot be provided for equipment associated with the sale of alcohol. Therefore, the Square Point of Sale system is ineligible for funding, as it facilitates the processing of alcohol sales and this club holds a liquor license.	\$2,245.00	\$1,041.82
Total			\$3,692.30	\$1,541.82

3. Defer three applications under the Minor Grants Program requesting a total of \$5,536.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Deferral
Greater Eastern Malayalees Melbourne Inc.	GEM Onam 2026	\$2,500.00	Application deferred due to missing provision of supporting quotes (2 per expenditure item where feasible)
Highbury Community Learning and Wellbeing Inc.	Knox Mid-Autumn Harmony: Youth Musical Celebration	\$1,436.00	Application deferred due to missing information, including unclear Knox beneficiary numbers, delivery location and engagement approach. Eligibility concerns also noted regarding potentially ineligible printing costs and non-Knox-based organisation.
1 st Knoxfield Scout Group	Replacement Scout Activity Marquee	\$1,600.00	Application deferred pending the provision of additional information required to assess eligibility against the funding guidelines.
Total		\$5,536.00	

4. Note two ineligible applications under the Minor Grants Program requesting a total of \$3,850.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Dandenong Ranges Historical Council Inc.	Digitisation of the Dandenong & Ferntree Gully Express to Trove	\$1,350.00	The applicant does not meet the eligibility requirements of the Guidelines, which state that applicants must be located within, or be delivering a project within, the City of Knox. The application has not demonstrated that the project will be delivered within Knox, be accessible to Knox residents, or provide a clear and significant community benefit for Knox residents.
Eastern Ranges School	Eastern Ranges School Year 11 and 12 Formal	\$2,500.00	The project is a school-based activity that is only available to students at Eastern Ranges School and therefore does not meet the Guidelines - Grants cannot be used for school curriculum activities or projects that only take place at, or benefit, a school.
Total		\$3,850.00	

5. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2026-27 will be \$131,289.45 after GST adjustments.
6. Note the Excellence Grants for Individuals awarded in Quarter 4 of the 2025-2026 financial year as set out in Attachment 2, with a total value of \$1,150.00.

1. DISCUSSION

1.1 Minor Grants Program

1.1.1 Background

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

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

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

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

Applications are assessed against criteria specified in the Community Grants Guidelines (approved in April 2026), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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

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

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

1.1.2 Applications Recommended for Approval

Twenty-two applications have been assessed this month, requesting grants totaling \$41,896.60 (including GST). Of the 22, 17 are recommended for approval, with 15 recommended for full funding and 2 for partial funding, totalling \$29,324.55 (excluding GST). A summary of the projects recommended is in Attachment 1.

1.1.3 Applications Recommended for Deferral

Three applications are recommended for deferral to the August 2026 Mid-Month Meeting of Council as we await further information regarding their application:

- Greater Eastern Malayalees Melbourne Inc, GEM Onam 2026;
- Highbury Community Learning and Wellbeing Inc., Knox Mid-Autumn Harmony: Youth Musical Celebration; and
- 1st Knoxfield Scouts Group replacement marquee project.

These groups will be encouraged to provide the additional information prior to the deadline for the August 2026 Mid-Month Meeting of Council.

1.1.4 Applications Recommended Ineligible

Two applications have been assessed as ineligible and are recommended for no funding:

- Dandenong Ranges Historical Council Inc., Digitisation of the Dandenong & Ferntree Gully Express to Trove; and
- Eastern Ranges School, Eastern Ranges School Year 11 and 12 Formal.

1.2 Excellence Grants for Individuals

This report also presents to Council for noting, expenditure under the Excellence Grants for Individuals Program for Quarter 4 of 2025-2026.

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

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

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

For Quarter 4, 2025-2026, there have been 5 successful applications for a total value of \$1,150.00. Excellence grants were awarded for 5 interstate events and 1 event in Victoria. A summary of the grants is included at Attachment 2.

2. ENGAGEMENT

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

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

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

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

3. SOCIAL IMPLICATIONS

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

The Excellence Grants for Individuals Program provides financial support intended to support individuals to participate in elite competition or performance and can assist inclusion and

representation of under-represented individuals. The Program assists in developing skills and fostering pride for the great achievements of individuals in the Knox community.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

6.1 Budget - Minor Grants Program

The approval of Minor Grants is managed within Council's adopted budget. The 2026-27 budget provides \$160,614.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Yearly Summary 2026-27	Total Amount Approved at Council Meeting (Excluding GST)
July 2026	\$
August 2026	\$
September 2026	\$
October 2026	\$
November 2026	\$
December 2026	\$
January 2027	\$
February 2027	\$
March 2027	\$
April 2027	\$
May 2027	\$
Totals (Year to Date)	Yet to be approved

Recommended applications for the July period total \$29,324.55 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2026-2027 will total \$131,289.45 (excluding GST).

6.2 Budget – Excellence Grants for Individuals

The Excellence Grants for Individuals are managed within Council's adopted budget which provides \$10,000.00 for grants annually. The total expenditure for Excellence Grants for the 2025-2026 financial year was \$7,950.00.

7. RISKS

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

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

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

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.1 A variety of transport options are available through the effective planning, advocacy and management of efficient, sustainable and accessible transport modes, particularly in growth locations.

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

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

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

Embracing connection, inclusion and diversity

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

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

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 Mid Month Minor Grant Council Report Applications July 202 (1) [**4.1.1** - 20 pages]
2. EGI Report Q4 2025 2026 [**4.1.2** - 3 pages]

Country Fire Authority - Bayswater

Application Number	2627-MGP006		
Organisation Name	Country Fire Authority - Bayswater		
Grant Program	Minor Grants Program		
Project Title	Electronic Stowage Checking and Member Check-in system.		
Project Start Date	01/08/2026	Project End Date	30/09/2026
Knox Beneficiaries	40		
Total Amount Requested	\$2500.00		
Request Details	<p>This request is to purchase additional iPads and supporting equipment to assist the brigade’s transition to electronic systems.</p> <p>The brigade currently uses a limited number of iPads for online stowage checks. However, with an increasing number of vehicles and operational demands, members are often required to share devices. This creates delays and reduces efficiency, taking valuable time away from volunteers.</p> <p>We are requesting: 3 iPads, 3 cases, 2 docking/charging stations, and associated Apple charging cables and power adapter.</p> <p>These additional devices will complement existing equipment and support the rollout of an electronic member check-in system. This will reduce reliance on paper-based processes, improve accessibility for volunteers, and create a more efficient and consistent approach to recording attendance, operational readiness, and equipment checks.</p>		
Community Benefit	<p>This project will improve brigade efficiency, operational readiness and volunteer sustainability. By reducing delays caused by shared devices, volunteers can complete vehicle and equipment stowage checks more efficiently, ensuring appliances remain response ready for emergencies within the community.</p> <p>The electronic check-in systems that will be on one of the I pads will improve accountability, streamline record keeping and allow faults or missing equipment to be identified sooner. The member check-in system will also provide improved attendance and engagement data, assisting the brigade in planning training and maintaining volunteer capability.</p> <p>Importantly, the project supports volunteer wellbeing by reducing unnecessary administrative time and improving processes, allowing members to spend less time completing paperwork and more time with their families while continuing to support the community.</p>		

Minor Grant Program Applications
July 2026

Parish Secretary - St Stephen's Anglican Church Bayswater

Application Number	2627-MGP012		
Organisation Name	Parish Secretary - St Stephen's Anglican Church Bayswater		
Grant Program	Minor Grants Program		
Project Title	Because We Care		
Project Start Date	20/07/2026	Project End Date	31/12/2026
Knox Beneficiaries	160		
Total Amount Requested	\$1000.00		
Request Details	<p>This request is for support towards the purchase of non-perishable food items for Christmas hampers.</p> <p>St Stephen's provides 20 Christmas hampers each year to two local primary schools—Bayswater West and Bayswater South. The hampers are distributed by the school Principal or Welfare Officer to families in need.</p> <p>Each hamper includes non-perishable food items and a restricted general grocery voucher. Funding from the Knox Council Minor Grant will specifically support the purchase of the non-perishable food items.</p> <p>Additional contributions are made through donations of food from parishioners, restricted grocery vouchers funded by the Parish of St Stephen's, and support from the Lion's Club. Any remaining shortfall is covered by the parish.</p> <p>This combined support ensures the hampers are well-stocked and able to assist local families during the Christmas period.</p>		
Community Benefit	<p>Guided by our Parish Mission Statement—Together in God, Church, and Community—we aim to give freely, lovingly, and anonymously. To ensure maximum community benefit, families are selected confidentially by the school Principals or Welfare Officers, targeting those in genuine need within the Knox municipality.</p> <p>Providing these 20 Christmas hampers directly relieves financial distress during a high-pressure season, ensuring local families can enjoy a proper Christmas dinner. These hampers deliver both critical material support and a powerful message that their local community cares.</p>		

Eastern Districts Polish Association

Application Number	2627-MGP014		
Organisation Name	Eastern Districts Polish Association		
Grant Program	Minor Grants Program		
Project Title	EDPA Rowville Celebrations (Non-branded gazebos)		
Project Start Date	01/08/2026	Project End Date	05/09/2026
Knox Beneficiaries	2100		
Total Amount Requested	\$2500.00		
Request Details	<p>This request is for funding to purchase replacement gazebos (non-branded) to support ongoing community events.</p> <p>For over 40 years, EDPA has successfully hosted outdoor events and multicultural festivals on its grounds, attracting thousands of attendees each year. These events celebrate the diverse cultures within the City of Knox and foster a strong sense of community connection, inclusion and pride. Several existing gazebos were damaged during a severe weather event in December 2025, while others require replacement due to general wear and tear. Funding will support the purchase of new gazebos (Klika and Extreme Marquees) to ensure events can continue safely and effectively. These events are supported by 30–40 volunteers, contributing over 400 hours per event, reflecting a high level of community participation and commitment. Support from the Knox City Council will help sustain these important community activities.</p>		
Community Benefit	<p>Our outdoor events provide an inclusive, welcoming environment that encourages participation from local residents and diverse cultural communities. Held in a relaxed, park-like setting, these gatherings foster social connection and community wellbeing.</p> <p>People of all ages, backgrounds and cultures attend our events. They offer valuable opportunities to reduce social isolation, build informal support networks, and strengthen community cohesion. Children, in particular, benefit from the chance to play outdoors and interact with others in a safe, family-friendly environment.</p> <p>EDPA has a long-standing commitment to supporting a multicultural society. Through sharing our traditions, food and culture, we promote understanding and connection between different communities and faiths.</p> <p>Events of this scale help celebrate diversity, strengthen social ties, and support local businesses, while also welcoming and integrating new and emerging communities within Knox and surrounding areas. IMPORTANT: gazebos will support many events over 5-10 years.</p>		

