

# MINUTES



## Mid Month Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 9 September 2024

The Agenda for the Mid Month Meeting of Council, Monday 9 September 2024, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The Council Meeting opened at 7:02pm.

**PRESENT:**

<i>Cr J Dwight (Chairperson)</i>	<i>Chandler Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director - Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Liveability</i>
<i>Mr G Curcio</i>	<i>Director - Customer &amp; Performance</i>
<i>Ms J Chalkley</i>	<i>Director - Connected Communities</i>
<i>Mr A Dowling</i>	<i>Manager - Governance &amp; Risk</i>

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## 1 Apologies And Requests For Leaves Of Absence

Nil.

## 2 Declarations Of Conflict Of Interest

Councillor Cooper foreshadowed declaring a conflict of interest in Item 4.1, Community Development Fund Assessment Panel 2024-25 Recommendations.

## 3 Confirmation Of Minutes

The Chairperson, Councillor Jude Dwight invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 12 August 2024. There being none, the Chairperson declared the Minutes be confirmed.

Councillor Seymour requested an opportunity to briefly address the meeting and informed Council that she would not be running for a fourth term at the forthcoming elections.

Councillor Seymour recalled running for Council with a passion for making Knox a great place to raise a family and a desire to be the change from within. Councillor Seymour noted her commitment had always been “I am here for the people” and her motivation was for the empowerment of community and representing their voice, so the decision not to run had not been easy, but that she felt it was time for new representation in Tirhatuan Ward. Councillor Seymour advised Council she intended to redirect her energy into supporting the community from outside the Council and to empower residents of Knox with informed, honest, positive advocacy and strong, independent representation.

Councillor Seymour thanked the community for trusting her to represent them, and her husband, children family and friends for the unwavering support that had enabled her to fulfil the role.

## 4 Officer Reports

### 4.1 Community Development Fund Assessment Panel 2024-25 Recommendations

#### SUMMARY

This report presents the recommendations of the Community Development Fund (CDF) Assessment Panel for Council's 2024-25 CDF Grants Program allocation to not-for-profit community groups operating within Knox.

#### RECOMMENDATION

That Council resolve to approve the Community Development Fund Assessment Panel's recommendations for Full, Partial and Not Recommended applications for the 2024-25 round.

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Cooper declared a general conflict of interest in this item on the grounds that she holds an occupation as a regional networker of community house recipients of Community Development Fund Grants.*

*Councillor Cooper left the meeting at 7:13pm before the discussion and vote on item 4.1*

#### **RESOLUTION**

**MOVED: Councillor Grasso**

**SECONDED: Councillor Allred**

**That Council resolve to approve the Community Development Fund Assessment Panel's recommendations for Full, Partial and Not Recommended applications for the 2024-25 round.**

#### **CARRIED**

*Councillor Cooper returned to the meeting at 7:22pm after the vote on item 4.1*

## 4.2 Draft Statement of Commitment for Reducing Alcohol Harm

### SUMMARY

Alcohol remains Australia's most prevalent drug, and its risks are often underestimated. A recent national survey found that 76.6% of Australians consumed alcohol products in the past year and more than one-in-three people drank at risky levels on single occasions.<sup>1</sup>

Although major alcohol control policies are typically the responsibility of the State and Federal Governments, Councils have responsibilities associated with alcohol and other social harms under the broad requirements of the Local Government Act 2020 and the Public Health and Wellbeing Act 2008. The Knox Connection, Access, Respect, Equality and Safety Strategy (Knox CARES) 2022-2027 also considers the intersectional impacts of alcohol related harm on vulnerable people within our community and a key action is to develop an alcohol policy to guide the work of Council.

In May 2024, the Community Wellbeing Department convened an Internal Working Group with staff from relevant areas across Council with a focus on alcohol-related harm and liquor licensing planning. The Group participated in discussions informed by data and community consultation feedback included in the Knox Community Alcohol Harm Profile Background Report, (the report, see Attachment 1). The report was completed in October 2023 and incorporates data, research, and community feedback about alcohol-related harm locally and more broadly. This work supported the preparation of the draft Statement of Commitment for Reducing Alcohol Harm (see Attachment 2)

The draft Statement clarifies Council's role to address alcohol-related harm and outlines opportunities to strengthen coordination and prevention efforts to positively impact the health and well-being of the Knox community.

### RECOMMENDATION

That Council resolve to:

1. Receive and note the findings of the Knox Community Alcohol Harm Profile Background Report as set out in Attachment 1 to the officers' report.
2. Approve the draft Statement of Commitment for Reducing Alcohol Harm, as set out in Attachment 2 to the officers' report.

### **RESOLUTION**

**MOVED: Councillor Laukens**

**SECONDED: Councillor Grasso**

That Council resolve to:

1. **Receive and note the findings of the Knox Community Alcohol Harm Profile Background Report as set out in Attachment 1 to the officers' report.**
2. **Approve the draft Statement of Commitment for Reducing Alcohol Harm, as set out in Attachment 2 to the officers' report.**

- 3. Authorise the Mayor to write to the Minister for Casino, Gaming and Liquor Regulation, The Hon. Melissa Horne MP and provide a copy of the report and our statement on Reducing Alcohol Harm.**

**CARRIED**

A Division was called by Councillor Pearce

For the motion: Councillor Baker, Councillor Grasso, Councillor Timmers-Leitch, Councillor Allred, Councillor Laukens, Councillor Cooper, Councillor Dwight and Councillor Seymour

Against the motion: Councillor Pearce

Abstention: Nil

**CARRIED 8:1**



### 4.3 Minor Grants Program Monthly Report

#### SUMMARY

This report summarises the grant applications recommended for approval in September 2024 for the 2024-2025 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure are limited to a maximum of \$3,000.00 within the current financial year.

#### RECOMMENDATION

That Council resolve to:

1. Approve 12 applications for a total of \$22,656.59 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested (including GST)	Amount Recommended (excluding GST)
Australian Jazz Museum (Victorian Jazz Archive Inc.)	New display cabinets for the museum exhibition room	\$3,000.00	\$909.09
Rowville Lions Club	Marquee Leg Weights	\$880.00	\$880.00
Knox and District Toy Library	Shelves of Joy – Expanding play, Building Community	\$3,000.00	\$3,000.00
Glen Park Community Centre	Connected Community	\$2,530.00	\$2,300.00
Wantirna Tennis Club Inc.	2 Cubic Metres of Soft fall Bark for Children’s Playground	\$216.00	\$216.00
Knox Baseball Club	Bigger Better Fryer	\$2,000.00	\$2,000.00
Restore Community Care	Restoring Broken Lives	\$3,000.00	\$2,727.27
Polish Senior Citizens Club Rowville	40 <sup>th</sup> Anniversary of Polish Seniors Club in Rowville	\$1,400.00	\$578.78
Boronia K-12 College Parents, Friends and Community Group	Boronia College Community Fete	\$3,000.00	\$3,000.00
Deaf Basketball Australia	Asia-Pacific Deaf Basketball Championships	\$3,000.00	\$2,727.27
Football Victoria	GO Soccer Mums Cup Day	\$3,000.00	\$2,500.00
St Stephen's Anglican Church Bayswater	Because We Care - Spring & Christmas Hampers	\$2,000.00	\$1818.18
<b>Total</b>		<b>\$27,026.00</b>	<b>\$22,656.59</b>

2. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2024-2025 will be \$90,834.38 after GST adjustments.

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Cooper declared a general conflict of interest in this item on the grounds that she holds an occupation as a regional networker of community house recipients under the Minor Grants Program in this Report.

Councillor Cooper left the meeting at 7:45pm before the discussion and vote on item 4.3.

**RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Grasso

That Council resolve to:

1. Approve 12 applications for a total of \$22,656.59 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested (including GST)	Amount Recommended (excluding GST)
Australian Jazz Museum (Victorian Jazz Archive Inc.)	New display cabinets for the museum exhibition room	\$3,000.00	\$909.09
Rowville Lions Club	Marquee Leg Weights	\$880.00	\$880.00
Knox and District Toy Library	Shelves of Joy – Expanding play, Building Community	\$3,000.00	\$3,000.00
Glen Park Community Centre	Connected Community	\$2,530.00	\$2,300.00
Wantirna Tennis Club Inc.	2 Cubic Metres of Soft fall Bark for Children’s Playground	\$216.00	\$216.00
Knox Baseball Club	Bigger Better Fryer	\$2,000.00	\$2,000.00
Restore Community Care	Restoring Broken Lives	\$3,000.00	\$2,727.27
Polish Senior Citizens Club Rowville	40 <sup>th</sup> Anniversary of Polish Seniors Club in Rowville	\$1,400.00	\$578.78
Boronia K-12 College Parents, Friends and Community Group	Boronia College Community Fete	\$3,000.00	\$3,000.00
Deaf Basketball Australia	Asia-Pacific Deaf Basketball Championships	\$3,000.00	\$2,727.27
Football Victoria	GO Soccer Mums Cup Day	\$3,000.00	\$2,500.00
St Stephen's Anglican Church Bayswater	Because We Care - Spring & Christmas Hampers	\$2,000.00	\$1818.18
<b>Total</b>		<b>\$27,026.00</b>	<b>\$22,656.59</b>

2. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2024-2025 will be \$90,834.38 after GST adjustments.

**CARRIED**

*Councillor Cooper returned to the meeting at 7:51pm after the vote on item 4.3*

## 4.4 58-60 Station Street, Bayswater

### SUMMARY

This report is to inform Council that the statutory procedures required for the sale of 58-60 Station Street, Bayswater, in accordance with Section 114 of the Local Government Act 2020, are now complete, and to seek a resolution from Council regarding the proposed property sale.

Feedback received from the community consultation undertaken on the proposed sale of the former 'Bayswater Youth Hall' land located at 58-60 Station Street Bayswater, for the purpose of a social housing development, is provided in this report for consideration.

The significantly aged Hall was demolished in 2019 as it was no longer safe for community use.

Knox City Council is committed to advocating for safe, secure, and affordable housing for people in need and to this end, identifying opportunities within the municipality for more social and affordable housing.

Council's "Social and Affordable Housing Strategy" identifies the significant shortfall in the amount of social housing in the municipality. The intention of the Strategy is "to increase the supply of high-quality social and affordable housing in Knox", and the commitment "Council will consider the use of under-utilised Council-owned land in appropriate locations for the purpose of developing social and affordable housing" is directly addressed by this project to develop suitable social and affordable housing in Station Street, Bayswater.

At the Confidential Council Meeting held on 20 December 2021, Council resolved to undertake an Expression of Interest (EOI) process to partner with a registered Housing Association to provide more social and affordable housing within Knox.

Following a two-stage tender process commencing in September 2022, a not-for-profit community housing organisation (CHO) was selected as the preferred proponent to develop the site for the purpose of social housing (see confidential Attachment 1). The CHO is proposing to purchase the site, subject to finance, under a Planning and Environment Act Section 173 Agreement.

Community consultation was undertaken for a 4-week period, with multiple opportunities for the community to have their say. The community was asked the question "What would you like Council to know when they decide whether or not to sell 58-60 Station Street, Bayswater as a direct treaty sale for the purpose of social housing at a subsidised rate of approximately 62% below market value."

Council received 31 engagements with community, with responses being categorised by Officers into positive (12), Neutral (5) and Negative (14). Major themes expressed were support for social housing, protecting the trees on site, community safety concerns, concerns around devaluing of existing homes and concerns in regard to Council selling the land at a subsidised rate.

There are three competing policy objectives when considering the site for divestment for social and affordable housing at a subsidised value:

- Council's commitment to increasing social and affordable housing;

- The Policy for the Sale of Council Land and Buildings which requires Council land and buildings be sold at 'best and highest' value, unless Council can justify a lower value based on the circumstances; and
- Council's commitment to retain and increase tree canopy coverage within the municipality.

Options for consideration in regard to 58-60 Station Street, Bayswater

The land at 58-60 Station Street was declared surplus to Council needs at the Council meeting on 20 December 2021. The options for the site are:

- a. Sell the site at a discounted rate for the purpose of Social housing, transferring the balance of the land value from the Social Housing Reserve;
- b. Sell at full market value; noting that this would require further community consultation; or
- c. Council may elect to keep the land.

This report has been prepared to assist Council in its decision making in regard to the land at 58-60 Station St, Bayswater.