Minor Grant Program Applications
July 2026

Interchange Outer East

Application Number	2627-MGP018		
Organisation Name	Interchange Outer East		
Grant Program	Minor Grants Program		
Project Title	African Drumming - Wellbeing sessions		
Project Start Date	31/07/2026	Project End Date	30/10/2026
Knox Beneficiaries	30		
Total Amount Requested	\$1408.00		
Request Details	<p>Interchange Outer East has been providing programs and services for people with disabilities and their families since 1982. We aim to support families, engage and empower people with disabilities, and build inclusive, cohesive and equitable communities.</p> <p>One of our programs, the Friday group “Wind Down,” is designed to provide a relaxing end-of-week experience for older participants. The group offers a variety of stimulating yet calming activities, both on-site and in the community, including chair yoga, cooking, mindful walking, singing, and music.</p> <p>Participants have shown particular enjoyment when engaging with African drumming, highlighting the therapeutic and social benefits of music-based activities. Building on this interest, we are seeking funding to deliver a professionally facilitated African drumming session for our Knox Small Groups Community, supported by staff and delivered by experienced drumming facilitators.</p> <p>This initiative will provide a structured, inclusive and engaging experience that promotes wellbeing, encourages self-expression, and strengthens social connection among participants</p>		
Community Benefit	<p>It has significant therapeutic, social and physical advantages. It is highly accessible, it promotes emotional regulation, physical health and cognitive growth. It offers a way to communicate and bond with others which is particularly beneficial for those with social or communication disorders.</p> <p>It will encourage connection, boost confidence and self-esteem. A participant in the ‘Wind Down’ group recently mentioned how much he loves drumming, stating “ It makes me feel good. It makes me active and gives me lots of skills”. By enhancing community connection to services and resources, Knox Council can contribute to the wellbeing of some of our most vulnerable community members. Community access and engagement is integral to people with disabilities as it is the foundation of personal growth and connection. The activity responds to the Knox Wellbeing Strategy: THEME 2: Embracing connection, inclusion and diversity. Strategy 2.2 and Strategy 2.4</p>		

Minor Grant Program Applications
July 2026

Sacred Heart Mission

Application Number	2627-MGP019		
Organisation Name	Sacred Heart Mission		
Grant Program	Minor Grants Program		
Project Title	Staying Connected and Safe – Mobile Access for Rough Sleepers in Knox in HomesFirst Outer East Program		
Project Start Date	03/08/2026	Project End Date	18/12/2026
Knox Beneficiaries	12		
Total Amount Requested	\$2483.40		
Request Details	<p>We seek funding to provide essential mobile communication packages to 12 people sleeping rough in the Knox community who are engaged with Homes First. The Homes First program, funded by the Victorian Government, delivers support and case management but does not provide funding for mobile phones or related equipment.</p> <p>Each participant will receive a basic, unlocked mobile phone supported by essential accessories, including charging cables and portable power banks to ensure reliable and ongoing access to communication.</p> <p>The requested items include Belkin Boost Charge USB-C cables, Belkin Boost Up Charge 10K power banks, and Motorola g06 4G mobile phones, selected for their durability, reliability, and suitability for everyday use.</p> <p>For people experiencing homelessness, access to communication is not a convenience—it is a critical connection to safety, services, and support. Currently, participants face significant barriers engaging with housing, health, and community services due to the lack of access to a phone, and local material aid services do not provide these items.</p> <p>This project directly addresses that gap by enabling participants to maintain contact with support workers, attend appointments, and seek assistance when needed. Providing these essential tools supports continuity of care while reducing isolation, risk, and disconnection within the Knox community.</p>		
Community Benefit	<p>This project strengthens safety, connection, and participation for some of the most vulnerable members of the Knox community. By enabling consistent communication, participants can engage more effectively with housing, health, and social services, leading to improved wellbeing and faster pathways out of homelessness.</p> <p>Access to a mobile phone increases personal safety by allowing individuals to contact emergency services when needed, particularly given the heightened risks faced by people sleeping rough. It also supports ongoing engagement with their Homes First case managers, improving attendance at medical, counselling, and housing appointments.</p> <p>At a community level, improved service connection reduces crisis demand and supports more coordinated responses across providers. This fosters a safer,</p>		

Minor Grant Program Applications
July 2026

	more inclusive community where people experiencing homelessness are better supported to stabilise their lives, build connections, and participate meaningfully.
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Minor Grant Program Applications
July 2026

Lysterfield Junior Football Club

Application Number	2627-MGP021		
Organisation Name	Lysterfield Junior Football Club		
Grant Program	Minor Grants Program		
Project Title	Equipment		
Project Start Date	03/08/2026	Project End Date	28/05/2027
Knox Beneficiaries	1000		
Total Amount Requested	\$2245.00 (officers are recommending partial funding of \$1146.00 after the removal of square point of sale, as this would facilitate the sale of alcohol)		
Request Details	<p>This project seeks funding to purchase essential equipment to support game day operations and event activities.</p> <p>The request includes a deep freezer to store frozen food for game days and events, a Square register to manage stock and sales across the canteen and merchandise, and free-standing storage shelves to improve organisation and storage capacity within the storage room.</p> <p>Together, these items will strengthen operational efficiency, improve food storage and safety, and streamline sales processes, supporting better service delivery during busy events and activities.</p>		
Community Benefit	<p>This project benefits our volunteers in making their roles easier and giving them the equipment they need to do their roles. It also benefits the community by ensuring we have food available for players and families on game day.</p>		

Chime Choir (Choral Institute Melbourne Inc. (CHIME))

Application Number	2627-MGP022		
Organisation Name	Chime Choir (Choral Institute Melbourne Inc. (CHIME))		
Grant Program	Minor Grants Program		
Project Title	Enhancing Music for the Community		
Project Start Date	13/07/2026	Project End Date	31/12/2026
Knox Beneficiaries	~120		
Total Amount Requested	\$2455.00		
Request Details	<p>The grant proposal seeks support for CHIME to purchase a set of professional-standard speakers and associated accessories, including Electrovoice 12" (EV) speakers, speaker stands with carry bag, speaker road cases, and a complete lead pack.</p> <p>This equipment will enhance the quality of performance sound, improving blend, balance, and volume across a range of settings. It will also support performances featuring soloists and small groups, as well as enable recording capability.</p> <p>Currently, CHIME does not have access to its own speaker system, limiting accompaniment options primarily to a dedicated pianist. While the choir occasionally collaborates with specialist musicians, small ensembles, and larger groups such as the Knox Wind Symphony Orchestra, brass bands, and orchestras, the addition of this equipment will provide greater flexibility to incorporate backing tracks, sound effects, and varied accompaniment styles. The speakers and accessories will allow CHIME to perform more effectively in both standard venues (such as halls, theatres, and churches) and non-standard settings including weddings, funerals, and community celebrations. This will support a higher level of professionalism and presentation, while reinforcing Knox's support for the arts and locally based community choirs.</p>		
Community Benefit	<p>CHIME is a Knox based community choir that regularly rehearses and performs at Wantirna College for >10years. It performs 4 times per year at events/venues in/beyond Knox including Knox Carols by Candlelight (multiple years), Knox Festival, Knox Arts Theatre, Wantirna College (typically 1 per year). It has received recognition nationally/internationally (Gold and silver at World Choir Games NZ). It attracts audiences between ~150->600.</p> <p>In 2026, it has so far performed thrice: Nth Balwyn (March), Choralfest (April, a festival of >40 choirs, Geelong), Wantirna College (June, specially targeting families/local community with family friendly prices) with more scheduled.</p>		

Minor Grant Program Applications
July 2026

	<p>Its enduring commitment to engaging with the Knox/other communities substantiates its commitment to music excellence, accessibility and community benefit. The proposed request enhances its ability to do so reinforcing its dedication to delivering high-caliber flexible choral arts to the City of Knox and beyond.</p>
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Eastern Raptors Rugby League Club

Application Number	2627-MGP023		
Organisation Name	Eastern Raptors Rugby League Club		
Grant Program	Minor Grants Program		
Project Title	Project 4 Hope - U15 Boys		
Project Start Date	21/07/2026	Project End Date	18/09/2026
Knox Beneficiaries	6		
Total Amount Requested	\$2500.00		
Request Details	<p>The Eastern Raptors Rugby League Club is seeking funding to deliver a Project 4 Hope wellbeing and resilience program for our U15 Boys team. Following a challenging season marked by significant losses and declining confidence, many players are struggling with motivation, self-belief, and engagement.</p> <p>The program will provide practical, interactive workshops focused on resilience, mindset, goal setting, teamwork, and personal growth. Through evidence-based activities and relatable facilitators, players will develop strategies to overcome setbacks, build confidence, strengthen relationships, and create a positive outlook both on and off the field.</p> <p>The objective is to help these young athletes reframe challenges as opportunities for growth, improve their mental wellbeing, and restore enjoyment in participating in team sport. Funding will enable us to provide this valuable program to all U15 players, creating lasting benefits for their development, resilience, and future success.</p>		
Community Benefit	<p>This project will provide significant benefits to both the participating young people and the wider community. By equipping U15 players with practical skills in resilience, confidence, goal setting, communication, and positive decision-making, the program will support improved mental wellbeing and personal development during a critical stage of adolescence.</p> <p>The program will help participants develop healthier ways to respond to challenges, setbacks, and adversity, both in sport and everyday life. Increased confidence and engagement are expected to improve player retention, strengthen peer relationships, and foster a more positive and inclusive team culture.</p> <p>The benefits extend beyond the rugby league field, with participants applying these skills at school, at home, and within the community. By supporting young people to become more resilient, connected, and hopeful about their future, the project contributes to stronger families, healthier communities, and positive pathways for local youth.</p>		

Life Activities Club Knox Inc.

Application Number	2627-MGP024		
Organisation Name	Life Activities Club Knox Inc.		
Grant Program	Minor Grants Program		
Project Title	Life Activities Club Knox 40th Celebration Grant		
Project Start Date	31/07/2026	Project End Date	31/07/2026
Knox Beneficiaries	55+		
Total Amount Requested	\$2394.90		
Request Details	<p>Life Activities Club Knox (LACK) was established in 1986, and 2026 marks the 40th anniversary of the club’s formation. To celebrate this significant milestone, the club is planning a special event bringing together foundation members, past and current office bearers, committee members, general members, and invited guests.</p> <p>The funding will support the delivery of this celebratory event, including meals for attendees, guest meals, entertainment, an 18-inch birthday cake, commemorative 40th anniversary pens, and decorations to create a welcoming and festive atmosphere.</p> <p>This event will recognise the club’s long-standing contribution to the community while providing an opportunity for members and supporters to connect, reflect, and celebrate the club’s achievements over the past four decades.</p>		
Community Benefit	<p>By providing a destination and purpose for people to get together and enjoy the company of others in a friendly environment, feelings of loneliness and isolation are reduced for those who choose to attend. Meeting with friends who have not connected with each other for many years is also an added bonus.</p>		

Rowville Knights Community Football Club

Application Number	2627-MGP025		
Organisation Name	Rowville Knights Community Football Club		
Grant Program	Minor Grants Program		
Project Title	Community Sport Renewal Program		
Project Start Date	19/07/2026	Project End Date	30/09/2026
Knox Beneficiaries	100		
Total Amount Requested	\$1447.30 (Officers are recommending partial funding of \$500 towards the purchase of everyday sporting equipment, in line with the guidelines)		
Request Details	<p>We host a 100-participant community Auskick program each year and are looking to refresh our worn and outdated equipment. This gear is used across the Auskick program as well as during family nights and club events such as jumper presentations and end-of-season functions. To support these activities, we are seeking new equipment including a Handball Target (which will also assist at the Knox Festival and reduce reliance on volunteers retrieving balls), Tackle Man Ted, a Curved Hit Bump Shield, Water Carrier, and replacement tackle bags and target hoops to improve safety, durability, and usability.</p>		
Community Benefit	<p>The Future Knights Community Sport Renewal Program will provide local children with access to safe, engaging and inclusive football activities that promote physical activity, skill development and social connection.</p> <p>New equipment will improve the quality of Auskick sessions, ensuring participants can learn fundamental movement and football skills in a fun and supportive environment.</p> <p>This equipment has multiple benefits. During our Family Nights/Season Events - our players LOVE competitions. We use the items to host relay teams to build camaraderie amongst everyone.</p> <p>Events at the Knights build community spirit. Our events are loved by families because its more than just having a bite to eat. Our focus is on the children and the fun we can provide for them. Having this new equipment means more fun games for them - which our families love.</p>		