#### RECOMMENDATION

That Council resolve to:

1. Note the feedback received during the recent community consultation and contained within the report for the proposed sale of 58-60 Station Street, Bayswater.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to proceed with the sale of 58-60 Station Street Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title Volume 08044 Folio 233) to the preferred Community Housing Organisation (CHO) via private treaty for the purpose of social housing development as per the conditions set out in Confidential Attachment 1 and
  - a) Include a condition as part of the contract of sale, that an agreement under Section 173 of the Planning and Environment Act 1987, be entered into stipulating the land can only be used for social housing purposes;
  - b) Subject to the preferred CHO obtaining finance approval by 9 March 2026;
  - c) Encourage the preferred CHO to develop the site in a manner that retains as many of the trees as possible.
3. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to sign the Contract of Sale and all other necessary documents associated with the sale of 58-60 Station Street, Bayswater.
4. Provide tree and habitat replacement planting within Council's Open Space areas within 1000 metres of this site to the value of the Tree Amenity Value contained within Table 8 for trees 1,2,4,5,9,10,15, should they be removed during the development of the site and for the funding to be allocated from the Social Housing Reserve.
5. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the Officers' report to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.
6. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to make publicly available the confidential information in the Officers' report to the extent

necessary or appropriate at their discretion, including for the purpose of informing the community about the content of the report or Council's decision.

**MOTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Seymour

That Council:

1. Note the feedback received during the recent community consultation and contained within the report for the proposed sale of 58-60 Station St, Bayswater, recognising the feedback findings show a clear majority did not indicate support for the sale proposal as presented.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve not to proceed with the sale of 58-60 Station Street Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title Volume 08044 Folio 233) as outlined in the officers' report.
3. Re-affirm that the property known as 58-60 Station Street, Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title volume 08044 Folio 233) is not required to be retained, and resolve to:
  - a) Commence the statutory process to sell the property as per Section 114 of the Local Government Act 2020, on the open market;
  - b) Consider as part of the sale process a proposal to allocate the sale proceeds to Council's Social Housing Reserve;
  - c) Give public notice of the proposed sale of the property on the Council internet site, as per Section 114 of the Local Government Act 2020; and
  - d) Undertake community consultation in accordance with Section 114(2)(b) of the Local Government Act 2020; and
4. Note a further report will be presented to a future Council meeting to enable consideration of any submissions and for Council to make a determination on the matter, including the potential allocation of the sale proceeds to Council's Social Housing Reserve.

**LOST**

A Division was called by Councillor Pearce

For the motion: Councillor Baker, Councillor Grasso, Councillor Pearce and Councillor Seymour

Against the motion: Councillor Timmers-Leitch, Councillor Allred, Councillor Laukens, Councillor Cooper and Councillor Dwight

Abstention: Nil

**LOST 4:5**

MOTION

MOVED: Councillor Allred

SECONDED: Councillor Dwight

That Council resolve to:

1. Note the feedback received during the recent community consultation and contained within the report for the proposed sale of 58-60 Station Street, Bayswater.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to proceed with the sale of 58-60 Station Street Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title Volume 08044 Folio 233) to the preferred Community Housing Organisation (CHO) via private treaty for the purpose of social housing development as per the conditions set out in Confidential Attachment 1 and
  - a) Include a condition as part of the contract of sale, that an agreement under Section 173 of the Planning and Environment Act 1987, be entered into stipulating the land can only be used for social housing purposes;
  - b) Subject to the preferred CHO obtaining finance approval by 9 March 2026;
  - c) Include a condition as part of any contract of sale, that an agreement under Section 173 of the Planning and Environment Act 1987, be entered into requiring the retention of trees #9 (*Eucalyptus sideroxylon*), #10 (*Eucalyptus sideroxylon*), and #11 (*Eucalyptus sideroxylon*), #12(*Eucalyptus sideroxylon*), #13(*Eucalyptus sideroxylon*), #14 (*Eucalyptus sideroxylon*) and #15(*Eucalyptus sideroxylon*) and the exclusion of development from within the Tree Protection Zone (TPZ) as identified in the arborist report at Attachment 5 in the officer's report).
3. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to sign the Contract of Sale and all other necessary documents associated with the sale of 58-60 Station Street, Bayswater.
4. Provide tree and habitat replacement planting within Council's Open Space areas within 1000 metres of this site to the value of the Tree Amenity Value contained within Table 8 for trees 1,2,4 and 5 should they be removed during the development of the site and for the funding to be allocated from the Social Housing Reserve.
5. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the Officers' report to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.
6. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to make publicly available the confidential information in the Officers' report to the extent necessary or appropriate at their discretion, including for the purpose of informing the community about the content of the report or Council's decision.

LOST

MOTION

MOVED: Councillor Laukens

SECONDED: Councillor Timmers-Leitch

That Council resolve to:

1. Note the feedback received during the recent community consultation and contained within the report for the proposed sale of 58-60 Station Street, Bayswater.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to proceed with the sale of 58-60 Station Street Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title Volume 08044 Folio 233) to the preferred Community Housing Organisation (CHO) via private treaty for the purpose of social housing development as per the conditions set out in Confidential Attachment 1 and
  - a) Include a condition as part of the contract of sale, that an agreement under Section 173 of the Planning and Environment Act 1987, be entered into stipulating the land can only be used for social housing purposes;
  - b) Subject to the preferred CHO obtaining finance approval by 9 March 2026;
  - c) Encourage the preferred CHO to develop the site in a manner that retains as many of the trees as possible.
3. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to sign the Contract of Sale and all other necessary documents associated with the sale of 58-60 Station Street, Bayswater.
4. Provide tree and habitat replacement planting within Council's Open Space areas within 1000 metres of this site to the value of the Tree Amenity Value contained within Table 8 for trees 1,2,4,5,9,10,15, should they be removed during the development of the site and for the funding to be allocated from the Social Housing Reserve.
5. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the Officers' report to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.
6. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to make publicly available the confidential information in the Officers' report to the extent necessary or appropriate at their discretion, including for the purpose of informing the community about the content of the report or Council's decision.

LOST

A Division was called by Councillor Laukens

For the motion: Councillor Timmers-Leitch, Councillor Allred, Councillor Laukens and Councillor Cooper

Against the motion: Councillor Baker, Councillor Grasso, Councillor Dwight, Councillor Pearce and Councillor Seymour

Abstention: Nil

LOST 4:5

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**PROCEDURAL MOTION**

**ADJOURNMENT**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Cooper

**That Council adjourn the Meeting for 10 Minutes.**

**CARRIED**

**The Meeting was adjourned at 9:05pm and resumed at 9:18pm with all Councillors present.**

**RESOLUTION**

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Pearce

**That Council:**

- 1. Note the feedback received during the recent community consultation and contained within the report for the proposed sale of 58-60 Station St, Bayswater.**
- 2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve not to proceed with the sale of 58-60 Station Street Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title Volume 08044 Folio 233) as outlined in the officers' report.**
- 3. Re-affirm that the property known as 58-60 Station Street, Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title volume 08044 Folio 233) is not required to be retained, and resolve to:**
  - a. Commence the statutory process to sell the property as per Section 114 of the Local Government Act 2020, on the open market;**
  - b. Give public notice of the proposed sale of the property on the Council internet site, as per Section 114 of the Local Government Act 2020; and**
  - c. Undertake community consultation in accordance with Section 114(2)(b) of the Local Government Act 2020; and**
- 4. Note a further report will be presented to a future Council meeting to enable consideration of any submissions and for Council to make a determination on the matter.**

**CARRIED**

A Division was called by Councillor Seymour

For the motion: Councillor Baker, Councillor Grasso, Councillor Timmers-Leitch, Councillor Allred, Councillor Laukens, Councillor Dwight, Councillor Pearce and Councillor Seymour

Against the motion: Councillor Cooper

Abstention: Nil

**CARRIED 8:1**

## 4.5 Contract 3302 - Minor Building Works Panel

### SUMMARY

This Report considers and recommends the appointment of a panel of six (6) Contractors for delivery of services under **Contract No. 3302 – Minor Building Works Panel (Contract 3302)**.

Services delivered under this Contract include emergency construction works and Capital funded programs including:

- Building Renewals (Program 1007)
- Legal Requirement (Program 2000)
- New/Upgrades (Program 4000)

### RECOMMENDATION

That Council resolve to:

1. Accept the tenders submitted by the listed contractors below for *Contract 3302* for schedule of rate work and submissions of Refer for Quotations (RFQ's) relating to the Capital Works legal and Renewal items and Grant Funded Upgrades programs, for an initial period of three (3) years, commencing 1 October 2024 until 30 September 2027.

Tenderer	ABN
<b>Total Construction Maintenance Solutions</b>	18 447 789 560
<b>DQ Construction</b>	52 614 320 188
<b>Building Impressions</b>	79 862 472 790
<b>DBS Construction Group</b>	77 127 049 469
<b>Boongalla Group</b>	49 114 249 286
<b>Leo and Burton Family Trust (Build Technics)</b>	25 698 551 471

2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
3. Authorise the Chief Executive Officer (or such person they nominate) to negotiate and authorise extensions and annual CPI increases; and
4. Advise all tenderers accordingly.

### RESOLUTION

**MOVED: Councillor Seymour**

**SECONDED: Councillor Allred**

That Council resolve to:

1. **Accept the tenders submitted by the listed contractors below for *Contract 3302* for schedule of rate work and submissions of Refer for Quotations (RFQ's) relating to the Capital Works legal and Renewal items and Grant Funded Upgrades programs, for an initial period of three (3) years, commencing 1 October 2024 until 30 September 2027.**

Tenderer	ABN
<b>Total Construction Maintenance Solutions</b>	<b>18 447 789 560</b>
<b>DQ Construction</b>	<b>52 614 320 188</b>
<b>Building Impressions</b>	<b>79 862 472 790</b>
<b>DBS Construction Group</b>	<b>77 127 049 469</b>
<b>Boongalla Group</b>	<b>49 114 249 286</b>

Tenderer	ABN
Leo and Burton Family Trust (Build Technics)	25 698 551 471

2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
3. Authorise the Chief Executive Officer (or such person they nominate) to negotiate and authorise extensions and annual CPI increases; and
4. Advise all tenderers accordingly.

**CARRIED**

## 4.6 Active Knox Plan

### SUMMARY

This report presents the Active Knox Plan (the Plan), a plan initiated from the 2021-2025 Council Plan. The Council Plan identified a commitment to improving health and wellbeing in Knox. To improve the health and wellbeing of the community, it is important to understand the factors that contribute to good health and barriers for participation. To help address the issue of increased inactivity and sedentary behaviour the Council Plan Initiative – Active Participation Plan – Beyond Structured Sport, was developed.

This report summarises the plan for active recreation in Knox and encourages increased physical activity participation in the community. It provides Council with an overview of community feedback collected on the Draft Plan and seeks Council endorsement of the Plan (Attachment 1).

### RECOMMENDATION

That Council resolve to:

1. Note the community feedback received.
2. Adopt the Active Knox Plan as set out in Attachment 1 of the officer's report.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymour

That Council resolve to:

1. **Note the community feedback received.**
2. **Adopt the Active Knox Plan as set out in Attachment 1 of the officer's report.**

### **CARRIED**

## 4.7 2023-24 Annual Financial Statements and Performance Statement

### SUMMARY

The 2023-24 Annual Financial Statements and Performance Statement are presented for consideration and adoption in principle. These statements were reviewed by Council's Audit and Risk Committee at its meeting on Thursday 22 August 2024 and the Committee has recommended in principle approval by Council.

### RECOMMENDATION

That Council resolve to:

1. Receive and adopt in principle the draft 2023-24 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2024.
2. Approves in principle the 2023-24 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2024 being provided to the Auditor-General for audit sign off;
3. Authorise the Principal Accounting Officer to make changes to the Financial Statements as determined by the Auditor-General; and that the Audit and Risk Committee members be consulted prior to making any material amendments to these Statements as determined by the Victorian Auditor-Generals office; and that any material amendments be communicated to Council as soon as possible.
4. Nominate and authorise Councillor ..... and Councillor ..... to certify (on behalf of Council) the 2023-24 Annual Financial Statements and the 2023-24 Performance Statement, in their final form.