Minor Grant Program Applications
July 2026

Knox Gardens Tennis Club

Application Number	2627-MGP027		
Organisation Name	Knox Gardens Tennis Club		
Grant Program	Minor Grants Program		
Project Title	Upright freezer		
Project Start Date	20/07/2026	Project End Date	20/10/2026
Knox Beneficiaries	80		
Total Amount Requested	\$988.00		
Request Details	<p>We would like to purchase an Hisense 384l upright freezer. The freezer we have is not working. It is over 25 years old. It needed to be manually defrosted. A new automatic defrost freezer would be used for club functions and the Bunnings BBQ we run each year.</p>		
Community Benefit	<p>Each year we have our major fundraiser at Bunnings Scoresby. Club social events and end of season celebrations also include a barbecue meal. Open days and club championships feature a bbq. With a freezer, we can buy sausages and bread in bulk and at good prices and freeze them until we need them. We have always had a freezer but our current one is not working and when it was, it required a manual defrost. We have had food spoilage and waste when our freezer hasn't kept the correct temperature.</p>		

Minor Grant Program Applications
July 2026

Knox Obedience Dog Club

Application Number	2627-MGP029		
Organisation Name	Knox Obedience Dog Club		
Grant Program	Minor Grants Program		
Project Title	Supply of tunnel sandbags as a safety measure for essential agility equipment		
Project Start Date	10/08/2026	Project End Date	29/01/2027
Knox Beneficiaries	280		
Total Amount Requested	\$924.00		
Request Details	<p>We are requesting support to purchase specialised triangular tunnel anchoring sandbags used for securing agility tunnels, which are essential for ensuring the safety of participants, their dogs, and spectators. The grant will fund 12 GALICAN triangular Velcro sandbags (including delivery, as they are sourced from a specialised manufacturer), washed sand ($\frac{1}{4}m^3$ from a preferred supplier), and 6 Hercules Twinzip medium resealable storage bags.</p>		
Community Benefit	<p>The sandbags are an essential safety item for the agility tunnels allowing safe use for members of the community as members of the club on training days, as well as events such as trials and Fun Days. A broader community benefit is safe access for people at events such as Pets in the Park where the public can try some equipment. Our club values encourage inclusivity ranging from children to seniors, different ethnicities and the promotion of exercise, dog safety and being a good citizen which is then reflected in the wider community and agility is a large part of that as it is a popular discipline.</p>		

Minor Grant Program Applications
July 2026

TLC Support Inc

Application Number	2627-MGP030		
Organisation Name	TLC Support Inc		
Grant Program	Minor Grants Program		
Project Title	TLC Foodbank Project		
Project Start Date	01/10/2026	Project End Date	31/10/2027
Knox Beneficiaries	40		
Total Amount Requested	\$1500.00		
Request Details	<p>TLC Support provides a Foodbank service for disadvantaged families and individuals, predominantly in the 3153 postcode, including Bayswater and Knox. We regularly assist approximately 100 clients per year, with around 40 clients living in Knox. Support includes food parcels, fresh produce, toiletries, and Christmas hampers.</p> <p>We work in partnership with Feed One Feed All, Share the Dignity, The Nappy Collective, Outer East Foodshare, and Knit One Give One, and also provide community support to the St Kilda Gatehouse Young Women's Program. In addition, we operate a winter shelter program from June to September.</p> <p>These partnerships are vital in assisting people experiencing financial hardship, with demand for non-perishable food remaining the highest priority. As the cost of living continues to rise, many clients are now returning for assistance on a fortnightly basis. We also provide access to community information to help connect individuals with specialised services to improve their independence.</p> <p>This grant will support the purchase of non-perishable food items to meet the growing demand within the community.</p>		
Community Benefit	<p>The community members struggling financially benefit in being able to provide meals for their families, thus taking the pressure off them and reduces the stress in the household. Many are struggling to buy fuel, pay rent and buy food. The assistance we give can eliminate the choice of feeding the family or paying the rent / bills. We have community information to assist with any further professional services that may be required e.g. Legal services, counselling, tenancy issues, homeless services, crisis intervention etc.</p>		

Minor Grant Program Applications
July 2026

KoalaChinese Community Association Incorporated

Application Number	2627-MGP031		
Organisation Name	KoalaChinese Community Association Incorporated		
Grant Program	Minor Grants Program		
Project Title	KoalaChinese First Content Sprint — Free Interactive Chinese Learning Resources for Knox Chinese Migrant Families (Ages 4–18)		
Project Start Date	27/07/2026	Project End Date	30/10/2026
Knox Beneficiaries	100		
Total Amount Requested	\$1500.00		
Request Details	<p>Knox is home to a growing community of Chinese migrant families whose children attend local Chinese schools but often struggle to maintain language and cultural connection outside of weekly classes. Many parents, despite having lived in Knox for over a decade, feel they lack the tools and confidence to support their children’s learning at home. This can lead to a widening gap in language and cultural connection between parents and their Australian-raised children. Currently, there are no free, modern, locally relevant resources available, with existing options often being costly, requiring travel, or not tailored to children growing up in an Australian context. This project directly responds to requests from local families for accessible, practical resources they can use at home.</p> <p>The grant will fund AI coding tools for two team members during a three-month content development period; the creation of a structured database and storage system for over 17,000 bilingual vocabulary and sentence entries, including audio file storage and cloud functions; bilingual text-to-speech content generation; community promotion through online content creation tools; and AI video generation to support engaging and accessible learning materials.</p>		
Community Benefit	<p>This project provides Knox Chinese migrant families with free, accessible interactive learning resources — short educational video and audio content and activity sheets — that children aged 4–18 can use at home between Chinese school classes.</p> <p>The key benefits include stronger connection between Chinese-speaking parents and their Australian-raised children through shared learning experiences at home; children feeling more confident and proud of their Chinese cultural identity growing up in Australia; parents feeling more supported and empowered to pass on language and culture to the next generation; and newly arrived migrant families gaining access to locally relevant support that is otherwise unavailable or unaffordable.</p> <p>The platform is free to access — ensuring every Knox family can benefit</p>		

Minor Grant Program Applications
July 2026

	regardless of income. All resources will remain publicly accessible long after the project concludes, creating lasting community value.
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Minor Grant Program Applications
July 2026

Share Space Inc

Application Number	2627-MGP032		
Organisation Name	Share Space Inc		
Grant Program	Minor Grants Program		
Project Title	Ipad acquisition		
Project Start Date	31/07/2026	Project End Date	31/08/2026
Knox Beneficiaries	1000		
Total Amount Requested	\$2500.00		
Request Details	<p>Share Space Inc is seeking funding to purchase three iPads to support the delivery and administration of our community programs. The iPads will enable volunteers to sign in and out electronically, complete mandatory training and food safety courses, record attendance, manage program activities, maintain accurate records, access online resources, and improve communication across our services. The devices will increase efficiency, reduce paperwork, strengthen compliance requirements, and support the smooth operation of our food relief, community connection, and wellbeing programs. This technology will enhance volunteer capacity and help us continue delivering high-quality services to the community.</p>		
Community Benefit	<p>The purchase of three iPads will improve the efficiency, safety, and sustainability of Share Space Inc’s programs, allowing volunteers to spend more time supporting community members and less time on administrative tasks. The devices will streamline volunteer management, training, attendance tracking, and record keeping, ensuring programs are well organised and compliant with regulatory requirements.</p> <p>Improved access to online training, including food safety and volunteer induction programs, will strengthen service delivery and enhance volunteer skills. The project will support the ongoing operation of our food relief, social connection, and wellbeing programs, benefiting the approximately 1,000 local community members who access Share Space Inc services each month.</p>		

Minor Grant Program Applications
July 2026

Lions Club of Rowville

Application Number	2627-MGP035		
Organisation Name	Lions Club of Rowville		
Grant Program	Minor Grants Program		
Project Title	We are writing to apply for a grant to assist with the purchase of food drive collection bins and protective covers for our community food drive initiative to support knox area community		
Project Start Date	03/08/2026	Project End Date	24/08/2026
Knox Beneficiaries	1000		
Total Amount Requested	\$1665.00		
Request Details	<p>I am writing on behalf of the Rowville Lions Club to respectfully request support for our community food drive, which has been running successfully since last year and continues to grow in popularity and impact within the local community.</p> <p>The grant will fund the purchase of 10 wheelie bins and 10 unbranded bin covers to support the ongoing delivery and expansion of this initiative.</p>		
Community Benefit	<p>Our local community is currently facing financial difficulties, and many families are struggling to put food on the table.</p> <p>Our monthly food drive has been very popular, and many local residents have expressed a strong desire to donate regularly. To support this generosity and make giving easier and more consistent, we are placing permanent food collection bins at local Woolworths and Coles supermarkets.</p> <p>This important initiative will provide ongoing support to those in need and make a meaningful difference in our community.</p>		

Aquaholics Club Inc

Application Number	2627-MGP036		
Organisation Name	Aquaholics Club Inc		
Grant Program	Minor Grants Program		
Project Title	Aquaholics Volunteer Emergency Response Go-Bag AED Upgrade		
Project Start Date	20/07/2026	Project End Date	30/06/2027
Knox Beneficiaries	75		
Total Amount Requested	\$2500.00		
Request Details	<p>Aquaholics seeks funding to purchase portable automated external defibrillators (AEDs) for our volunteer “go bags”, which already include first aid supplies, oxygen kits and emergency spares. Our volunteers support community-based aquatic, conservation, training and participation activities, including activities involving Knox residents. These settings may involve physical exertion, remote or outdoor locations, and delayed access to fixed emergency equipment. Portable AEDs will improve our ability to respond quickly to a suspected cardiac arrest while emergency services are being contacted. The project will strengthen volunteer preparedness, improve participant safety and provide practical emergency-response capacity at Aquaholics activities. The AEDs will be maintained as shared organisational equipment and deployed with trained volunteers at relevant community activities, rather than being restricted to a single site.</p>		
Community Benefit	<p>The project will improve safety for Knox residents who participate in, volunteer for, or attend Aquaholics activities. A portable AED can materially improve emergency response where a person suffers sudden cardiac arrest, especially in community, outdoor or water-adjacent settings where fixed AEDs may not be immediately available. The project also strengthens Aquaholics’ volunteer capability by ensuring emergency equipment is available alongside first aid and oxygen resources. This supports safer participation, greater confidence for volunteers and families, and more resilient community activity delivery. The AEDs will be used across eligible Aquaholics activities and will remain organisational assets available for future community benefit. The project aligns with the Minor Grants Program by supporting volunteer effort, civic participation and practical health and wellbeing outcomes for Knox residents.</p>		

Attachment 2

Excellence Grants for Individuals – Quarter 4 2025-2026

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

November 2025			
2025-09-28	Boronia resident	To represent Victoria in the Veterans Cricket Victoria Over 40 Women's State team competing at the Victorian Cricket Association's Nationals being held in Perth in November 2025	\$250
2025-09-29	Knoxfield resident	For son to compete in the MA3 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025	\$250
2025-09-29	Knoxfield resident	For daughter to compete in the FA1 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025	\$250
December 2025			
2025-08-20	Rowville resident	For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December	\$250
2025-08-20	Rowville resident	For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December	\$250
January 2026			
2025-11-01	Boronia resident	Son has been selected for 2026 U16 Boys Victorian State Softball team to compete at the National Championships in Mirrabooka, Western Australia, in January	\$250
2025-12-09	Bayswater resident	Son selected for the Victorian Inline Speed Skating team competing in the 2026 National Speed Skating Championships in Melbourne in January	\$150
February 2026			
2025-12-05	Ferntree Gully resident	Son has been selected to represent Victoria in the Victorian 14 Mixed Volts team at the 2026 Netball Junior Nationals being held in Brisbane in February	\$250
2025-12-08	Rowville resident	Son selected to compete with the Basketball Victoria State team in the 2026 U18 B-League International Cup in Japan in February	\$400
2025-12-08	Rowville resident	Son selected to compete with the Basketball Victoria State team in the 2026 U18 B-League International Cup in Japan in February	\$400
March 2026			
No applications received for events held in March			
April 2026			
2026-02-09	Wantirna South resident	Selected to represent Australia in the Level 5 Open All Girl Division at the Cheerleading World Championships in Orlando, USA in April	\$400

2026-02-27	Rowville resident	Son has been selected for the Victorian Eagles Gridiron U18 team to compete at the National Gridiron Championships being held in Queensland in April	\$250
2026-03-06	Boronia resident	Son has been selected to represent Victoria in the Tenpin Bowling Association 2026 National Presidents Shield Junior Challenge in Queensland in April	\$250
2026-03-16	Rowville resident	Son to represent Nunawading Swimming Club at the Australian Age Swimming Championships in Queensland in April	\$250
2026-03-30	Wantirna South resident	Daughter to represent Melbourne Swimming Club at the Australian Age Swimming Championships to be held in Queensland in April	\$250
May 2026			
No applications received for events held in May			
June 2026			
2026-02-28	Boronia resident	Presentation at the Australasian Piano Pedagogy Conference 2026 being held at the University of Adelaide in July.	\$250
2026-04-19	Boronia resident	Daughter selected to represent Australia at the 2026 UCI BMX Racing World Championships being held in Brisbane in July	\$250
2026-04-28	Wantirna resident	Son to compete with the Melbourne Rangers Baseball Team in the Australian Little League Championship being held at Blacktown International Sports Park, NSW, in June	\$250
2026-05-19	Wantirna resident	Daughter selected to compete at the 2026 Australian Roller Sports National Artistic Championships in Queensland in July	\$250
2026-05-23	Ferntree Gully resident	Daughter selected to compete in the Victorian U16 Indoor Cricket team at the Australian Indoor Cricket Junior Championships being held at Casey Stadium, Cranbourne, in July	\$150
2026-06-25	Lysterfield resident	Daughter selected to represent Victoria at the 2026 Tri-Series Swimming Meet in Karratha, WA, in July	\$250
		Total	\$7,950

NB: The shaded area is information from the previous Quarters

4.2 Appointment of External Independent Members for the Transformation Advisory Committee

Final Report Destination:	Mid Month
Paper Type:	For Decision
Author:	Head of Portfolio and Enterprise Change, Shona Richards
Manager:	Acting Manager Strategy & Transformation, Tom Scanlan
Executive:	Director Customer and Performance, Matt Kelleher

SUMMARY

At the Mid-Month Meeting held on 13 April 2026, Council endorsed the continuation of the Transformation Governance Committee for a further two-year period to 30 June 2028. Council also approved the updated Terms of Reference for the Transformation Governance Committee, and for recruitment to commence for up to three independent members to join the Committee for a two-year period.

Recruitment for the external independent members for the Transformation Governance Committee (TGC) has now concluded and three external independent members are recommended candidates by the recruitment panel for Council approval. Their names and resumes are outlined in the Confidential attachments.

Following the Mayoral Election and Committee allocation on 20 November 2025, Mayor Councillor Paige Kennett and Deputy Mayor Councillor Chris Dawson are the confirmed Councillor representatives.

RECOMMENDATION

That Council appoint the three recommended independent Committee members to the Transformation Governance Committee for a two-year period until 30 June 2028, as presented in Confidential Attachment 1.

Name	Category
1.	Independent Member
2.	Independent Member
3.	Independent Member

1. DISCUSSION

1.1 Transformation Governance Committee Background

The Transformation Governance Committee, established in September 2023, plays a role in strengthening organisational decision-making by providing advice and guidance to inform recommendations on the Customer and Performance (C&P) Portfolio of projects and programs. It offers oversight of portfolio implementation, supporting initiatives to be delivered in accordance with agreed strategic priorities and the principles of the C&P Portfolio Governance Framework.

At the Mid-Month Meeting held on 13 April 2026, Council endorsed the continuation of the Transformation Governance Committee for a further two-year period to 30 June 2028. Council also approved the updated Terms of Reference for the Transformation Governance Committee, and for recruitment to commence for up to three independent members to join the Committee for a two-year period. A copy of the Council approved Terms of Reference is provided in Attachment 1.

As per the Terms of Reference, the Transformation Governance Committee will comprise of up to six members: the Mayor, up to two additional Councillors and up to three Independent Members (one of whom is the Chair). The Committee will meet quarterly, along with immersion session workshops as required, to provide independent advice and guidance.

Following the Mayoral Election and Committee allocation on 20 November 2025, Mayor Paige Kennett and Deputy Mayor Chris Duncan are the confirmed Councillor representatives. The terms of the existing Independent External Members expired on 30 June 2026, and Members were eligible to reapply for the new term.

1.2 External Independent Member Recruitment

Recruitment began in April 2026 through an expression of interest process, with roles advertised through digital recruitment channels, Council's website, and relevant professional and director networks. The role advertisement is provided in Attachment 2. Over 150 applications were received.

Applications were assessed by the C&P Portfolio Office against the selection criteria (and weighting) including:

- Experience working in complex environments at senior levels (15%).
- Experience on advisory committees (20%).
- Relevant professional qualifications (tertiary qualifications in IT/Specialist area, post grad, AICD, GAICD, MBA) (10%).
- Experience with ERP system implementation (20%).
- Familiarity with local government (15%).
- Judgement / ethical values and governance mindset (10%).
- Experience chairing advisory committees (10%).

Shortlisted applications were considered by a Selection Panel in early June 2026, comprising the Mayor, Chief Executive Officer and Director Customer and Performance. All applications were provided to the Panel with notes on the application review and links to their applications. Five applicants were shortlisted for interviews, conducted by the same Panel. These interviews occurred between Thursday 11 June 2026 to Friday 12 June 2026.

Following the conclusion of the interviews, three candidates were identified to be recommended to Council for appointment to the Transformation Governance Committee (Confidential Attachments 3 - 6). Reference checks (Two per candidate) have been completed with a confidential summary provided (Attachment 7). Police checks and company director checks are complete with no adverse results.

Once Council has resolved the appointment, orientation for new Committee Members will occur ahead of the next Transformation Governance Committee in August 2026. The Committee Chair for the remainder of the calendar year will be selected at the August meeting.

2. ENGAGEMENT

The Transformation Governance Committee independent member roles were externally advertised. Independent member recruitment and due diligence was conducted with the support of the People, Culture and Development team.

3. SOCIAL IMPLICATIONS

The Committee provides ongoing oversight of transformation initiatives that, while primarily internal, have indirect but meaningful impacts on community services and engagement. Through its guidance, the Committee supports the Portfolio to enhance organisational responsiveness and improve the efficiency with which community needs are understood and met.

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/AMENITY CONSIDERATIONS

There are no environmental implications arising from the recommendations of this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Transformation Governance Committee is currently funded operationally for the remuneration of the Independent External Members and catering for attendees. Under the existing arrangements, the Chairperson is remunerated at \$8,660 per annum, while Independent External Members receive \$6,860 for the same period. This amount is proposed to continue.

Administrative support for the Committee, including scheduling, minute-taking and reporting will continue to be delivered by existing internal resources within Strategy & Transformation, with no additional staffing required.

7. RISKS

There is a risk that the recruitment and appointment process for independent members may not achieve the intended mix of skills, governance experience and sector knowledge required by the Transformation Governance Committee, which could limit the quality of independent advice and reduce the Committee's overall effectiveness. This risk has been mitigated through the application of clear selection criteria, broad market advertising, panel-based shortlisting and interviews, due diligence checks, and the recommendation of candidates whose collective experience supports the intended capability and governance requirements of the Committee.

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

Attachments 3 - 7 are 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, including names, addresses and other contact information that reveals a person's identity and that would be unreasonable to disclose in a public report, and the names and details of prospective committee members which would be unreasonable to disclose publicly.

ATTACHMENTS

1. Attachment 1 - Terms of Reference Transformation Governance Committee [4.2.1 - 6 pages]
2. Attachment 2 - Success Profile Role Advert [4.2.2 - 2 pages]



Transformation Governance Committee

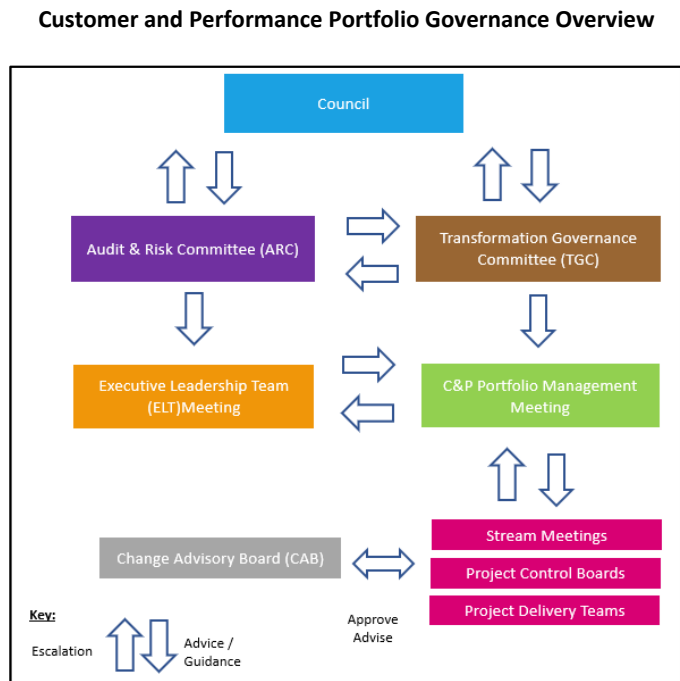
Directorate:	Customer and Performance	Responsible Officer:	Director, Customer and Performance
Approval Date:	Council 13/04/2026	Committee Group:	Advisory
Review Date:	13/04/2028	Version	FINAL

1. Purpose

Knox City Council is committed to strong governance, transparency, and accountability. As Knox Council embarks on a major Enterprise Resource Planning (ERP) transformation, the Transformation Governance Committee (TGC) supports this by advising on governance, risk identification and mitigation, financial management, and outcomes aligned to the strategic goals of Council.

2. Objectives

The Committee serves as an independent link between Council, and internal management, and stakeholders under the Customer and Performance (C&P) Portfolio Governance Framework. The diagram below illustrates the governance structure, clarifying roles, decision-making, escalation pathways, and information flows to support strategic alignment and effective risk management.





The Transformation Governance Committee will:

- Provide independent advice to Council and the Executive Leadership Team on the delivery of key C&P Portfolio initiatives including ERP transformation via our Core Business Systems Program.
- Identify and advise on key strategic risks and mitigations, escalating to the Audit and Risk Committee who hold accountability for risk assurance.
- Oversee and support the implementation of the Core Business System Program to support effective and efficient use of resources.
- Provide transparency and confidence that benefits and value are being delivered through outcomes and benefits tracking.
- The Committee will not make operational delivery decisions, provide project level oversight nor risk assurance.