### **RESOLUTION**

**MOVED: Councillor Grasso**

**SECONDED: Councillor Timmers-Leitch**

That Council resolve to:

1. **Receive and adopt in principle the draft 2023-24 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2024, subject to a correction to resolve a typographical error in Councillor Baker's name in Note 7.1 of the Notes to the Financial Report in Attachment 1.**
2. **Approves in principle the 2023-24 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2024 being provided to the Auditor-General for audit sign off;**
3. **Authorise the Principal Accounting Officer to make changes to the Financial Statements as determined by the Auditor-General; and that the Audit and Risk Committee members be consulted prior to making any material amendments to these Statements as determined by the Victorian Auditor-Generals office; and that any material amendments be communicated to Council as soon as possible.**
4. **Nominate and authorise Councillor Dwight and Councillor Grasso to certify (on behalf of Council) the 2023-24 Annual Financial Statements and the 2023-24 Performance Statement, in their final form.**

### **CARRIED**

## 4.8 Quarterly Performance Report for the Quarter Ended 30 June 2024

### SUMMARY

The Quarterly Council Plan Progress Report for the period ended 30 June 2024 is presented for consideration and noting.

### RECOMMENDATION

That Council resolve to:

1. Endorses the Quarterly Performance Report for the period ended 30 June 2024 (attachment 1).
2. Approves the closure of Council Plan (Year 3) initiative CP 1.1.3 Research and review supply chain connectivity and networks to enable and advance the circular economy.
3. Receive and note the C&P Monthly Transformation and Capital Works Report June 2024 (attachment 2).

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Laukens

That Council resolve to:

1. **Endorses the Quarterly Performance Report for the period ended 30 June 2024 (attachment 1).**
2. **Approves the closure of Council Plan (Year 3) initiative CP 1.1.3 Research and review supply chain connectivity and networks to enable and advance the circular economy.**
3. **Receive and note the C&P Monthly Transformation and Capital Works Report June 2024 (attachment 2).**

### **CARRIED**

## 4.9 Revised Instruments of Delegation to Members of Council Staff - September 2024

### SUMMARY

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council.

Three Instruments of delegation have been revised to reflect minor legislative changes based on advice from Council's solicitors, being the:

1. Instrument of Delegation – Planning;
2. Instrument of Delegation – Domestic Animals and Food Acts; and
3. Instrument of Delegation – Road Management Responsibilities.

### RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Instrument of Delegation – Domestic Animals and Food Acts (Attachment 2) and Instrument of Delegation – Road Management Responsibilities (Attachment 3), Council resolve that:

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

### **RESOLUTION**

**MOVED: Councillor Baker**

**SECONDED: Councillor Cooper**

**In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Instrument of Delegation – Domestic Animals and Food**



**Acts (Attachment 2) and Instrument of Delegation – Road Management Responsibilities (Attachment 3), Council resolve that:**

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

**CARRIED**

5 Notices Of Motion

Nil.

6 Supplementary Items

Nil.

7 Urgent Business

Nil.

8 Confidential Items

8.1 CEO Performance Review

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, which if released would result in the unreasonable disclosure of information about the affected person and or their personal affairs. Section 125 of the Local Government Act 2020 regarding Confidential Information applies to a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff.

**PROCEDURAL MOTION**

**CLOSURE OF MEETING**

**MOVED:** Councillor Grasso

**SECONDED:** Councillor Baker

**That Council resolve to close the meeting in accordance with Section 66(2) of the Local Government Act 2020 in order to consider Item 8.1 CEO Performance Review because its relates to personal information, which if released would result in the unreasonable disclosure of information about the affected person and/or their personal affairs. Section 125 of the Local Government Act 2020 regarding Confidential Information applies to a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff.**

**CARRIED**

**THE MEETING WAS CLOSED TO THE PUBLIC AT 9:58pm.**

Minutes of Meeting confirmed at the  
Mid Month Council Meeting held on  
Monday, 14 October 2024

.....  
Chairperson

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

# AGENDA

## Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 9 September 2024 at 7:00 PM

This meeting will be conducted as a hybrid meeting

**KNOX**  
your city



**Order of Business**

- 1 Apologies And Requests For Leaves Of Absence .....4
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    8.0 CEO Performance Review .....518

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 Monday 12 August 2024

## 4 Officer Reports

### 4.1 Community Development Fund Assessment Panel 2024-25 Recommendations

<b>Final Report Destination:</b>	Mid-Month
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Community Partnership Officer, Jade Mainwaring
<b>Manager:</b>	Manager Community Wellbeing, Kerryn Jansons
<b>Executive:</b>	Director, Connected Communities, Judy Chalkley

#### **SUMMARY**

This report presents the recommendations of the Community Development Fund (CDF) Assessment Panel for Council's 2024-25 CDF Grants Program allocation to not-for-profit community groups operating within Knox.

#### **RECOMMENDATION**

That Council resolve to approve the Community Development Fund Assessment Panel's recommendations for Full, Partial and Not Recommended applications for the 2024-25 round.

#### **1. DISCUSSION**

##### **1.1 Introduction**

The Community Development Fund (CDF) is Council's annual grants program targeted to locally focused, not-for-profit organisations to encourage and support community activities and initiatives that provide benefit to Knox residents. Through data captured during the application process, it is estimated that this Program benefits up to 92,000 Knox residents each year, both directly and indirectly, through various programs, events and equipment. The CDF Program is administered in accordance with the Knox Grants Framework Policy, in line with best practice principles in local grant making. The CDF budget is \$370,658.00 (excluding GST).

The annual allocation of the Community Development Fund aims to:

- Support projects that encourage residents to become involved and engaged in their local community through participation and volunteering;
- Improve the health and wellbeing of Knox residents through projects that promote healthy active lifestyles and community safety;
- Build community pride, strength, and resilience;
- Promote harmony and respect through projects promoting inclusion and social interaction;
- Improve skills of Knox residents across a range of areas; and
- Support a positive sense of place and activities that celebrate our community.

##### **1.2 Applications**

The 2024-25 CDF round received 72 applications, requesting a total of \$998,210.91 (before GST adjustments). This is a slight increase in application numbers from the previous year, however, the amount sought from each applicant is significantly higher than in previous years. This has



been attributed to the increased cost of delivering services and the increasing demand for food relief providers, which made up just over 20% of the overall amount requested from applicants.

Of the 72 applications received, 70 were eligible to proceed to Panel assessment and two applications were deemed ineligible under the CDF Procedures.

Panel recommendations and project summaries are outlined in Attachments 1, 2 and 3.

### 1.3 Assessment Process

The Community Development Fund Panel consists of three community members (Jeff Somers, Stacey Barrass and Rebecca Redfern) and two Knox City Council Officers (Carolyn Marinic and Helen Oakley). The Assessment Process included:

- An initial review of all applications received was completed by Council’s Community Partnership Officers regarding basic eligibility and provision of required information.
- Two preliminary Panel induction meetings held on 18 April 2024 and 9 May 2024 included presentations from Council officers representing First Nations, Culturally and Linguistically Diverse (CALD), Disability Services and Child Safety, together with a presentation that outlined assessment criteria and Panel requirements.
- Panel members individually assessed and scored each application on the assessment criteria outlined in the CDF Procedure, using a scoring of 1 (does not meet the criteria) through to 5 (exceeds criteria), as described below:

Score	1	2	3	4	5
Description	The application <b>does not demonstrate</b> the minimum expectations of this criterion.	The application <b>meets some</b> of the expectations of this criterion.	The application <b>meets all the</b> expectations of this criterion.	The application <b>exceeds most</b> of the expectations in this criterion.	The application <b>exceeds all</b> the expectations in this criterion.

- Applications were assessed and recommended on the following criteria outlined in the Community Development Fund Procedure:

Criteria	Overall Weighting of Total Score
Clear demonstration of community needs and proposed project objectives (30%).	30%
The capacity of the applying organisation to deliver the project and manage the grant (25%).	25%
The degree to which the project is shown to have a clear financial need, is feasible and is financially viable.	20%
The level of benefit to Knox residents.	15%
Demonstration of consultation and/or partnership with others (if applicable).	10%

- Once each Panel member completed their individual assessments, the average of the final scores for each application was used to determine the total overall weighted score.

- As set out in the Panel's Terms of Reference (approved by Council April 2023), Council Officers were consulted for subject matter expertise. This focused on identifying alignment with relevant Council strategies and plans and providing general advice or highlighting any issues of concern in relation to the applications.
- Four Panel Assessment meetings were held on 26 and 27 June 2024, and 4 and 10 July 2024, where Panel members collectively discussed and recommended proposed funding allocations for each project.
- The Panel considered each application from highest to lowest scoring using the combined average of all Panel members overall weighted score.
- Applications that produced an overall weighted score of 55 or lower were considered to have not addressed the required criteria in the application and therefore were not considered for funding (refer Attachment 4 for Panel Decision Matrix).
- Proposed funding allocations can be found in Attachments 1, 2 and 3.

#### **1.4 CDF Assessment Panel Recommendations – Summary**

The Panel recommends the approval and allocation of 37 grants totaling \$378,021.45, with the allocated budget of \$370,658.00 and the GST adjustment of \$7,392.58 being within budget. The community organisations and projects recommended represent a diverse range of projects across the Knox community and alignment with the Knox Community and Council Plans.

Of the 37 applications recommended, the Panel has recommended that:

- Fifteen applications (refer Attachment 1) be supported with full funding totaling \$201,944.93 (before GST adjustments); and
- Twenty-two of the applications (refer Attachment 2) be supported with partial funding totaling \$176,076.52 (before GST adjustments). On average, partial grant funding contributes 57% of the organisation's requested grant amount.

The remaining applications that are not recommended for funding are made up of:

- Thirty-three applications that have scored an overall weighted score that is lower than 55 and do not address all the criteria;
- One application considered ineligible as their project had already started; and
- One application considered ineligible as the amount requested was below the CDF minimum of \$3,000 and has been referred to the Minor Grants Program.

All approved grants (for full or partial funding) will be subject to Funding Agreements, outlining the terms and conditions under which the grant is offered including reporting commitments, acquittal and community group obligations in relation to advertising Council's support. The funding agreements also document the circumstances in which funding may be returned to Council.

The 2024-25 application form saw several improvements based on feedback from the Assessment Panel during the 2023-24 Panel Reflection meeting, discussions with past recipients, and historical acquittal data which showed a direct correlation between partial funding and an organisations ability to deliver on their project. In the 2024-25 round, applicants were asked to tell the panel if their project could or could not proceed with partial funding, and if they were able to proceed, to highlight the key areas of the project that were essential to successful implementation. This

improvement will ensure that every funded organisation is able to deliver their project without a shortfall in funding.

The 33 applications that were not recommended for funding received a lower overall weighted score compared to other applications that scored higher and did not address all the criteria outlined in the Community Partnership Fund Procedure. In some cases, applicants had not provided sufficient documentation to enable their application to be assessed fully.

All applicants were followed up to provide further information where required during the eligibility assessments by Officers, however not all applicants responded to these requests. Unsuccessful applicants will be offered feedback on their application and given an opportunity to discuss options for alternative funding that may be available through other Council grant programs where appropriate.

## **2. ENGAGEMENT**

Throughout the 2024-25 CDF round, community organisations were encouraged to apply for funding via a range of communication mechanisms including social media, news stories, e-bulletins, Grant Information Sessions and a series of individual sessions were held for groups to explore their proposed projects with the support of Council Officers.

Applicants were encouraged to contact the Community Partnerships team to discuss their application. Organisations were also sent reminders via the Smarty Grants system where an application had been commenced but not submitted, to encourage completion of applications prior to the closing date. Following submission of their application, the Community Partnerships Team were in contact with organisations to seek clarity and any further information that was required in their application.

Consultation was also undertaken internally with other relevant Council Departments to clarify programs or strategies relevant to the applications and advise of any issues or concern in relation to the applications.

The Community Partnerships Team, through its Community Training Program, also offered Grant Writing Workshops for the community to attend. The sessions were held at Council, by an external facilitator, to assist groups to build their capacity in grant writing.

## **3. SOCIAL IMPLICATIONS**

The CDF Program enables a greater understanding of community needs and creates opportunities for collaboration and strengthening existing connections with local community groups and organisations.

The CDF Program, together with the Minor Grants Program, enables Council to support community groups and not-for-profit organisations by assisting them to support the Knox community to be active, sustainable, and resilient community members.

The funding provided by the Program will benefit and engage with a wide cross-section of the Knox community and provide opportunities for many community organisations and residents, both as service providers and participants, to enhance community wellbeing.

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

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

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

Several projects are targeted at improving the amenity of local community facilities and outdoor environments.

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

The CDF budget is \$370,658.00 (excluding GST). The amount recommended for approval totals \$370,628.87 (after GST adjustments) falling within the budget allocation.

#### **7. RISKS**

Any risks associated with administering the Community Development Fund are managed through Council's Grant Framework Policy and the Community Development Fund Procedure. The Procedure and 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.

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

##### **Opportunity & Innovation**

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

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

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

##### **Natural Environment & Sustainability**

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

Strategy 3.3 - Lead by example and encourage our community to reduce waste.

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

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

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

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

##### **Civic Engagement & Integrity**

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

## **9. CONFLICT OF INTEREST**

The following Conflicts of Interest were declared:

- Community Partnership Officer, Jade Mainwaring, has declared a Conflict of Interest under Chapter 5 of the Governance Rules of Knox City Council for two applications, and has not been involved in the assessment, eligibility check, or recommendations of these application outlined in this report.
- Community Partnership Coordinator, Kylie Wilmott, has declared a Conflict of Interest under Chapter 5 of the Governance Rules of Knox City Council for one application, and has not been involved in the assessment, eligibility check, or recommendations of this application outlined in this report.
- Community Wellbeing Manager, Kerryn Jansons, has declared a Conflict of Interest under Chapter 5 of the Governance Rules of Knox City Council for one application, and has not been involved in the assessment, eligibility check, or recommendations of this application outlined in this report.
- Panel Assessors have also declared Conflicts of Interest relating to several applications, and these have been managed under Chapter 5 of the Governance Rules of Knox City Council and have not been involved in the assessment, eligibility, or recommendations for those applications outlined in this report.

## **10. STATEMENT OF COMPATIBILITY**

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

## **11. CONFIDENTIALITY**

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

## **ATTACHMENTS**

1. Attachment 1 - Community Development Fund Panel Recommendations - FULL - 2024-07 [4.1.1 - 3 pages]
2. Attachment 2 - Community Development Fund Panel Recommendations - PARTIAL - 2024-07 [4.1.2 - 4 pages]
3. Attachment 3 - Community Development Fund Panel Recommendations - NOT recommended - 2024-07 [4.1.3 - 5 pages]
4. Panel Assessment Decision Tree [4.1.4 - 3 pages]

**Attachment 1 - Applications Recommended for funding in FULL**

App ID	Applicant	Project	Project Description	Total Amount Requested	Total Amount Recommended	Panel Comments
2425-CDF-26	RDA Knox - Riding for the Disabled Knox Branch	2025 Gymkhana	The 2025 Gymkhana is a motivating event for participants and youth volunteers to plan and work towards. The 2025 Gymkhana brings together our weekly participants, volunteers and coaches for a day of competition, celebration and recognition. The Gymkhana showcases the skills of participants and volunteers (support side-walkers and horse leaders). It will be the culmination of 16 weeks of training and practice by our participants and volunteers as they learn the skills to perform in a Gymkhana.	\$4,982.00	\$ 4,982.00	The Panel felt this application showed clear evidence of consultation, strong objectives and community need, and the therefore recommended funding in Full.
2425-CDF-95	The Basin Music Festival Association Incorporated	The Basin Music Festival	The Annual Basin Music Festival - The Basin Music Festival (TBMF) aims to promote, organise and manage annual community based music programs in The Basin, the main event is a three-day music festival that promotes the talents of the local musicians. The goal of TBMF is to provide a musical experience that embraces cultural diversity and social well being for both the performing artist and the audience that encourages health, life balance and unites the local community.	\$15,000.00	\$ 15,000.00	The Panel felt this application was strong, with significant community benefit and a well established community event.
2425-CDF-88	Feed One Feed All Inc	Reducing Food Insecurity for Families in Knox, Yarra Ranges and Maroondah	FOFA will provide approximately 8,000 meals to the most needy families in the Knox so that they can at start their days on an even keel with more affluent families. With increases in the cost of living, demand for food relief has jumped dramatically.	\$20,000.00	\$ 20,000.00	The Panel felt this was a strong application with a strong community need and clear evidence of consultation with other providers.
2425-CDF-68	Knox Infolink	Local case work support for the Knox community	The project will fund additional case worker hours to meet the increased demand and increased level of complexity of support required by Knox community members from Knox Infolink.	\$20,000.00	\$ 20,000.00	Given the range of challenges supported by this project and existing established networks, full funding was recommended by the Panel. The applicant will be encouraged to seek funding beyond CDF for this recurrent role.
2425-CDF-07	Knox- Nocturnals Youth Program- Rotary Club of Ferntree Gully	Knox Nocturnals Youth Program	To continue the delivery of Knox Nocturnals - a social inclusion program for young people aged 12 – 18 in Knox, targeted to youth of all abilities and particularly those that are vulnerable, isolated or at-risk in Knox, with a strong focus on connecting young people, volunteers, parents and carers, in a safe inclusive environment.	\$20,000.00	\$ 20,000.00	The Panel considered the programs reach and the outcomes evidenced for Knox Residents as a result of the pilot program, and felt full funding would provide further extensive benefit.
2425-CDF-46	EACH	CARES Connection - Carers Activities Recreation Exercise Social Connection	CARES Connection will provide Knox carers with the opportunity to try a range of free physical activity classes (yoga, tai chi and dance) to connect socially with other carers. The project will run over 3 school terms at Boronia Progress Hall. Yoga will run for 6 weeks during term 1, tai chi in term 2 and dance in term 3.	\$9,714.60	\$ 9,714.60	The Panel considered the value of the programs reach together with significant consultation, and recommended funding in full.

**Attachment 1 - Applications Recommended for funding in FULL**

App ID	Applicant	Project	Project Description	Total Amount Requested	Total Amount Recommended	Panel Comments
2425-CDF-24	FVREE	Level Up - Gender Equality Capacity Building for Community Workers	To deliver an innovative capacity building project for library staff and other community workers working with young children and their families, to embed gender equality practices in their work. Project activities consist of:  1.Comprehensive professional development education for community workers 2.Delivery of play-based workshops to children and their families that enhance connections within families as well as connections between families and their local community, and 3.Development of a gender equality resource to be promoted and distributed to families attending community spaces, in consultation with community workers and families.	\$19,025.00	\$ 19,025.00	The Panel felt this was a strong application, that addressed preventative measures targeted to the growing rate of family violence in Knox. The Panel agreed to fund in full.
2425-CDF-16	Upper Ferntree Gully Volunteer CFA Fire Brigade	Station Safety Equipment & Workwear	To procure high-quality safety gear and workwear for the fire brigade volunteers. This includes station wear, clothing and other essential equipment necessary to ensure the safety and efficiency of firefighting operations. These purchases aim to prioritise the safety and well-being of the firefighters while ensuring their readiness to respond effectively to emergencies.	\$14,878.75	\$ 14,878.75	The Panel felt this was an essential service for the Knox Community, and with the changing weather and increased risks of fire/storm, and strong volunteer engagement these items are considered essential.
2425-CDF-38	Murrindal Playgroup Inc.	Cubby Play House	Murrindal Playgroup would like to replace the existing cubby house with a new, engaging cubby and playground combination. The current cubby house is ageing significantly and the floor is beginning to show signs of rot. The replacement cubby house will be Australian made and play equipment attached. This high quality replacement will last long into the future and serve many years of Knox residents, just as the existing cubby house has done for many years.	\$8,750.00	\$ 8,750.00	The Panel felt this application was strong, with significant community benefit and supports the growth of a well established local playgroup.
2425-CDF-65	Left Write Hook Ltd	Reclaim & Rewrite	To provide an 8 week pilot program to assist in the recovery of abuse and trauma survivors through creative writing and trauma informed non-contact boxing. The grant will help to acquire a portable equipment pack to support the development of participants. Key components include boxing gloves, pads and creative journals. Two EACH peer support workers will also be trained to help sustain and expand program delivery. Left Write Hook's vision is to plant the program within Knox, leveraging this pilot as a cornerstone for an enduring partnership with EACH.	\$18,385.58	\$ 18,385.58	The Panel felt this application provided significant benefit to those Knox residents who participated in the program and recommend funding in Full.

**Attachment 1 - Applications Recommended for funding in FULL**

App ID	Applicant	Project	Project Description	Total Amount Requested	Total Amount Recommended	Panel Comments
2425-CDF-86	Knox United Soccer Club	Carrington Park Marquees	To purchase two 3 x 6 marquees for use by spectators/supporters to watch our games and avoid the sun or rain, and to assist in the club meeting their SunSmart objectives.	\$3,690.00	\$ 3,690.00	The Panel felt this application was strong and showed a demonstrated need, and recommended funding in full.
2425-CDF-101	Lysterfield Junior Football Club	Equipment	To purchase a vacuum cleaner, pressure cleaner, and trestle tables to support our volunteers and all our families that use the club rooms.	\$3,999.00	\$ 3,999.00	The Panel felt this application addressed the applicants needs and supported future cost reduction.
2425-CDF-36	Your Library Limited	Chat and Connect	Chat & Connect is a storytelling/conversation program aimed at Knox Seniors in aged care and or other established seniors groups. The sessions will have a different theme/topic each month and there will be a kit developed that contains some conversational prompts i.e.. a short story, poem, song, photo etc. The sessions will run monthly for 45-60 minutes. Group members are encouraged to share their own experiences, memories and thoughts, giving them a chance to get to know more about each other and connect in a meaningful way	\$11,920.00	\$ 11,920.00	The Panel felt this was a strong application with a strong community need and clear evidence of consultation with other providers.
2425-CDF-31	Knox Wind Symphony	Purchase new instrument (bassoon)	To purchase a professional-quality bassoon to provide members with an instrument that reflects the playing level and quality of the ensemble, and ensure the ensemble becomes self-managing by having an inventory of professional level instruments for use within the group, and to attract and maintain musicians.	\$16,600.00	\$ 16,600.00	The Panel felt this project supported a strong long term strategy for the group to attract new members supported with their own instruments.
2425-CDF-84	Golden Cobra Martial Arts	Golden Cobra website build	This project seeks to engage a professional company to create a new website with increased functionality to replace existing website that was built by volunteers. Golden Cobra is unique as the only not-for-profit karate dojo in Australia, allowing membership fees to remain low so more people can access martial arts. In 2024, Golden Cobra celebrate forty years of operation and ten years as a not-for-profit	\$15,000.00	\$ 15,000.00	The Panel felt this project supported a long term strategy for the organisation to continue to deliver an inclusive environment for participants of all abilities.