3. Membership

The Transformation Governance Committee shall comprise the following:

- Mayor
- Up to two other Councillors
- Up to three Independent External Members

Council officers cannot be members of the Committee.

3.1 Other Attendees, Guests and Observers

In addition to Committee members, the following will also be in attendance:

- Chief Executive Officer (CEO)
- Director Customer and Performance
- Head of Portfolio Office & Enterprise Change

The following may attend based on the content being presented to the Committee:

- Members of the Executive Leadership Team to discuss strategic direction to inform enterprise-level decisions, and support transformation initiatives to deliver value, manage risk, and stay aligned to organisational priorities.
- Responsible Council officers to present and discuss relevant agenda topics.

Any Councillor, not appointed to the Committee, may attend the meeting as a contributor and will have the opportunity to participate in discussions. Other guests may also be invited to attend, observe, present, and/or participate in meetings, this would generally be for a specific purpose and/or specified period. This is at the discretion of the Committee.

3.2 Chairperson

The Chairperson is to be an Independent External Member of the Committee. The members of the Committee will appoint a chairperson at the commencement of the first meeting and annually thereafter. The members of the Committee may also appoint a Deputy Chairperson who is to be an Independent External Member, to undertake the duties of the Chairperson where the elected person may not be able to undertake their duties. When appointing the Chairperson, the Committee should consider a candidate's relevant professional and personal skills required to undertake this role.



4. Method of Appointment

4.1 Selection of Councillor Members

Council will appoint Mayor and Councillor representation annually at a Council Meeting following Mayoral elections.

4.2 Selection and recruitment of Independent External Members

The approach and method for appointing Independent External Members will be conducted through an expression of interest process. Roles will be advertised via digital recruitment channels, on Council's website, and through local networks and company director forums. Independent External Members will be selected by a panel comprising a Councillor and up to two Council Executive Officers. Appointments will be made for a two-year term, and all Independent External Members will be eligible to re-apply for appointment should the committee be extended. Council will be responsible for appointing all Councillor and Independent External Members. Incoming Independent External Members will participate in a structured onboarding process. Appointees are expected to have a background in the Information, Communication and Technology (ICT) industry, experience in enterprise transformation and ERP platforms (ideally Tech One), customer experience and/or governance, with an awareness of local government considered advantageous.

Casual vacancies which occur due to Independent External 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 role will be readvertised as per the above process. Under either scenario, Council will appoint the new Independent External Member.

4.3 Remuneration of Independent External Members

Remuneration will be paid to independent members at the rate of \$8,660 per annum for the Chairperson and \$6,860 for other Independent External Members for the same period. An annual increase in line with the rate cap will be applied.

4.4 Council Officers

Council Officers will be nominated by the Director of Customer and Performance to support the Committee, as required, by providing advice and administrative assistance.

5. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only. The Committee has no executive authority, delegated financial responsibilities, nor delegated authority to make decisions on behalf of Council. The Committee provides advice or makes recommendations to Council and staff to assist them in their decision making.

6. Meeting Procedures

The Committee will meet quarterly. A typical meeting will run for up to 3 hours and preparation will involve review and critical analysis of papers.

An annual schedule of meetings will be agreed upon at the first Committee meeting of each year. The Committee may also highlight any emerging issues for inclusion in the Committee's work plan. Changes to the Committee's work plan will be made in consultation with the Chairperson. The Committee is not required to give public notice of its meetings, and its meetings are not open to the public.



6.1 Meeting Protocols

The Committee operates with disciplined, efficient meeting practices, including timely scheduling, advance circulation of papers, focused and respectful discussion, and consensus based advice to Council wherever possible. The Committee is guided by transparent and accountable governance, with guidance and performance measures aligned to Council values and the wellbeing of the community and employees. It champions transformation outcomes across governance forums, and communicates outcomes in clear, plain language that reinforces public value.

Members are expected to attend, prepare for, and actively contribute to meetings, working collaboratively to achieve Committee objectives. Councillors represent community interests, provide relevant insights for key matters with Council, and consider and act on Committee recommendations. Independent members support and build Councillor capability to support effective operation. All members provide objective, evidence based strategic advice, understand relevant legislative and regulatory obligations, and adhere to the C&P Portfolio Governance Model.

6.2 Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus for Council consideration. Where a matter cannot be agreed upon, the differing opinions should be clearly expressed in the minutes of the meeting.

6.3 Quorum

There will be no designated quorum for the Committee. The Committee can proceed if Councillor nominees are not present at the meeting.

6.4 Meals

The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy, including providing reasonable meals for Committee meetings at times that immediately precede, follow or extend through normal mealtimes.

7. Agendas and Meeting Minutes

Agendas and meeting minutes must be prepared for each meeting in digital format or hard copy by request.

The Agenda must be provided to the Committee members no less than seven (7) days before the time fixed for the holding of the meeting, with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business 6 days in advance.

Council Officers must arrange for meeting minutes of each meeting of the Committee to be kept.

The meeting minutes of this Committee must:

- (a) contain details of the proceedings and recommendations made.
- (b) be clearly expressed.
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting minutes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting.
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and



(c) submitted to the next meeting of the Committee for information.

Minutes for Advisory Committees are not required to be published on the Council website.

8. Conflict and Interest Provisions

In performing the role of Advisory 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 people with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons.
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Independent Members and Councillors are consequently required to comply with the conflict-of-interest provisions as set down in the Local Government Act 2020.

Members 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.

Where a committee member has a conflict of interest or perceived conflict of interest in relation to a matter before the Committee, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting minutes. It will be at the discretion of the Chairperson if the Committee member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

9. Working Groups

Working groups may be formed to support analysis, reporting, and initiative oversight, with clear reporting and escalation pathways. Independent Members may request “immersion” sessions to provide independent advice, guidance and recommendations outside of Committee meetings. These sessions will be generally aligned with Committee meetings which are conducted quarterly.

10. Performance Evaluation and Reporting

Led by the Chairperson, the Committee shall undertake a process to evaluate its performance annually each year and make recommendations for any opportunities for improvement. This annual report will be reported to the Audit and Risk Committee.

As part of the broader C&P Governance model, the Audit and Risk Committee will also receive a 6-monthly transformation program progress and health report. The transformation program progress and health will be reported to Council via the Quarterly Performance Report to Council.

11. Contact with the Media



Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Independent External Members should defer any media enquiries to the 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 Committee.

12. Committee Review Date

This Committee will be reviewed regularly with a review date not exceeding two years. 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.

13. Administration Support

Administration support will be provided by the Customer and Performance Directorate.

14. Administrative Updates

From time to time, circumstances may change, leading to the need for minor administrative changes to the Terms of Reference. Where an update does not materially alter this Terms of Reference, such a change may be made administratively and approved by the Chief Executive Officer. Examples of minor administrative changes include 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 Terms of Reference. Where any change or update is a material change, it must be considered by Council.



Knox City Council Transformation Governance Committee

Knox City Council is seeking expressions of interest from experienced and suitably qualified individuals to join our Transformation Governance Committee (TGC) as Independent External Members. Up to three positions will be appointed to the Committee.

The Transformation Governance Committee is an independent advisory committee to Council, established to strengthen governance, transparency and accountability for the Customer and Performance (C&P) Transformation Portfolio, with a primary focus on the Enterprise Resource Planning (ERP) / Core Business Systems Program.

The Committee acts as a critical link between Council, internal management and key stakeholders, supporting informed decision making and enterprise level assurance during significant transformation activity.

Independent External Members contribute specialist expertise and objective judgement to support the Committee to:

- Provide independent advice on the delivery of key C&P Portfolio initiatives, including the ERP / Core Business Systems Program
- Identify and advise on strategic level risks and mitigations, escalating matters to the Audit and Risk Committee where appropriate
- Oversee and support the implementation of portfolio governance arrangements, ensuring effective and efficient use of Council resources
- Provide confidence and transparency that transformation benefits and public value are being delivered through outcomes and benefits tracking
- Support Councillors through constructive inquiry and evidence-based advice to strengthen governance and decision-making capability

Independent Members are expected to operate at a strategic, enterprise and portfolio level, not at an operational or project delivery level.

Key selection criteria include senior strategic leadership experience, enterprise transformation and ERP expertise, governance and risk advisory capability, local government insight, strategic analysis and judgement, integrity and independence, and strong communication skills.

Applicants **must not** be a Knox City Council employee or an elected member of Knox City Council.

Remuneration is set at \$6,860 per annum for an Independent Member and includes preparation time, travel and attendance at meetings.

Applications including a resume and cover letter must be received by **Friday, 1 May 2026 at 5:00pm** and submitted via email to: PortfolioOffice@knox.vic.gov.au Attention: **Bruce Dobson, Chief Executive Officer**.



Shortlisted applicants will be invited to attend an interview between **Wednesday 3 June to Friday 5 June 2026**.

Knox City Council is a child safe organisation and is committed to the safety and wellbeing of all children and young people in our community.

4.3 July Omnibus - Leasing and Licensing

Final Report Destination:	Mid-Month
Paper Type:	For Decision
Author:	Coordinator Property Management, Flora Westcott
Manager:	Manager Strategic Property & Procurement, Tim Lawson
Executive:	Chief Financial Officer, Navec Lorkin

SUMMARY

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

To manage this process, the Property team brings several agreements to Council up to three times a year, seeking endorsement for several agreements at a time, a process referred to as the ‘omnibus report’.

The cover report provides an overview of the agreements to be considered and background on the governance of leases and licences (Table 1). An attachment is provided for each agreement which details the proposed tenant and any deviations from the standard agreement templates or the Policy (Attachments 1 and 2).

This report contains two agreements for consideration.

RECOMMENDATION

That Council resolves to:

1. Enter into a Lease with **Comlink Australia Limited at Carrington Park Multipurpose Facility (20 O’Connor Road, Knoxfield)** for the purposes of a creative hub under the conditions outlined in Attachment 1, including:
 - a. The annual rent is \$35,000 (excluding GST) per annum, increasing on the anniversary date of the agreement by 4%.
 - b. The commencement date of this agreement is 1 August 2026, for a period of 5 years with no extension option.
2. Enter into a Lease with **atWork Australia at 88 Station Street, Ferntree Gully**, for the purposes of employment services under the conditions outlined in Attachment 2, including:
 - a. The annual rent is \$20,610 (excluding GST) per annum, increasing on the anniversary date of the agreement by 4%.
 - b. The commencement date of this agreement is 5 August 2026, for a period of two years and three months, with one extension option of two years (a total of four years and three months).
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.

3. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to execute the lease agreements for each site, in accordance with the resolutions 1 and 2 of this report.

1. DISCUSSION

1.1 Administrative and Regulatory Background

Under the Leasing and Licensing Policy, occupancy arrangements exceeding four years require a Council resolution. As the standard term for leases and licenses is five years, most agreements fall within this requirement.

Template occupancy agreements are maintained by the Property team and used by property advocates during negotiations.

1.2 Statutory Requirements

Section 115 of the *Local Government Act 2020* outlines Council's power to lease land and the associated requirements. These requirements come into play where:

- the rental income is over \$100,000; or
- the current market rental value of the land is over \$100,000; or
- the lease is for ten years or more.
-

Should the proposed lease reach these thresholds, it must either:

- have been included in the budget or
- undergo a community engagement process in line with Council's Community Engagement Policy.