**Attachment 2 - Applications recommended for PARTIAL funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Total Amount Recommended	Panel Comments
2425-CDF-44	Foothills Community Care Inc.	Foothills Community Casseroles	To provide nutritious, home-cooked meals and care packages delivered to locals in need of community support in the Knox area, via our team of friendly, supportive volunteer drivers. This project is especially targeting local Knox residents facing food insecurity, in need of an extra hand up, dealing with the high cost of living and especially those accessing support for the first time.	\$20,000.00	\$ 13,000.00	The Panel agreed to recommend Partial Funding to support wages of Program Coordinator
2425-CDF-03	Community Support Knox, Yarra Ranges and Surrounds	Ben's Place Community Pantry	To employ a Community Pantry Coordinator on a part-time basis for 12 hours per week, for a 12 month period to facilitate the significant increase in demand for the Pantry.	\$20,000.00	\$ 15,000.00	The Panel agreed to recommend partial funding to support the wages of the coordinator at reduced hours and support the pilot.
2425-CDF-51	Life Saving Victoria Limited	Connecting Diverse Groups Through Aquatics	To connect 600 community members with disabilities, from CALD backgrounds and Seniors (over 55s). The program facilitates ongoing physical activity and connections to local community whilst 'bridging the gap' between traditional Australians and the CALD community. Participants gain vital skills and knowledge to better allow them to access local KCC aquatic centres, other facilities and their nearest beaches/foreshores.	\$19,653.00	\$ 9,494.00	The Panel agreed to recommend partial funding to contribute to items listed by applicant that still enabled delivery of the program.
2425-CDF-74	Bayswater Park Cricket Club	Equipment update for improved scoring in games	The project aims to upgrade the scoring system at the cricket club by acquiring iPads with cellular capability and conform to scoring standards which now require digital solutions. These iPads are essential for real-time scoring updates and communication between volunteers across multiple grounds, which makes scoring a lot easier for volunteers.	\$3,747.00	\$ 3,000.00	The Panel agreed to provide partial funding to contribute towards the purchase of iPad to support delivery of the project.
2425-CDF-49	Rotary Club of Bayswater Inc.	51st Annual Knox Art Show	The Project is to hold the 51st Annual Knox Art Show. The Show aims to provide local artists and photographers with the opportunity to display and sell their original artwork at an established art show in the City of Knox.	\$10,000.00	\$ 6,380.00	The Panel agreed to recommend partial funding to cater for the venue costs, staffing, website and lighting.
2425-CDF-55	Lions Club of Rowville	Club's Trailer repair and repaint	Maintenance and repair of the clubs trailer.	\$4,500.00	\$ 4,332.00	The Panel agreed to recommend funding for cheaper quote, enabling the project to proceed in full at a reduced cost.
2425-CDF-54	Fab Nobs Theatre Inc	Lighting Equipment	To purchase and install modern, energy-efficient, low-maintenance, versatile and feature-rich lights. These new lights will also lead to improved safety - i.e. less need to climb up and down ladders lifting lights for rigging and derigging.	\$19,705.00	\$ 9,145.00	The Panel agreed to recommend partial funding towards the lighting.
2425-CDF-20	Life Activities Club Knox Inc.	Audio Visual Equipment for Wattle Hall	To purchase new audio visual equipment to replace outdated and heavy equipment at Wattle Hall. The new equipment will be used by the club as well as other tenants (Upper Gully Christadelphian Church, Ferntree Gully TOWN Club and Gully TOWN Club) in addition to potential hirers and prospective tenants. It will facilitate educational programs such as Driver Education for Seniors, Dementia Awareness and First Aid instruction, which leads to the reduction of loneliness and isolation, and improve mental health in the Knox community. It will also provide entertainment, and be used for club activities.	\$18,900.00	\$ 18,080.00	The Panel agreed to fund the project excluding the contingency costs outlined in the budget.

**Attachment 2 - Applications recommended for PARTIAL funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Total Amount Recommended	Panel Comments
2425-CDF-05	The Links at Waterford Residents Association Inc - Workshop Subcommittee	Equipment to increase productivity, improve quality and safer OH&S conditions	To purchase equipment to increase productivity and continue making furniture and aids for cerebral palsy children, including a combo sander, additional air filter, right angle drill, large scale clamps, a multi tool and a sharp and concise chisel set.	\$6,510.54	\$ 3,394.74	The Panel agreed to recommend partial funding of the Air filter & belt disc sander
2425-CDF-32	ADRA - Adventist Development and Relief Agency	ADRA Project Upgrade for Community Support	To purchase additional storage options and WHS equipment for food distribution due to increasing clients. Items to be purchased are freezers, storage shed, shelving and trolleys.  This will support food safety storage and capacity to distribute more rescued food items to Knox residents, domestic violence and women's refuge support.	\$11,975.00	\$ 7,000.00	The Panel agreed partial funding of two freezers at \$3,500 each.
2425-CDF-33	Knox Repair Cafe	Scaling Up Knox Repair Cafe	Knox Repair Cafe seeks to build on its recent growth and increasing community demand for services from Knox residents who are passionate about reusing household items rather than sending them into landfill. This application seeks to grow the effectiveness of the cafe when integrated into an online matching platform.	\$20,000.00	\$ 15,000.00	The Panel agreed to fund the Project Manager to enable the project to proceed.
2425-CDF-73	Bayswater Park Cricket Club	Cinema Under The Stars	To hold Cinema Under the Stars - an engaging and inclusive outdoor movie experience for the Knox community, including outdoor movie screenings providing a family-friendly atmosphere where residents of all ages can come together to enjoy culturally diverse and entertaining films, including pre-show entertainment, post-show activities, and food vendors will be on offer to enhance the overall experience.	\$14,935.49	\$ 4,090.90	The Panel agreed to fund one movie session, but excluded children's rides as these are not eligible under the Community Development Fund Procedures.
2425-CDF-94	Victoria State Emergency Service Knox Unit	SES Knox Unit Member IT & Headtorch Renewal	To upgrade and increase IT capacity within the unit to give the volunteer members access to the IT equipment they need to undertake further training within the digital space, and purchase upgraded LED head torches for night operations which don't form part of standard issue PPC&E.	\$20,000.00	\$ 7,647.88	The Panel agreed to fund new head torches for SES members.
2425-CDF-12	Anchor	The LIFT Program - Critical Support for Carers and Children in Care	To continue operating the previously piloted L.I.F.T. Program, which has been proven to increase the social connection between Foster and Kinship Carers, children in Foster and Kinship care, and their peers and the wider community.	\$20,000.00	\$ 6,600.00	The Panel agreed to fund the School Holiday activities: 327 x \$22 Movies

**Attachment 2 - Applications recommended for PARTIAL funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Total Amount Recommended	Panel Comments
2425-CDF-09	Coonara Community House Inc	Nourishing a Greener Life Project!	To remove one large inactive round water tank and replace it with 2 slimline 3500L BlueScope Steel water tanks in the rear gardens of the house and install 3 x Drip Irrigation Systems & Irrigation Controller Box that services our working vegetable and Indigenous Bush Tucker gardens and any other outdoor needs, and purchase 2 new BlueScope steel vegetable gardens to increase production of vegetables and edible Indigenous plants.	\$19,428.00	\$ 7,078.00	The Panel agreed to fund the Water tanks and accessories
2425-CDF-53	Heany Park Scout Group	HPSG-10   Scouts Multi Patrol Equipment Trailer	To purchase a Multi Patrol Equipment Trailer to transport scouting equipment during Scout Camps and events that can span up to 2 weeks. This will ensure that our Heany Park Scouts have access to the appropriate equipment to meet the Scouts Association of Victoria's camping standards.	\$12,005.00	\$ 11,839.00	The Panel agreed to fund the Trailer, excluding the expenses relating to registering the trailer.
2425-CDF-02	Society of St. Vincent de Paul	Christmas Hampers for families	Purchasing items for Christmas Hampers for vulnerable Knox residents including non perishable food items, "GROCERY ONLY" Woolworths vouchers, which will see the delivery of 80-90 hampers.	\$12,000.00	\$ 5,000.00	The Panel agreed to recommend a contribution towards Vouchers for the Christmas hampers
2425-CDF-69	Mountain District Learning Centre	MDLC Makers Market	To fund entertainment and promotion of The MDLC Makers Market, including The Lizard Wizard, Live Music and general promotion. The MDLC Makers Market was created in 2021 in response to the Pandemic lock downs at the time, where people had been constrained indoors, but had developed many new art and craft skills. Since then, the MDLC Makers Market has grown stronger every year, ranging from handmade crochet blankets, to handwoven baskets, through to plants and worm composting, the MDLC Makers Market provides something for everyone of all ages.	\$3,600.00	\$ 1,900.00	The Panel agreed to partial funding of the Lizard Wizard and live music
2425-CDF-35	Glen Park Community Centre Inc	Supporting social enterprise and food relief	This project will contribute to the purchase of equipment to support the safe and efficient storage of food for emergency relief meals and the social enterprise café at Glen Park, which currently has very limited space to store sufficient food to prepare enough meals for food relief or to stock the social enterprise café. Glen Park prepares meals for individuals struggling to afford healthy nutritious food for themselves and their families through our fortnightly pantry, 26% of those pantry members are Knox residents (12 adults + 9 dependant adults + 26 Dependants under 16)	\$19,639.00	\$ 13,995.00	The Panel agreed to Partial funding of freezers and the hot food bar
2425-CDF-82	Knox Environment Society	Have a Seat	To purchase 50 new strong and durable chairs that are easy to store and move around KES. KES is a community activity hub and often hosts events, information sessions, educational talks and lectures, community groups, nursery collective meetings and many other events. These can be run by the KES, other community groups or by Knox City Council and often attract more than 50 people. These new chairs will replace the mish-mash of old, uncomfortable, and often poor quality chairs that are difficult to store and move around.	\$7,200.00	\$ 5,000.00	Contribution towards chair replacement

**Attachment 2 - Applications recommended for PARTIAL funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Total Amount Recommended	Panel Comments
2425-CDF-91	Uttar Pradesh Association of Australia	India's Multi-cultural festival celebration-Knox	To celebrate "India's multicultural festival " in Knox council on 17th August, 2025, work with Indian families as well as the Australians living in and around Knox council area to reflect and to promote the cultural diversity in Australia and India. This festival celebration of emerging and vibrant India is vital for Australia-India long terms relationships as well.	\$5,000.00	\$ 2,100.00	Equipment Hire, Venue Hire & Cultural performers/dresses, excluding catering costs.
2425-CDF-08	Ferntree Gully Fire Brigade	PPE Drying Cabinet	To purchase a PPE Drying Cabinet to assist in quicker drying times of PPE equipment after emergency events where existing PPE becomes wet due to weather, wet operational environments or due to decontamination processes after an event. A drying cabinet will reduce drying times to approximately 45 minutes. Firefighter clothing (PPE) and equipment like Breathing Apparatus harnesses , gloves and helmets can be dried this way as well.	\$17,430.00	\$ 7,000.00	The Panel recommend Partial Funding towards the Drying Cabinet.

**Attachment 3- Applications NOT recommended for funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Notes
2425-CDF-57	Belgravia Foundation	All Abilities Social Swim	Accessing All Abilities Swim and Social Program at Knox Leisure works. A project designed to foster inclusivity, social engagement, and positive experiences for individuals with disabilities aged 16 years and over in the Knox community.	\$14,650.00	The Panel felt there was insufficient information provided by applicant, in particular the budget.
2425-CDF-83	Bright Church Incorporated	Bayswater Blitz 2025	To provide the Bayswater Blitz program in 2025. This program is a concerted, collaborative effort to provide specifically designed services to support, equip and set up Bayswater Secondary School students and their families to thrive, while embracing diversity and increasing equal opportunity.	\$20,000.00	Insufficient budget calculations provided, and a large proportion of this project can be funded by other levels of Government.
2425-CDF-48	Tabulam and Templar Homes for the Aged Inc.	TTHA German Christmas Market	To contribute to the running of the German Christmas Market	\$15,000.00	The Panel felt the applicant did not demonstrate a strong financial need.
2425-CDF-10	The Men's Table Limited	Establish Men's Tables in Knox; Build thriving communities with men serving men; Healthy Men, Healthy Masculinities, Healthy Communities	To form a Men's Table within the Ferntree Gully area attracting local male residents and workers, helping them to establish an enduring community of men. The project will address social isolation and loneliness for men, benefit mental well-being and build communities for the long term.	\$10,000.00	The Panel felt there was insufficient information provided to support project coordinator expenses, however Officers would like to engage with the organisation further to discuss partnership opportunities.
2425-CDF-22	Elm St Mission / Bayswater Uniting Church	Social Activities Program	To establish a semi-structured Social Activities Program with a qualified support worker that offers year-round free communal activities, such as arts and crafts and music. A permanent part-time support worker will be able to develop close relationships with the participants to make them feel safe and connected to the group.	\$12,492.00	The Panel felt the application has a low reach to Knox community when compared with other "like" projects, and may be able to be supported by other levels of Government. Consultation & partnership with Knox service providers would've assisted in the application.
2425-CDF-13	All Stars Choir	Upgrade of stage sound equipment to conduct All Stars Choir sessions	To purchase an improved sound system to replace the obsolete technology of existing sound system and support the growing attendance of the All Stars Choir. A new digital sound system will dramatically increase the capacity to provide microphones and instruments for participants to join the sessions. The All Stars choir attendance has grown significantly in recent years growing from an average of 15 to 20 participants approximately 5 years ago to regularly over 50 participants and their carers in 2024.	\$19,218.00	The Panel felt there was insufficient benefit to Knox residents when compared with other like applications and the applicant was unable to proceed with Partial funding.
2425-CDF-60	Waverley City Soccer Club Incorporated	Line marking machine	To purchase a Line Marking machine to reduce long term monthly outsourced line marking expenses	\$2,850.00	This application is eligible to be funded under the Minor Grant program.