Neither of the proposed leases in this report meet these thresholds. As such, there is no statutory requirement to conduct community engagement ahead of a decision.

1.3 Agreements for consideration

There are two agreements proposed under this omnibus report, as outlined in Table 1 below.

Table 1 – Agreements for Consideration

Attachment	Agreement type	Tenant	Term	Property Address	Annual Fee at commencement
1	Lease	Comlink Australia Limited	5 years with no extensions (total of 5 years)	20 O'Connor Road, Knoxfield (Carrington Park Multipurpose Facility).	\$35,000 (ex GST)
2	Retail Lease	AtWork Australia	Initial term 2 years and 3 months with one extension option of 2 years (total of 4 years and 3 months)	88 Station Street, Ferntree Gully	\$20,610 (ex GST)

2. ENGAGEMENT

No public engagement was required under the *Local Government Act 2020* for the leases proposed in this report. Council's property advocates have directly engaged with the proposed tenants to discuss and negotiate the leases.

3. SOCIAL IMPLICATIONS

Comlink is classified as a 'Community Service Organisation' under Council's Leasing and Licensing Policy. They provide important social benefits for Knox citizens and having been long-term hirers of this site at Carrington Park Multipurpose Facility, where they provide creative projects and social activities for Knox citizens.

AtWork Australia are classified as a 'Commercial Tenant' under Council's Leasing and Licensing Policy. AtWork Australia provides employment services specifically designed for people with disabilities or who otherwise require accessibility support to source and secure employment. They have operated from the site for the past four years. As atWork rely on funding from the Commonwealth Government, an initial term of up to four years and three months will allow the lease renewal date to better align with funding rounds.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Implementation of the recommendations is considered to have no direct implications or has no direct impacts on the environment.

6. FINANCIAL AND RESOURCE IMPLICATIONS

6.1 Comlink

Comlink is classified as a 'Community Service Organisation' under Council's Lease and Licensing Policy. They are a not-for-profit organisation; however, the majority of their workers are paid employees and they charge fees for many of their activities. The proposed annual rent is \$35,000 (excluding GST). This amount has been assessed against the cost of hiring this space on an ongoing basis and exclusive use. The lease includes a clause providing for annual rent increases of 4%. Under the standard lease arrangement, the tenant is responsible for the costs associated with occupying the space. However, as the room cannot be separately metered for services such as electricity and utilities, these costs have been incorporated into the annual rental amount.

6.2 AtWork Australia

AtWork Australia are classified as a 'Commercial Tenant' under Council's Leasing and Licensing Policy, and their lease operates under the *Retail Leases Act 2003*. The proposed annual rent payable is \$20,610 (excluding GST) in monthly instalments, increasing by 4% on the anniversary of the agreement. The rental rate for the commercial tenancy has been set at a market rate, via a standard market review process conducted by Council's commercial property manager. This starting rental rate represents a 3% increase from the current rental amount. All outgoings are the responsibility of the tenant.

This site is managed by a commercial property manager, to ensure Council is able to meet its statutory requirements under the *Retail Leases Act 2003* in its capacity as landlord. A management fee of 7% of rental income is payable to the property manager. This fee has been assessed as being in line with standard market rates for comparable property management services.

7. RISKS

Risks associated with individual agreements are outlined in Attachments 1 and 2.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

Planning our future city

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Comlink - 20 O'Connor Road Knoxfield - Lease [4.3.1 - 2 pages]
2. Attachment 2 - atWork - 88 Station St FTG - Lease [4.3.2 - 2 pages]

Attachment 1 – Comlink Australia – 20 O’Connor Road, Knoxfield.

Summary

This attachment sets out the details of the proposed lease with Comlink Australia Limited (‘tenant’) for the ‘woodworking room’ at Carrington Park Multipurpose Facility Hall, 20 O’Connor Road, Knoxfield. The lease is for a 5-year term. The annual rent is \$35,000 (excluding GST), increasing by 4% on the anniversary of the agreement. The tenant is responsible for building maintenance items as defined in the building and maintenance schedule. As there is no separate metering, utilities fees have been included in the annual rental fee. Entering into this agreement will ensure the tenant continues to provide social programs for the active ageing community within Knox.

1 Discussion

1.1 Tenant and Facility Profile

The Carrington Park Multipurpose Facility is home to many community groups including the tenant and casual hires. The facility includes 4 activity rooms (including the woodworking room) and a community hall.

Comlink Australia Limited has been established throughout Australia for over 30 years. In late 2024, Comlink amalgamated with Bridges Connecting Communities who have been operating out of Carrington Park Multipurpose Facility for over 10 years. This amalgamation saw all staff, volunteers and social programs transition over without any loss for the community.

Entering into the proposed lease will ensure Comlink can continue to provide this service to the Knox community with the certainty for the term of the lease. This further secures usage of the space and will contribute to the sustainability of Carrington Park Multipurpose Facility.

The tenant is categorised as a “Community Service Organisation” under the Leasing and Licensing Policy, as they are a national not-for-profit organisation that provides services, support or activities to the Knox community and charge a market-based fee for service.

1.2 Agreement Details

Since amalgamation, Comlink has been a regular hirer of the woodworking room at the Carrington Park Multipurpose Facility. The tenant has historically hired so often and for so long that they are the only users of the space. The tenant has not recorded any breaches within the existing or previous agreements.

The tenant is requesting exclusive use of the woodworking room and converting its purpose into the “creative hub” space. In accordance with Council’s endorsed Leasing and Licensing

Policy, a lease is the most appropriate format for this agreement. The lease will contain the following terms and conditions:

- Rental fees will commence at \$35,000 (excluding GST) per annum, increasing on the anniversary of the commencement date by 4%.
- Five-year term with no extensions.
- The tenant takes on maintenance responsibilities in line with the Maintenance Schedule excluding utilities which have been included within the rental fee.

An in-principle agreement for this lease has been reached with the proposed tenant.

1.3 Deviations from the Leasing and Licensing Policy

There are several items within the building maintenance schedule not relevant to the tenant (for example fencing and garden related items).

There are no major deviations from the Leasing and Licensing policy.

2. Social Implications

The execution of the lease will provide the tenant stability to ensure they can continue to deliver social programs for the active ageing community within Knox. These programs will offer many health and social benefits and provide an opportunity for the community to make social connections and increase physical activity. Programs on offer will include

- Knitting / Craft
- Wood crafting
- Easy Moves
- Active Minds
- Quiz & Puzzle Fun

3. Financial & Resource Implications

The annual rent payable by the tenant is \$35,000 (excluding GST), increasing by 4% on the anniversary of the agreement.

4. Risks

No major risks have been identified with the proposed lease.

Attachment 2 – atWork Australia – 88 Station Street, Ferntree Gully.

Summary

This attachment sets out the details of the proposed retail lease with atWork Australia, ('tenant') at 88 Station Street, Ferntree Gully. The lease is for a 4-year and 3 month term. The lease is proposed to be structured as 2 years and 3 months with a single option to extend for 2 years for a total of four years and three months. The annual rent at commencement is \$20,610 (excluding GST.), increasing by 4% on the anniversary of the agreement. The tenant is responsible for all outgoings including maintenance and utility costs. Entering into this agreement will ensure continued occupancy of Council owned commercial properties by an organisation that delivers a social benefit.

1 Discussion

1.1 Tenant and Facility Profile

88 Station Street, Ferntree Gully is part of a suite of commercial properties owned and leased out by Council at 88-100a Station Street Ferntree Gully. AtWork Australia have been tenants for four years, and are an employment service specifically designed for people with disability or who otherwise require accessibility support to source and secure meaningful and sustainable employment. It is a for-profit business, and receives Australian government funding to deliver employment services. As such, they are routinely reviewed by the Australian Government as to their performance. The most recent publicly available review found that the provider is meeting all expectations.

As a tenant at this site for four years, atWork Australia have met all requirements under the lease. At the commencement of the existing lease, the tenant conducted some minor building modifications to allow for disabled access to the building and toilets, with Council's agreement. These improvements will remain in place. The tenant is up to date with all other requirements of the existing agreement. There are no identified breaches of the current agreement.

A commercial property manager is engaged by Council to manage these properties.

The tenant is categorised as a commercial tenant under the Leasing and Licensing Policy. As such:

- The rental rate has been set at the market rate
- The tenant is responsible for all outgoings, including operational expenses and any applicable rates and taxes.

As a commercial tenant providing services to customers from the site, this lease will operate under the *Retail Leases Act 2003*.

1.2 Agreement Details

AtWork Australia have successfully occupied this site for the past four years under a lease, and a similar arrangement is now proposed with the following conditions:

- Rental fees will commence at \$20,610 (excluding GST) per annum, increasing on the anniversary of the commencement date by 4%.
- Four-year and three month term. This is to be structured as an initial 2 year and 3 month term, with an additional 2 year option, 2+2 to allow alignment for the tenant to the funding cycle from the Australian Government.
- The tenant is responsible for all outgoings.

An in-principle agreement for this lease has been reached with the proposed tenant.

1.3 Deviations from the Leasing and Licensing Policy

Retail and commercial leases utilise the templates provided by the Real Estate Institute of Victoria, and are amended as necessary by the commercial property manager.

Council's Leasing and Licensing Policy identifies a preference for commercial lease terms of at least five years but expressly provides that lease terms are to be assessed on a case-by-case basis. Following consideration of the tenant's request for a shorter commitment period, officers consider a 4 year and 3 month term appropriate in this instance.

2. Social Implications

Access to a disability employment service at this site supports the social and economic development of the area.

3. Financial and Resource Implications

The annual rent payable is \$20,610 (excluding GST), increasing by 4% on the anniversary of the agreement.

4. Risks

No major risks have been identified with the proposed lease.

Management of commercial real estate sites is not a core function of Council and carries a range of statutory obligations that must be met in its capacity as landlord. To ensure these obligations are fulfilled and risks are appropriately managed, council engages a commercial property manager to oversee the day-to-day administration of these properties.

4.4 Basin-Olinda Road, The Basin - Special Rates & Charges Contributory Scheme Policy

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Coordinator Civil Project Delivery, Bob Xu
Manager:	Manager Engineering Services & Operations, Charlie Taveira
Executive:	Director, Infrastructure, Grant Thorne

SUMMARY

Basin-Olinda Rd, The Basin, is a sealed road between Mountain Hwy and Old Coach Rd, and an unsealed gravel road between Old Coach Rd and the municipal boundary within Yarra Ranges. The road is located in the hillier regions of the city and is therefore windy and heavily vegetated on both sides, with a speed limit of 60 km/h.

Council has received requests from local residents for an improved road surface servicing properties along Basin-Olinda Road.

In response, Council officers explored residents' interests in supporting one of two options with varying extents of improvement:

- Option 1: to improve the section of road between Old Coach Road and Ferndale Road (approx. half the length of the unsealed section), or
- Option 2: to improve the section of road between Old Coach Road and municipal boundary (the whole length of unsealed road).

A range of construction options were developed in response to these requests including:

- a) spray seal only with no drainage upgrades,
- b) asphaltting road surface only with minor drainage swale upgrades, or
- c) asphaltting road surface with kerb & channel and underground drainage upgrades.

These options were presented to local residents in accordance with Council's Contributory Schemes – Special Rates and Charges Policy (attached). In response, the level of support from residents required under the policy to proceed as a Contributory Scheme has not been met. This report advises of the preliminary investigations undertaken by Council officers and recommends that Council resolve not to proceed with the proposed Contributory Scheme due to insufficient resident support.