**Attachment 3- Applications NOT recommended for funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Notes
2425-CDF-66	Ferntree Gully News	Ferntree Gully News Connecting at the CNAV Conference in 2025	To attend the Community Newspaper Association of Victoria's conference in 2025. This annual conference is a key event combining a keynote speaker on current topics, discussion forum, training workshops and an annual awards ceremony with dinner.	\$3,150.00	The Panel felt there was insufficient benefit to Knox residents when compared with other like applications.
2425-CDF-39	Knox Waverley Calisthenics Club Inc	KWCC Costume Renewal and Machinery Upgrade	To procure updated machinery, replacing overlockers and sewing machines to contribute to modernizing the club's performing costumes and enhance production efficiency.	\$20,000.00	The Panel felt there was insufficient benefit to Knox residents when compared with other like applications and the applicant was unable to proceed with Partial funding.
2425-CDF-52	Share Space Inc	Share Space Inc Van	To purchase a van to replace current reliance on personal vehicles, currently used for all daily deliveries, pickups, and transportation tasks, including food items, donations, and equipment.	\$20,000.00	The Panel felt there was insufficient benefit to Knox residents, insufficient evidence of consultation & partnership.
2425-CDF-70	Mountain District Learning Centre	Be There and Belong	This project is to provide opportunities for vulnerable, isolated and lonely people living in Ferntree Gully to engage in a variety of social activities, to help them to connect into society and will support access to services available within the community.	\$14,850.00	The Panel felt there was insufficient information provided in application, including Consultation & Partnership.
2425-CDF-41	Hindi Niketan	Indian Festival of Colours - Holi	Hindi Niketan is planning to celebrate the Holi festival to get the Australian people of Indian origin and Australians of other backgrounds to celebrate this joyous festival together and enhance social harmony in the multicultural Australian society.	\$5,000.00	Applicant was initially assessed for partial funding, however their project was unable to proceed with partial funding, and given catering is capped at 20%, as per Procedure, project can referred to Minor Grants
2425-CDF-62	The Basin Community House	The Kids are in the House (and off their screens)	The project will offer a range of activities and programs to encourage and support families with children in the 3 -12 age range to participate in non digitalized activities that provoke curiosity and play.	\$20,000.00	The application scored low in all weighted criteria, and provided Insufficient information, and budget inconclusive
2425-CDF-37	Migrant Information Centre (Eastern Melbourne) Limited	Migrant and refugee children's swimming program	The project aims to provide swimming lessons for children aged 8-12 years from migrant and refugee backgrounds.	\$11,916.00	This application scored low in all weighted criteria, and was not considered for funding, and the application did not address evidence of need.
2425-CDF-89	The 1812 Theatre	2024 LX Update	To upgrade in lighting equipment by purchasing six new lights.	\$19,000.00	The Panel felt there was insufficient information provided in the application to make an informed decision, and quotations provided were in USD.
2425-CDF-102	Bright Church Incorporated	The Bright Bus	To purchase a Bus to assist in the delivery of our various programs that support the well-being of the Knox Community.	\$20,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-14	St Vincent de Paul Society (Boronia Conference)	Christmas Hampers	To provide Christmas Hampers for Families in need & Homeless people.	\$10,000.00	This application scored low in all weighted criteria, and was not considered for funding.

**Attachment 3- Applications NOT recommended for funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Notes
2425-CDF-97	Hindu Satsang Mandal of Victoria	Diwali celebration 2024	To host a Diwali festival showcasing cultural songs and bollywood dance items with traditional food for attendees. The aim is to bring the community together and celebrate while promoting cultural items of song and dance.	\$9,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-06	Scoresby Football Netball Club	Exner Reserve Toilet Mural	To engage an artist to complete a mural on the toilet wall to contribute to the prevention of graffiti on the walls.	\$15,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-79	Knox Interfaith Network Inc	Cultural Caravan	The Cultural Caravan invites people from different cultures/traditions to join the caravan and share their culture in the form of food, artefacts, poetry, clothing, singing and dancing.	\$5,185.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-34	Tamil Senior Citizens Fellowship (Victoria)	Promoting Tamil Seniors Association & it's benefits to Knox council Tamil Seniors	To bring Tamil seniors from Knox council by taxi for get togethers to participate in social activities such as coffee mornings which involve games such as scrabbles, chess etc	\$5,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-100	Mental Health Foundation Australia	Knox-Feed The Needy Program	To deliver 500 plus meals weekly to needy Knox residents for a total of 40 days in the year, once a week to help improve the overall health and well-being of the residents of Knox as the main outcome of this project.	\$20,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-98	Orana Neighbourhood House	Activating Orana	To increase Orana's capacity to reach, engage and meet the needs of the Knox community by spreading awareness of Orana Neighbourhood House (ONH) to engage with a wider and more diverse cross section within the Knox community. Orana seek to expand their capacity to make meaningful and sustainable community connections, provide support and develop appropriate and targeted low and no cost activities to help Knox residents to thrive.	\$20,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-72	The Orchard Church of Christ Inc.	The World Has Gone Gaga - Games To Engage The Community	To build a Gaga pit in the existing outdoor Community Garden area in order to further engage with families and youth in the Knox community, including purchasing temporary lighting for night uses of the Gaga pit.	\$10,884.95	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-96	SLAMS Music Theatre Company	Knox Performing Arts Week	To host a Knox performing arts week that showcases the best of performing arts opportunities throughout the municipality with themed nights from Dance, Drama, Musicals, Bands and Top acts from Knox schools. The event will conclude with an expo afternoon where companies can provide information on how to get involved, get information for upcoming events or to share stories, followed by a gala performance.	\$10,000.00	This application scored low in all weighted criteria, and was not considered for funding.

**Attachment 3- Applications NOT recommended for funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Notes
2425-CDF-40	Global Organisation For Divinity Limited	Community Kitchen facility	The Community Kitchen Facility project aims to establish a centralized kitchen space where community members can come together to prepare and share nutritious meals aimed at addressing various societal needs, including food insecurity, social isolation, and culinary education, while fostering a sense of belonging and community empowerment.	\$10,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-21	We Are One Club Inc	Connecting and well-being	To deliver a project which aims to enhance the well-being and happiness of We Are One Club members through active social participation and cultural interaction. This objective is delivered through diverse, engaging workshops and enjoyable activities.	\$20,000.00	This application scored low in all weighted criteria, and was not considered for funding. The applicant has received a Minor Grant to assist in getting the organisation up and running. The applicant will be encouraged to apply for CDF in the 2025/26 period.
2425-CDF-99	Harcrest Community Garden	Harcrest plot development	Provision of additional plots on the dis-used Appledale Way boundary to cater for increased resident demand for garden plots	\$17,445.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-93	Swaranjali Musical & Cultural Society Inc	SWARANJALI NIGHTS – Re-connecting, re-discovering music, promoting well-being, enhancing talents, moods, mental health, and promoting inclusivity for all.	Swaranjali Nights aims to foster cohesion, inclusion among the wider communities belonging to the Indian subcontinental region through music and dance. The project also aims to re-connect people from Indian, Pakistani, Sri Lankan, Bangladeshi, Afghan, Australian origins, through musical activities.	\$4,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-43	SHISHUKUNJ MELBOURNE INCORPORATED	Indian Theatrical Play	To present Meerabai - a stage production that showcases the life of 'Meerabai', one of India's greatest historical Poetess.	\$20,000.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-58	SalamFest Incorporated	SalamFest Rumi	To deliver a project aimed at celebrating cultural diversity and promoting historical awareness, including six calligraphy workshops led by Shakeel Tariq, a collaborative art piece—a car hand-painted by Indigenous and Muslim artists, panel discussions and talks to explore the cultural exchanges between Indigenous Australians and Muslim traders.	\$20,000.00	This application scored low in all weighted criteria, and was not considered for funding.



**Attachment 3- Applications NOT recommended for funding**

App ID	Applicant	Project	Project Description	Total Amount Requested	Notes
2425-CDF-77	Bridges Connecting Communities Ltd	Knox Ageing Strong: Guiding the Journey through Aged Care	To establish an independent telephone counselling service, supplemented by written materials, to help Knox seniors navigate complex aged care systems and identify local, ethical providers . This service will empower frail aged individuals, their carers, and decision-makers with up-to-date, replicable resources to make informed decisions about their care providers, advocacy strategies, and early engagement with the aged care system to prolong independent living.	\$19,112.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-61	Temple Society Australia	Multicultural Masterclasses	Multicultural Masterclass is an event where 20-30 guests (and 2 staff) learn how to cook an entree, main and dessert and have the opportunity to ask questions, assist and interact with the person teaching the cooking of the traditional meal from one of the many cultures represented in multicultural Knox.	\$11,285.00	This application scored low in all weighted criteria, and was not considered for funding.
2425-CDF-27	Mr Perfect Inc	Ferntree Gully BBQ's		\$2,500.00	This application was considered not eligible for CDF Program as the amount requested is below the minimum of \$3,000. The applicant was referred to Minor Grants Program.
2425-CDF-29	Dads Group	Dads Group DadConnect Digital Program	DadConnect is a ready-to-go digital program for all new parents, specifically targeting new fathers in your LGA with education, training, mental health support and parenting programs. It's an accessible and convenient space for fathers to access immediate mental health support, like emotional preparedness for parenthood, practical parenting tips, and mental health awareness, tailored to meet the needs of fathers at different stages of the parenting journey, fostering a sense of camaraderie and empowerment among participants. The DadConnect Digital Program offers a comprehensive and cost-effective solution to engage and support new fathers during this critical stage of their journey. By harnessing the power of technology and community collaboration, we can provide fathers with the tools and resources they need to thrive as parents and partners.	\$20,000.00	The application is not eligible under CDF as the project start date is 15/07/2024, which is outside the CDF Program Procedures.

### Panel Assessment Decision Tree

#### Score Definitions

Assessors are to use the scoring definitions outlined below in their review and recommendation of applications:

Score	1	2	3	4	5
<b>Description</b>	The application <u>does not demonstrate</u> the minimum expectations of this criterion.	The application <u>meets some</u> of the expectations of this criterion.	The application <u>meets all</u> the expectations of this criterion.	The application <u>exceeds most</u> of the expectations in this criterion.	The application <u>exceeds all</u> the expectations in this criterion.

#### Calculated Weighted Score

Once scored, Smartygrants will calculate the Total Weighted Score for the application.

Assessment Criteria	Weighting	Weighting Multiplier	Actual Weighted Score				
			1	2	3	4	5
Benefit to Knox Residents	15%	3	3	6	9	12	15
Financial Need Demonstrated	20%	4	4	8	12	16	20
Community Need Demonstrated	30%	6	6	12	18	24	30
Organisational Capacity to deliver project	25%	5	5	10	15	20	25
Consultation & Partnership	10%	2	2	4	6	8	10
<b>Total</b>	<b>100%</b>	<b>20</b>	<b>20</b>	<b>40</b>	<b>60</b>	<b>80</b>	<b>100</b>

Minimum/Maximum Score Possible	
Minimum Score – Individual Assessor	20
Maximum Score – Individual Assessor	100

**Panel Decision Options**

The Panel are provided with three options (regardless of the score) to indicate their initial view of the application:

Panel Decision Options	
-	<b>Recommend Funding in Full</b>
-	<b>Recommend for Partial Funding</b>
-	<b>Do not recommend</b>

**Decision Guide**

Once the Panel Assessment is completed, the panel members individual weighted score is known. This is then averaged over all assessor scores to calculate the overall total weighted score for each application.

Applications can be run through the decision tree formula\* by Officers to determine decision outcome in conjunction with the overall budget to present to Panel and set discussion tone for Panel Assessment meetings.

The Formula used is an "IF" formula (excel) where if the Total Average Weighted Score is greater than 55 (or cell I2 in the example below), the outcome is "Recommended for Funding" (cell J2 in the example below). If the Total Average Weighted Score is less than 55, then the application is Not Recommended for funding (J3 in the example below).

\*Application data is extracted from Smartygrants, including assessors scores.

**Example:**

=IF([@[Total Average Weighted Score]]>I\$2,J\$2,J\$3)	I	J
	54.99999999	Recommend for funding
		Not Recommended

**Panel Meeting Discussion Guide**

All applications are discussed during Panel Meetings, however further discussion/justification may be required as per the table below;

If the overall total weighted score is:	And the Panel Recommendation for funding is:	Then
Greater than 80	Full Funding	Pass logic for full funding
	Partial Funding	Pass logic for partial funding, but will require discussion as this is considered an above average application.
	Not Recommended	Does not pass logic for no recommendation, will require further discussions as this is considered an above average application
Greater than 55 but less than 80	Full Funding	Pass logic for full funding
	Partial Funding	Pass logic for Partial Funding
	Not Recommended	Does not pass logic for no recommendation, will require further discussions as this is considered an above average application
Less than 55	Full Funding	Does not pass logic for full funding as the application does not meet the minimum requirements
	Partial Funding	Does not pass logic for full funding as the application does not meet the minimum requirements.
	Not Recommended	Pass logic for no funding as the application does not meet the minimum requirements.

## 4.2 Draft Statement of Commitment for Reducing Alcohol Harm

<b>Final Report Destination:</b>	Mid-Month Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Coordinator Healthy and Safe Communities, Lisette Pine
<b>Manager:</b>	Manager Community Wellbeing, Kerryn Jansons
<b>Executive:</b>	Director Connected Communities, Judy Chalkley

### SUMMARY

Alcohol remains Australia's most prevalent drug, and its risks are often underestimated. A recent national survey found that 76.6% of Australians consumed alcohol products in the past year and more than one-in-three people drank at risky levels on single occasions.<sup>1</sup>

Although major alcohol control policies are typically the responsibility of the State and Federal Governments, Councils have responsibilities associated with alcohol and other social harms under the broad requirements of the Local Government Act 2020 and the Public Health and Wellbeing Act 2008. The Knox Connection, Access, Respect, Equality and Safety Strategy (Knox CARES) 2022-2027 also considers the intersectional impacts of alcohol related harm on vulnerable people within our community and a key action is to develop an alcohol policy to guide the work of Council.

In May 2024, the Community Wellbeing Department convened an Internal Working Group with staff from relevant areas across Council with a focus on alcohol-related harm and liquor licensing planning. The Group participated in discussions informed by data and community consultation feedback included in the Knox Community Alcohol Harm Profile Background Report, (the report, see Attachment 1). The report was completed in October 2023 and incorporates data, research, and community feedback about alcohol-related harm locally and more broadly. This work supported the preparation of the draft Statement of Commitment for Reducing Alcohol Harm (see Attachment 2)

The draft Statement clarifies Council's role to address alcohol-related harm and outlines opportunities to strengthen coordination and prevention efforts to positively impact the health and well-being of the Knox community.

### RECOMMENDATION

That Council resolve to:

1. Receive and note the findings of the Knox Community Alcohol Harm Profile Background Report as set out in Attachment 1 to the officers' report.
2. Approve the draft Statement of Commitment for Reducing Alcohol Harm, as set out in Attachment 2 to the officers' report.

### 1. DISCUSSION

#### 1.1 Background

While moderate alcohol consumption can be enjoyed responsibly by many, the misuse and abuse of alcohol presents significant health and wellbeing challenges. Alcohol-related harm encompasses a wide range of issues including health problems, social consequences, economic

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<sup>1</sup> National Institute of Health and Welfare February 2024

costs, and impacts on public safety and local communities. Council has an opportunity to take a proactive approach to significantly contribute to reducing alcohol-related harms through promoting responsible drinking behaviours and enhancing the overall health and safety of our community.

## **1.2 The Role of Council in Alcohol Management**

Under the “Local Government Act 2020” and the “Public Health and Wellbeing Act 2008”, Council exercises decision making responsibility as:

- Public land manager;
- Landlord of leased or licensed council facilities, including sporting clubs;
- Provider of community services and programs;
- Manager of public events and celebrations; and
- Advocate for the community.

Other responsibilities include regulating alcohol through issuing planning permits for licensed premises, assessing licence applications on amenity grounds, participating in local liquor licensing forums and the consumption of alcohol in public places.

## **1.3 Council Plans, Policies and Activities that Respond to Alcohol Harm**

Council’s Community Vision describes the long-term hopes and aspirations for Knox as: “Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.”

The “Knox City Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan)” identifies ‘Drugs and Alcohol’ as one of the six key health priorities for Knox. The Plan also notes The Action on Alcohol Flagship Group’ as a key partnership that comprises of Eastern Region Councils, community health services and specialist agencies who work together to reduce the harmful impacts of alcohol in our local communities.

The “Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027” (Knox CARES) has a Social Justice Action Plan which identifies a range of actions focused on alcohol harm reduction activities in partnership with key stakeholders including community groups, sporting clubs and Victoria Police.

## **1.4 Alcohol Harm in Knox**

A VicHealth Alcohol Harm Prevention grant supported the development of the “Knox Community Alcohol Harm Profile Background Report 2023” (the Report, see Attachment 1). The Report explores the local characteristics surrounding alcohol harm and emerging issues related to health, economic, social and social impacts of alcohol harm in the community. It also looks at the role of Council in alcohol harm reduction and further opportunities to create safer and healthier community environments.

The following summarises the key findings from the Report and feedback collected through community consultation activities.

## 1.5 Summary of Key Issues Presented Within the Report

### 1.5.1 Health

In 2021, 33.4% of Knox community members had at least one long-term health condition, compared to 29.5% across Greater Melbourne (ABS 2021). Long-term health conditions known to be related to harmful alcohol consumption, such as mental health, diabetes and heart disease have a higher prevalence within Knox.

### 1.5.2 Alcohol Supply

Packaged liquor (bottle shops) allows the consumption of alcohol to occur away from licensed premises, and therefore, away from controls such as Responsible Serving of Alcohol regulations, which prohibit the serving of alcohol to minors and limits the amount of alcohol served to any one individual.

In 2023, Packaged Liquor Licences in Knox were the third highest of active liquor licences (12.7%), 'Restaurants/Café' Licences were number one (29.5%) and second were 'Limited Licences for Single Events' (22.9%). Knox's percentage of Packaged Liquor Licences (12.7%) is higher than Melbourne (10.3%), and Victoria (9.5%), signalling a potential issue for further inquiry and consideration in regard to future planning.

Community feedback in relation to the availability of alcohol in local communities included:

- Prevalence of licensed outlets in every neighbourhood, making it difficult for people to resist purchasing (Culturally and Linguistically Diverse [CALD] representatives and First Nations service providers); and
- Prevalence of drinking at sports and community events in Knox (Youth Advisory Committee, Early Years Advisory Committee).

### 1.5.3 Family Violence

The "Family Violence and Gender Equity Profile 2023" produced by Council plotted the takeaway liquor licences (bottle shops, supermarkets, sales via hotels), with the rates of family violence incidents for each Knox suburb. This data showed that there is evidence of a correlation between family violence rates and access to alcohol via take away liquor outlets. The Knox suburbs with the higher rates of family violence (Boronia and Bayswater) also had higher rates of access to alcohol. This work also notes the role of alcohol in family violence incidents and identified it as a "reinforcing factor" which can increase the frequency or severity of violence. In 2020-2021, nearly 10% of all family violence incidents in Knox involved definite or possible alcohol consumption, as reported by Victoria Police.

Additional key points raised through consultation include:

Role Modelling Behaviour	Children and young people are exposed to parents and other adults drinking behaviour contributing to a sentiment that underage drinking is okay. Participants reflected this is a result of Australian drinking culture and particularly dangerous in sporting club environments, with young people playing in adult teams and a strong drinking culture <sup>2</sup> .
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<sup>2</sup> Youth Advisory Committee and Early Years Advisory Committee

Marketing and Underage Drinking <sup>3</sup>	<ul style="list-style-type: none"> <li>• Increase in prolific marketing via social media to young people - TikTok in addition to usual channels; and</li> <li>• Drinking alcohol is marketed as a normal and expected behaviour in Australian life.</li> </ul>
Community and Parent Education	Participants observed an increase in underage people in Knox buying alcohol online. Young people can use fake IDs to purchase alcohol online, therefore an increase in home drinking which is often unsupervised. <sup>4</sup>
Stricter Alcohol Controls on Council Land <sup>5</sup>	<ul style="list-style-type: none"> <li>• Support for sports clubs to engage committee and club members in education focused on the impacts of alcohol on young people;</li> <li>• Liquor licencing enforcement and education for clubs;</li> <li>• Expand alcohol-free areas;</li> <li>• Social and fundraising events should be alcohol-free;</li> <li>• Regulation of drinking and alcohol supply at sporting clubs or community events; and</li> <li>• Promotion of alcohol-free clubs and groups.</li> </ul>

### 1.6 Development of the Draft Statement of Commitment for Reducing Alcohol Harm

The Internal Working Group contributed to and guided discussion to develop the draft document, and agreed it was important to be clear about Council’s role and responsibilities. The following key principles provided the foundation for developing the draft Statement of Commitment:

- Create safer environments in and around licensed premises on Council land including open space and public places;
- Improve perceptions of community safety, security, amenity and wellbeing;
- Increase our partnerships to advance advocacy, positive health and wellbeing, services and education to minimise alcohol-related harm; and
- Consider alcohol-free community events, functions and festivals on public land.

The Working Group also considered the value of using the Statement of Commitment for communicating to the community Council’s intent to address this issue, and as an educational tool to raise public awareness about the impacts of alcohol misuse and the importance of prevention efforts.

A communication plan will be developed that outlines how the draft Statement will be communicated to Council staff and the wider community.

The Working Group will continue to meet and inform the development of the Statement of Commitment Workplan. The Workplan will serve as a roadmap for coordinated action to address the key priorities identified.

<sup>3</sup> Liquor Accord and CALD Focus Group

<sup>4</sup> Liquor Accord, Youth Advisory Committee, Early Years Advisory Committee, Victoria Police and Community Safety Health and Wellbeing Advisory Committee

<sup>5</sup> Youth Advisory Committee, Early Years Advisory Committee, Victoria Police and the Community Safety Health and Wellbeing Advisory Committee



## **2. ENGAGEMENT**

Advisory Committees and services consulted noted that excessive alcohol consumption is a symptom of a much wider wellbeing issue occurring in people's lives and not an isolated behaviour that can be addressed separately. The groups discussed both current and emerging trends and possible future actions that could be taken by Council, community and organisations in partnership.

The planned engagement activities were held during August to September 2023 and included:

- Three Focus Groups were held with industry and community members; the Knox Liquor Accord (including representatives from local licensed venues, Victoria Police, Liquor Control Victoria), representatives from local multicultural groups and First Nations drug and alcohol service providers; and
- Five Council Advisory Committees were consulted with including Recreation and Leisure, Youth, Early Years, Active Ageing and Community Safety, Health & Wellbeing Advisory Committees.

The sessions involved facilitated discussion focusing on the following key questions:

- What have you observed/are observing about alcohol use in Knox?
- What can we explore to reduce alcohol harm in our community?
- Are there any obvious solutions/actions? Can we try a new approach?
- What should Council do to minimise alcohol harm?
- What should other organisations do to minimise alcohol harm?

For further information, please see Attachment 1, Section 8.

## **3. SOCIAL IMPLICATIONS**

Alcohol-related harm has significant social impacts that affect individuals, families, communities, and society. These impacts can manifest in various ways and contribute to broader social issues. Addressing alcohol-related harm requires a comprehensive focus across many services and organisations. Council can play a pivotal role in creating safer and healthier environments and enhancing the overall well-being of our community.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

## **5. ENVIRONMENTAL IMPLICATIONS**

There are no specific environmental implications arising from this report.

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

This work is supported within existing resources of the Community Wellbeing Department.

## **7. RISKS**

The risk for Council not responding to alcohol-related harm, may lead to negative health and social impacts for individuals, families, and the community, and may also contribute to a fragmented effort to promote healthier communities and improve overall wellbeing.

It is envisaged the draft Statement of Commitment will support and strengthen the coordination of work across Council and contribute to reducing the long-term impact of alcohol misuse on individuals and communities.

To manage the risk of harmful alcohol consumption on Council land, we currently require all tenants, hirers of Council facilities and event planners to ensure they meet the standards for the Responsible Service of Alcohol. This is detailed in all event permits and hiring and tenancy agreements.

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

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

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

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. STATEMENT OF COMPATIBILITY**

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

## **11. CONFIDENTIALITY**

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

## **ATTACHMENTS**

1. Attachment 1 - Knox Community Alcohol Harm Profile Background Report 2023 - IB - 2024-08 [4.2.1 - 49 pages]
2. Attachment 2 - Draft Statement of Commitment for Reducing Alcohol Harm V 1 - 2024-09-09 [4.2.2 - 1 page]



# Community Alcohol Harm Profile

Background Paper  
October 2023

Prepared by Conversation Co.