RECOMMENDATION

That Council resolve to:

1. Receive and note the outcomes of officer investigations into residents' views on a proposed Contributory Scheme along Basin-Olinda Road, The Basin.
2. Not proceed with the proposed Contributory Scheme; and
3. Advise all affected owners and occupiers, and any party which had registered an interest in the Contributory Scheme, in writing of Council's decision.

4. Continue to maintain Basin-Olinda Road in accordance with Council's Road Management Plan.

1. DISCUSSION

Concerns have been received from local residents in relation to the unsealed condition of Basin-Olinda Road in The Basin between Old Coach Road and the municipal boundary.

Following an investigation of these concerns, it is noted that the unsealed section of Basin-Olinda Road is approximately 2.5km long and comprises a rock subbase and gravel surface. The road is drained by a combination of open table drains and culverts. Basin-Olinda Road is under routine maintenance for localised rock re-sheeting, grading, dust suppression and minor drainage works. In addition, Council officers also conduct weekly proactive road management inspections.

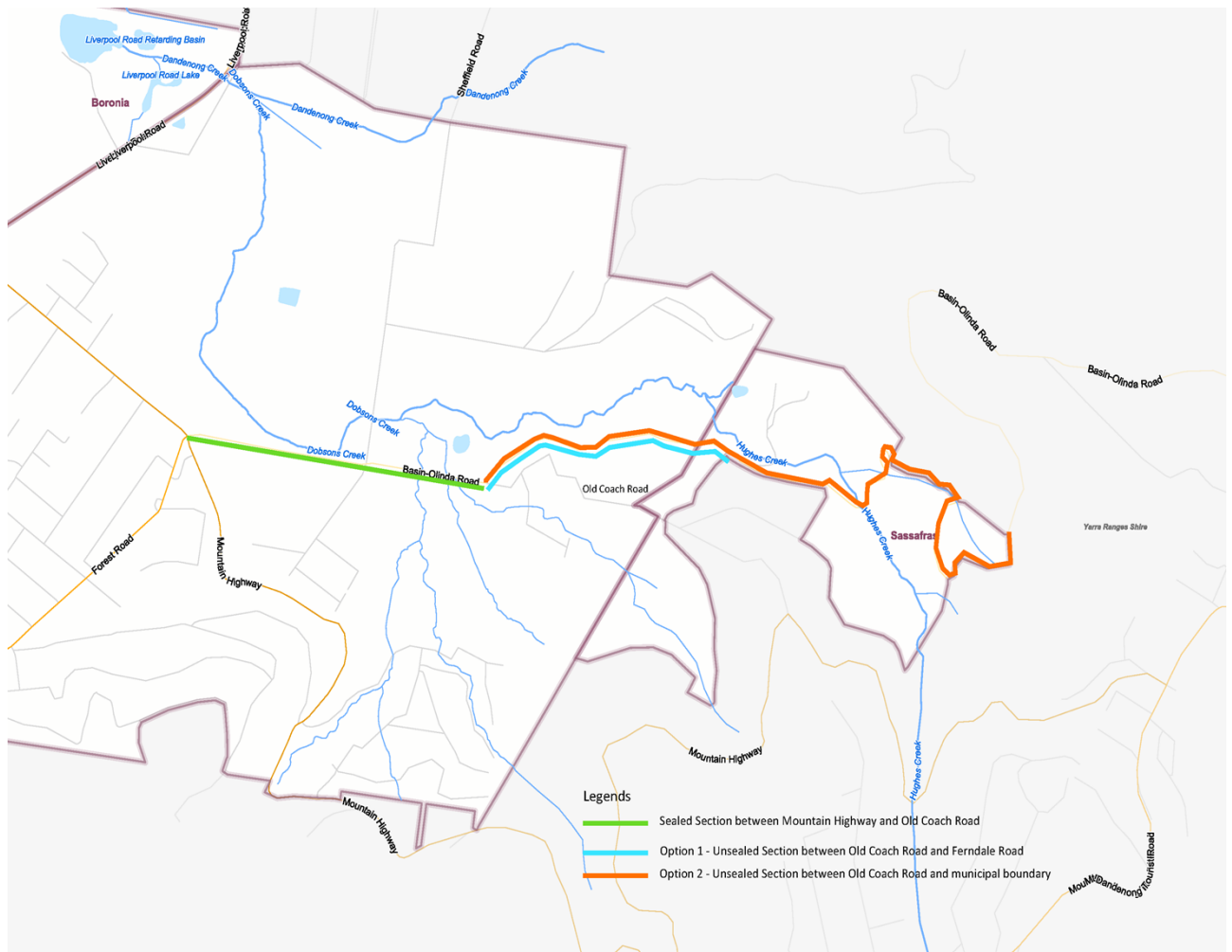
It is estimated that the annual cost of maintaining Basin-Olinda Road is approximately \$73,000 for the section between Old Coach Road and Ferndale Road, and approximately \$110,000 for the section between Old Coach Road and the municipal boundary. A total of 22 properties are located along the unsealed portion of Basin-Olinda Road.

Whilst the construction of Basin Olinda Rd would somewhat reduce the current maintenance practices, the newly constructed environment would still attract a level of maintenance that would include activities such as street sweeping, delineation (linemarking and guideposts), sealed pavement maintenance and renewal, all of which is not currently undertaken. Activities such as drainage maintenance would be largely unchanged.

In addition to the maintenance works performed, in 2025/26 council have invested in localised infrastructure upgrades to a number of culvert crossings and re-sheeted a portion of the road in June 2026 with an alternative crushed rock material that has had significant success at other councils. It is intended that this initiative will continue into 2026/27. Council officers are confident that these works will improve the road environment and aims to strike a balance between providing an environment in which residents have chosen to live in and also aim to stabilise the assets to be less susceptible to changing traffic patterns and climatic conditions.

Historically, new major infrastructure has been largely provided either through new subdivisional activity, where a developer has been required to provide appropriate infrastructure to service the new properties or through past contributory schemes under the Local Government Act. With much of the municipality provided with well-constructed road and drainage infrastructure, residents of areas where infrastructure is 'less urbanised' seek Council to fully fund upgrades, while having purchased properties within these areas.

It should also be noted that sealing this section of Basin-Olinda Road could possibly increase the traffic volumes and travelling speed, which could present a greater risk and a reduction in amenity to the local community. Further, Basin-Olinda Road is recognised as one of the iconic road cycling routes for gravel riding.



Basin Olinda Rd, The Basin – Extent of Work Options considered

As background Council's Contributory Schemes – Special Rates and Charges Policy provides a formal structure for partnering with landowners to facilitate infrastructure improvements. Once benefitting properties are identified in accordance with the Local Government Act 2020 and Ministerial Guidelines, Council officers then discuss with those property owners to agree on a certain level of improvement.

Subsequent to this, Council officers prepare a high-level cost estimate of the proposed scheme project and apportion the cost amongst the properties based on the level of both access and amenity benefit received. This information is then provided to the property owners, along with a questionnaire seeking their level of support of undertaking such a scheme and their willingness to financially contribute to these works. If the minimum level of support is achieved, and subject to Council funding availability, Council will proceed to detail design and estimate, followed by notification to property owners of the Special Charge to be levied.

Property owners have the opportunity to lodge their submission both in favour and against. Once all submissions have been considered, and if Council decides to continue with the Scheme, it will then be formally declared by Council, and all property owners will be notified. Council then levies Special Charges, and property owners will have the opportunity to lodge their appeals with the Victorian Civil Administrative Tribunal (VCAT). However, if Council resolves not to proceed with the Scheme, property owners and affected parties will be formally advised accordingly.

Subject to the VCAT hearing result, and if the Scheme proceeds, a tender to undertake works will be advertised. Once works are completed, the final cost of the Scheme accounts will be adjusted and property owners' contribution will be reconciled. If the actual cost is greater than the estimated cost, property owners are advised and become liable for the additional cost, up to 10% above the estimated cost.

If the actual cost is greater than 10% than the estimated cost, Council will fund the additional cost above 10% of the estimated cost. If the actual cost is less than the estimated cost, a refund will be forwarded to the property owners accordingly. The final reconciliation will be presented to Council for approval. Once the road surface is fully constructed, future maintenance responsibilities of the road would then remain with council.

Council officers met with four (4) residents from the Basin-Olinda Road on 6 March 2026 and discussed the process of improving the road under Council's Contributory Schemes – Special Rates and Charges Policy. Three improvement options as well as the indicative cost for each option were discussed with the residents. The options were:

- a) spray seal only with no drainage upgrades,
- b) asphaltting road surface only with minor drainage swale upgrades, or
- c) asphaltting road surface with kerb & channel and underground drainage upgrades.

The residents advised Council officers that their preferred level of improvement is Option b) asphaltting road surface only with minor drainage swale upgrades. In addition, Council officers were requested by the residents that the questionnaire be structured to explore support for different extents of scheme works, with:

- Option 1: to improve the section of Basin-Olinda Road between Old Coach Road and Ferndale Road, and
- Option 2: to improve the entire road section between Old Coach Road and municipal boundary.

It should be noted that a total of 14 benefitting properties were identified for Option 1, and 22 benefitting properties were identified for Option 2.

Subsequently, a questionnaire was distributed to the 22 affected property owners on 18 March 2026 (Attachment 1), outlining the proposed road surface improvements along with their estimated costs to undertake the works and, seeking feedback on the proposal.

Council received 19 responses with varying levels of support and willingness to contribute to Options 1 & 2. The questionnaire result indicated a support level of less than the required amount for both options. Therefore, this report recommends that the proposed contributory scheme to improve road surface along Basin-Olinda Road not proceed for either option.

2. ENGAGEMENT

On 6 March 2026, Council officers met four (4) residents from Basin-Olinda Road and discussed the process of undertaking road surface improvement works under Council's Contributory Schemes – Special Rates and Charges Policy. Subsequently on 18 March 2026, Council officers circulated a questionnaire to 22 affected property owners identifying the potential contributors and seeking their level of support for a proposed road scheme. The questionnaire provided

background information of the proposed scheme and proposed an average cost per property based on the overall estimated project cost and the number of benefitting properties.

The questionnaire also stated that an exact cost to each property would be apportioned based on benefits received. The policy indicates a method of apportionment based on 80% for access benefit and 20% amenity benefit using the effective frontage guidelines, meaning properties that have wider frontage along Basin-Olinda Road would receive higher levels of benefit. Given the frontage differences, contribution required from property owners could be substantially different.

	No. of Benefitting Properties	No. of Responses Received	No. of Principal Support	*No. of Financial Contribution Support	Percentage of Support
Option 1 – Partial Length Upgrade	14	14	8	8	57%
Option 2 – Full Length Upgrade	22	19	5	1	7%

* The number of property owners who are willing to contribute financially is used to calculate level of support of undertaking scheme works.

In response, Council received 19 responses with varying levels of interest as shown in the above table. According to Council's Policy, a minimum of 60% level of support from contributing properties is a base requirement for Council to considering proceeding with a proposed Scheme. That is, nine (9) supporting property owners for Option 1 or fourteen (14) supporting property owners for Option 2 which would then allow Council to proceed with either option. The questionnaire result indicates a support level of 57% for Option 1 and 7% for Option 2, which is less than the minimum level of support required.

It should be noted that four (4) property owners supported the proposed scheme however, are unwilling to financially contribute to it. The questionnaire and a detailed summary of responses are included in the confidential attachment.

3. SOCIAL IMPLICATIONS

With road surface improvement projects, it is often difficult to achieve sufficient support from residents as the cost associated with constructing a road is generally prohibitive even with Council's contribution.

In addition, and where there is an expectation from some residents that their rates should be enough to fund such scheme works, in reality they are not and would need additional contributions from impacted residents to fund such works. This may lead to financial hardship for some residents.

If the proposed Contributory Scheme was to proceed, further engagement would occur with residents to ensure that their concerns were fully understood and addressed. For residents where financial hardship was of concern, assistance would be available in accordance with Council's

Payment Assistance policy. This project would then form part of Council's annual capital works program.

Furthermore, the sealing of Basin-Olinda Road could possibly increase the traffic volumes and travelling speed, which could present a greater risk and a reduction in amenity to the local community. In addition, Basin-Olinda Road is recognised as one of the iconic road cycling routes for gravel riding. Changes to the gravel road surface would therefore reduce the popularity of Basin-Olinda Road amongst the cycling community.

If the proposed Contributory Scheme was not to proceed, Basin Olinda Road would continue to be subject to ongoing maintenance in accordance with Council's Road Management Plan, with the opportunity to invest in localised improvements in drainage and road surface treatment that would be funded through councils operational and capital budgets.

4. CLIMATE CHANGE CONSIDERATIONS

Council's Climate Response Plan 2021-2031 recognises that we are in a state of climate emergency. As a community, we need to take action to reduce our impact on the environment and to prepare for the effects of a changing climate. Of the actions established Council has committed to "lower emissions by using sustainable materials for the construction and maintenance of roads and footpaths and changing construction processes".

Should the road construction works proceed in the future, this will respond to Council's Climate Response Plan by ensuring that the infrastructure provided is designed to be resilient and responsive to future climate changes.

5. ENVIRONMENTAL IMPLICATIONS

The Council Plan identifies the Natural Environment and Sustainability as one of Council's key directions which is supported by its objective of "Knox's natural environment is protected and enhanced to ensure sustainability for future generations".

Should the road construction works proceed in the future, an environmental implication assessment will be prepared as part of the project implementation plan to ensure that the works have a net-gain for the local environment.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The estimated cost to undertake road construction works along Basin-Olinda Road involving the asphaltting of the road surface only with minor drainage swale upgrades is \$602,000 (excluding GST) for Option 1 and \$1,750,000 (excluding GST) for Option 2.

As per Council's Contributory Schemes – Special Rates and Charges Policy, Council would contribute to the non-rateable portion, plus 10% of the total cost of works as a subsidy. The total indicative cost to be distributed amongst affected residents and the approximate cost to each of the benefitting properties can be found in the table below.

	Option 1	Option 2
Total Indicative Project Cost	\$602,000.00	\$1,750,000.00
Council Subsidy at 10%	\$60,200.00	\$175,000.00
*Non-rateable Council Contribution	\$39,009.26	\$398,672.54
Total Indicative Cost to Benefiting Property Owners	\$502,790.74	\$1,176,327.46
Average Cost Per Property	\$35,913.62	\$53,469.43

* Non-rateable land has the definition in Section 154(2) of the Local Government Act 1989. In this instance, the parcels of land owned by Knox City Council or any Crown land managed by Parks Victoria are considered non-rateable land. Council would contribute the portion of any non-rateable land that is identified as receiving a benefit in accordance with the Policy. It has been identified that a total non-rateable Council contribution of approximately 6.5% and 22.8% respectively for Options 1 and 2.

It was communicated to the property owners that the above calculation does not apply the actual apportionment principle and is indicative only but is considered sufficient to commence initial discussions around quantum. Exact cost to each benefiting property owner would be determined after Council approves a formal scheme and detailed engineer's estimate prepared.

There is no funding currently included with the Capital Works Program for the construction of Basin-Olinda Road.

7. RISKS

Risk	Impact (High/Low)	Likelihood	Plan to Reduce Risk
Condition of Basin-Olinda Road deteriorates as an unsealed road if not fully constructed.	Low	Medium	Regular maintenance activities in accordance with Council's Road Management Plan. In addition, investment in localised infrastructure upgrades will further reduce risk exposure.
Increased construction cost should Council decides to construct Basin-Olinda Road in future	High	Medium	Advocate at State and Federal governments for funding to support via grant opportunities and/or a revision of scope.
Reputational risk with the recommended approach to not proceed with undertaking the scheme works.	Low	Medium	Continuous engagement with property owners to respond any issues that may arise.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Embracing connection, inclusion and diversity

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

Leading, listening and governing responsibly

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

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

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

A confidential attachment 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, including names, addresses information that reveals a person’s identity that would be unreasonable to disclose in a public report.

ATTACHMENTS

1. Attachment 1 - Resident Letter - Initial Draft letter Basin- Olinda Road - 2026-03-16 [4.4.1 - 3 pages]

knox

18 March 2026

Addressee.First Names Addressee.Last Name

Addressee.Position.Name

Addressee.Organization.Name

Addressee.Address

Dear Sir / Madam

Proposed Road Surface Improvements – Basin-Olinda Road, The Basin

I am writing to seek your interest in having the road surface condition improved along Basin-Olinda Road between Old Coach Road and municipal boundary (No. 227) that would allow for better amenity and access to local residents.

Council has received a complaint in relation to the current condition of the abovementioned section of Basin-Olinda Road. The road is approximately 2.5km long and is currently observed to be made up with rock subbase and gravel. It is also observed that this section of Basin-Olinda Road is serviced by a combination of open table drain and culverts. It is understood that Basin-Olinda Road is under routine maintenance for rock top up and grading.

Council officers met with a number of residents on 6 March 2026 and discussed the process of improving Basin-Olinda Road under Council's Contributory Schemes – Special Rates and Charges Policy. If there is sufficient support from benefitting property owners, Council would then partner with property owners in funding the costs of the works through a formal Road Construction Scheme in accordance with Council Policy and the Local Government Act. Once the road is fully constructed, future maintenance responsibilities of the road and associated assets would then remain with Council. Three improvement options were discussed and associated indicative average cost to benefitting property owners were shared. Subsequently, I was advised that the consensus from the residents is to improve the road condition by constructing an asphalt road surface with minor table drain upgrade. Further, I was requested to explore residents' interests in supporting two options with varying extent of improvement, i.e. Option 1 to improve the section of road between Old Coach Road and Ferndale Road, and Option 2 to improve the entire section of Basin-Olinda Road between Old Coach Road and municipal boundary.

Following this request, Council has undertaken investigations of these two options and prepared a summary of the high-level estimated project cost, and indicative average cost per property owner in the schematics enclosed.

This letter is to seek your interest in participating in such a scheme.



Road Construction Schemes like this proposal have been facilitated by councils over many years to provide infrastructure that has never been in place. Newer subdivisions typically have all of this infrastructure provided and is essentially funded by the new owners as part of the purchase price of their property. The Local Government Act recognises this and allows councils to implement schemes under the Local Government Act to see this improved infrastructure provided.

Council is required to identify property owners that would receive both access and amenity benefit from undertaking such scheme works. That is, for Option 1, properties on both sides of Basin-Olinda Road between Old Coach Road and Ferndale Road, and for Option 2, properties on both sides of Basin-Olinda Road between Old Coach Road and municipal boundary. It should be noted that these properties would receive varying levels of access and amenity benefit, which is proportionate to the level of contribution required in accordance with Council's apportionment principle. Council attributes 80% of the benefit to access and 20% to amenity, that is, properties that currently have access from Basin-Olinda Road would receive more benefit than those that have access from other roads. It should also be noted that properties that have wider frontage along Basin-Olinda Road would receive higher levels of amenity benefit in accordance with the apportionment principle.

For Council to further consider the merits of this proposal, I have attached a questionnaire which you are asked to complete and return in the enclosed reply-paid envelope. Council is seeking to understand if you would support a formal scheme and if you would be prepared to contribute towards the proposal. Also enclosed are two schematics showing both options with the extent of works, indicative costs of the scheme, indicative Council contribution and indicative average costs per property. Please note that property owners between Ferndale Road and municipal boundary are requested to complete the questionnaire for Option 2 only.

Following the return of questionnaires from property owners Council will then determine subsequent steps and update you on these.

This proposed road construction scheme would be in accordance with Council's Contributory Schemes – Special Rates and Charges Policy. For further information on Council's policy please refer to information on Council's website page as follows: <https://www.knox.vic.gov.au/our-services/rates/paying-your-rates/special-rates-and-charges-contributory-schemes>.

Should you have any queries in relation to this matter please contact me during business hours on 9298 8596.

Yours sincerely

Bob Xu
Coordinator Civil Project Delivery



QUESTIONNAIRE – BASIN-OLINDA ROAD CONSTRUCTION

Owner Name/s	<<Owners_1>>	
Owner Address	<<Address>>	
	THE BASIN VIC 3154	
Email Address		
Phone Contact (Optional)	Home:	
	Mobile:	
Do you support Option 1 of the proposed Road Construction Scheme?	Yes / No / Not Applicable	
Are you willing to contribute Option 1 as proposed?	Yes / No / Not Applicable	
Do you support Option 2 of the proposed Road Construction Scheme?	Yes / No	
Are you willing to contribute Option 2 as proposed?	Yes / No	
Feedback/Comments:		

4.5 Instrument of Authorisation - Planning and Environment Act

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Head of Governance, Saskia Weerheim
Manager:	Manager Governance & Risk, Andrew Dowling
Executive:	Director Customer & Performance, Matt Kelleher

SUMMARY

Instruments of Appointment and Authorisation represent the formal authorisation of Council officers to exercise powers and perform functions on behalf of Council in accordance with relevant legislation. They support the efficient and effective administration of Council's statutory responsibilities.

A new Instrument of Authorisation is proposed to authorise two Council officers to exercise powers and perform functions under the Planning and Environment Act 1987.

RECOMMENDATION

That Council resolves, in the exercise of the powers conferred by the legislation referred to in the Instrument of Appointment and Authorisation set out in Attachment 1 to the Officers' report, that:

1. The members of Council staff referred to in the instrument set out in Attachment 1 to the Officers' report be appointed and authorised as set out in the instrument.
2. The instrument comes into force immediately once it is signed by Council's Chief Executive Officer and remains in force until Council determines to vary or revoke it.

1. DISCUSSION

Instruments of Authorisation provide Council officers with the authority to exercise powers and perform functions under relevant legislation as authorised officers, on behalf of Council. A new Instrument of Authorisation has been prepared to authorise two officers to undertake statutory functions associated with their roles. The authorisation of these officers will support the efficient delivery of Council services and ensure legislative responsibilities can be administered in a timely manner.

2. ENGAGEMENT

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. The proposed instrument (Attachment 1) has been prepared based on the advice provided by Maddocks Lawyers.

3. SOCIAL IMPLICATIONS

Nil

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Nil.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

7. RISKS

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. A failure to abide by and keep up to date with legislative changes may place the organisation at risk of meeting its obligations under law for the proper authorisation of officers.

Maintaining up-to-date Instruments of Authorisation is essential for mitigating procedural risks. This practice ensures officers have the necessary powers, authorities, and obligations to effectively and appropriately fulfill their roles.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Instrument of Authorisation Planning and Environment Act [4.5.1 - 1 page]



In this instrument "**officers**" mean -

- **Grigorios Karydis**
- **Andrew De Penha**

By this instrument of appointment and authorisation Knox City Council -

1. under s 147(4) of the Planning and Environment Act 1987 – authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the Planning and Environment Act 1987; and
2. under s 313 of the Local Government Act 2020 authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of Knox City Council on 13 July 2026:

Bruce Dobson
Chief Executive Officer
Knox City Council

Date:

5 Notices Of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items