## Acknowledgement of Traditional Custodians

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

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

The journey ahead for Knox involves the land, the Traditional Custodians, the local First Nations communities, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.

In 2021, Knox City Council announced an intention to promote a "whole of business" mindset, moving forward in its acknowledgement and respect of First Nations peoples, ensuring cross functional collaboration as opportunities present themselves.

(Knox Council Plan 2021–2025)

## 1. Executive Summary

Alcohol misuse is a significant risk factor for individual health through chronic disease, injury, and mental health; and can result in significant economic costs, such as risks to individual or household income and burden of disease. Chronic diseases and injury in general are credited as the “most costly conditions to treat” with a study by Collins & Lapsley (2008) estimating expenses “The estimated social cost of alcohol use in Australia was \$66.8 billion in 2017– 2018 including crime, loss of life, loss of production, road accidents and health care.” (Aust. Institute of Health & Welfare, 2023)

Addressing the harms associated with alcohol is a long-term, complex problem for all levels of government. The responsibilities and scope vary at each level. Local government has responsibilities regarding the management of alcohol under the Local Government Act 2020 and the Public Health and Wellbeing Act 2008. The Knox Community Plan 2021-2031, identifies two related measures of success for the Knox community where alcohol consumption is reduced, and people feel safe and secure. The Council Plan 2021-2025 (incorporating the Municipal Public Health & Wellbeing Plan) identifies shorter-term objectives relevant to alcohol harm in the community and includes ‘Drugs and Alcohol’ as one of the six key health priorities for Knox.

The Community Alcohol Harm Profile (the Profile) combines national, state and local data and research surrounding alcohol use and its impacts on the Knox community. The Profile explores the governance and policy context for alcohol harm reduction, the local characteristics surrounding alcohol harm and emerging issues related to health, economic, social and cultural impacts of alcohol use on the local community. The Profile identifies the role of councils and other services in alcohol harm reduction and potential future opportunities for Knox Council and includes feedback from community groups in Knox, collected through a series of focus groups and sessions with Council Advisory Committees to better understand and illuminate local experiences and impacts.

### Key Findings from the Research:

#### Alcohol Harm Health Data

In Knox, 33.4% of the community had at least one long-term health condition in 2021, compared to 29.5% across Greater Melbourne (ABS 2021). Looking at just those long-term health conditions that are known to be related to harmful alcohol consumption, the prevalence of these conditions in the Knox community was as follows:

- Mental health conditions (8.7%, higher than Greater Melbourne 8.1%);
- Diabetes (5.4%, higher than Greater Melbourne 4.5%);
- Heart disease (4.0%, higher than Greater Melbourne 3.3%);
- Cancer including remission (2.9%, higher than Greater Melbourne 2.5%); and
- Stroke (1.0%) and Dementia including Alzheimer's (both comparable to Greater Melbourne).

Knox residents reported an increase in drinking during the COVID-19 Pandemic, with a significant increase in women drinking: 19% of women surveyed reported drinking more in 2020 and 25% of reported drinking more in 2021 since the start of the pandemic (Knox City Council, 2021).

Young people are increasingly abstaining from alcohol or delaying drinking (AIHW 2020) however are more likely to drink at risky levels when they consume alcohol. Young people under the age of 18 also told us the main suppliers of their alcohol is parents.

**Impacts of Harmful Alcohol Consumption**

- In 2020/21, nearly 10% of all family violence incidents in Knox have involved definite or possible alcohol consumption. The Knox suburbs with the higher rates of family violence also had higher rates of access to off-premises alcohol (bottle shops).
- Consultation with First Nations services and Culturally and Linguistically Diverse (CALD) groups pointed to alcohol use as being both a symptom and a cause of social isolation, strongly linked to other life stressors or crises such as homelessness, poor mental health, lack of culturally safe environments and intergenerational cross cultural challenges.

**Emerging Issues**

- Increased targeted advertising and aggressive alcohol marketing is impacting young people and alcohol advertising to youth and children is largely unregulated.
- Online alcohol delivery services have disrupted the market expanding in popularity during COVID-19 Pandemic lockdowns and is largely unregulated. Rapid delivery and discounted bulk purchasing also encourage risky drinking.
- Community members also raised concerns surrounding resourcing for new public intoxication reforms locally.

**Opportunities for Knox Council**

The following opportunities for support, advocacy and local governance of alcohol-related harm were identified through an analysis of the Profile data, community consultation and are aligned with key actions in Knox CARES Plan 2022-2027. An alcohol management plan was developed to coordinate responses for this work (see Attachment 1):

- Develop an Alcohol Policy to outline Council's expectations for responsible service of alcohol at Council functions and in Council facilities used by community groups, including procedures to assess liquor licence applications;
- Advocate with regional partners to the State Government for stronger regulation, education, and intervention to address the adverse impacts of alcohol in licensed venues, public spaces and households;
- Implement values-based messaging campaigns to raise awareness of alcohol and drug related harms and promote good decision making.; and
- Reduce and respond to alcohol related harms in the community in partnership with key stakeholders including Alcohol and Other Drug services, community groups, sporting clubs and Victoria Police.

**Areas for Further Research**

Further research to support this Profile may include:

- Better understanding of alcohol related harm, locations and local responses;
- Partnering with local services and community groups to better understand alcohol consumption behaviours, impacts and health outcomes to inform responses by age group, gender, ethnicity; and
- Better understanding of the new settings for the sale and supply of alcohol and the impacts on community health and wellbeing, partnering with the Knox Liquor Accord, AOD services, Victorian Liquor Commission and community.

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## 2. Introduction

Harmful alcohol consumption can have a significant impact on the health and wellbeing of individuals and the community. This means preventing and responding to harms related to alcohol consumption can become a significant issue for local government.

The Federal and Victorian Government identify harmful alcohol consumption as a major health concern and reducing alcohol related harm as a priority action area. There are also many community health based organisations that are involved in prevention and response activities.

The Profile is a compilation of current research and data related to alcohol harm more broadly and in the Knox community. The Profile also includes engagement findings from Council Advisory Committees and community focus groups regarding alcohol consumption and issues.

This Profile will be used to inform plans and policies that aim to reduce alcohol-related community harm, improve the management of alcohol consumed on Council property and for Council events, and to build local partnerships that reduce alcohol-related harm. The information will also assist community organisations to address alcohol cultures by challenging social norms, attitudes and beliefs about alcohol consumption and intoxication.

## 3. Government Legislation and Policy

This Section of the Profile outlines the policy and governance context for alcohol-harm regulation.

### 3.1 Federal Government

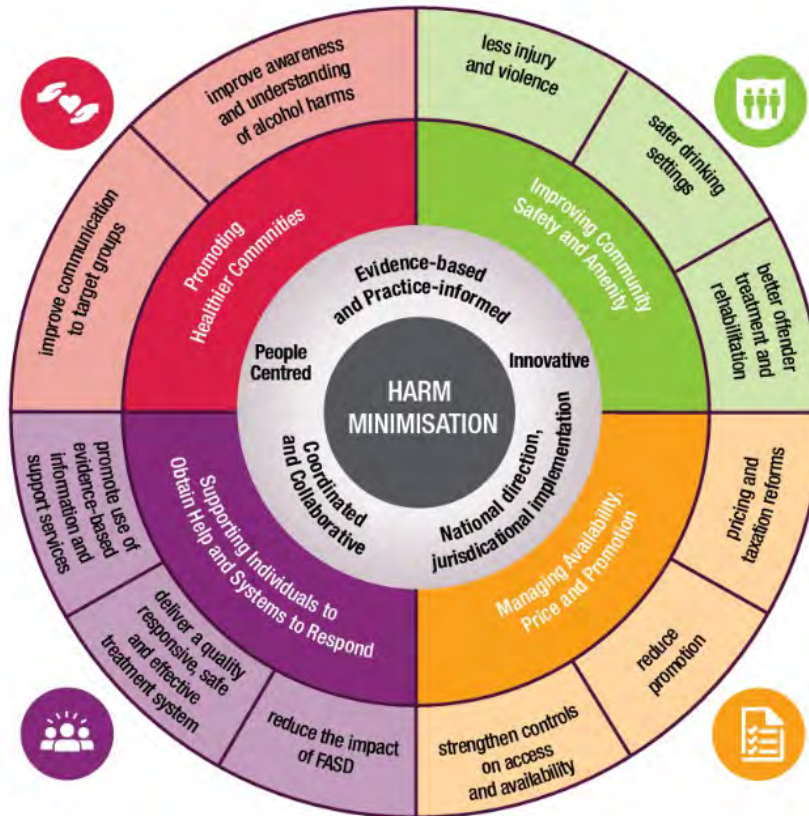
National laws exist for drink driving (blood alcohol levels), legal drinking age, sale of alcohol to children and adolescents under 18 and labelling requirements for packaged alcohol. The Australian government provides research funding to national bodies such as the National Drug and Alcohol Research Centre (NDARC), funds initiatives and programs related to reducing alcohol harm including the Good Sports Program, Hello Sunday Morning, Pregnant Pause and the Every Moment Matters campaign. There are also committees and groups providing health and policy advice to the government (Department of Health, 2019).

#### 3.1.1 National Alcohol Strategy

The National Alcohol Strategy 2019-28 forms part of the National Drug Strategy, and addresses four key areas:

- Improving community safety and amenity;
- Managing alcohol availability, price and promotion;
- Supporting individuals to obtain help and systems to respond; and
- Promoting healthier communities (Department of Health 2019).

Figure 1. Pictorial Summary of National Alcohol Strategy 2019-28



(Source: Australian Government Department of Health 2019, National Alcohol Strategy 2019-28, p.2)

### 3.1.2 Australian Guidelines for Alcohol Consumption

The National Health and Medical Research Council (NHMRC, 2020) guidelines to reduce harm from alcohol, are as follows:

#### Guideline 1: Reducing the risk of alcohol-related harm for adults

To reduce the risk of harm from alcohol-related disease or injury, healthy men and women should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one day. The less you drink, the lower your risk of harm from alcohol.

#### Guideline 2: Children and people under 18 years of age

To reduce the risk of injury and other harms to health, children and people under 18 years of age should not drink alcohol.

#### Guideline 3: Women who are pregnant or breastfeeding

To prevent harm from alcohol to their unborn child, women who are pregnant or planning a pregnancy should not drink alcohol. For women who are breastfeeding, not drinking alcohol is safest for their baby.

The '2019 Annual Alcohol Poll (FARE 2019): Attitudes and behaviours' reports produced by the Foundation for Alcohol Research and Education have repeatedly shown that the majority of Australians remain confused about low- and high-risk alcohol consumption, and have low awareness and understanding of the health guidelines.

### **3.2 State Government**

The overarching legislation regarding the health and wellbeing of the Victorian community is set by the 'Public Health and Wellbeing Act 2008', and the 'Planning and Environment Act 1987' (public amenity). Specific alcohol-related legislation enforces drinking in public places, underage drinking, liquor licensing and drink-driving.

#### **3.2.1 Liquor Control Reform Act 1998-Liquor Control Reform Amendment Act 2021**

Alcohol service regulation is now undertaken by the Victorian Liquor Commission (formerly the Victorian Commission for Gambling and Liquor Regulation). The 'Liquor Control Reform Act 1998' provides controls for the supply of liquor, supports responsible consumption of alcohol and oversees responsible development of licensed hospitality and live music industries.

The Act also regulates the supply of alcohol to minors and legislates Designated Areas. The Liquor Control Victoria (LCV) can create Designated Areas in precincts if there is evidence of alcohol-related violence and disorder around licensed premises. A Designated Area means Victoria Police have the power to ban people from licensed premises and designated areas for up to 72 hours for offences including physical assault, destroying or damaging property and failure to leave licensed premises. The Knox municipality has one Designated Area, located at Knox City Shopping Centre- Knox Ozone in Wantirna South (Victorian Government, 2008).

In addition to the Act, there are accompanying 'Liquor Control Reform Interim Regulations'. These are currently being reviewed to 'modernise' the approach to liquor regulation and better target harms associated with the misuse and abuse of alcohol. The updated Regulations aim to achieve a diversity of licensed facilities and reduce administrative cost burden of the regulations to all stakeholders.

#### **3.2.2 Public Intoxication Reform**

In 2021, the Victorian Parliament passed legislation to decriminalise public drunkenness, now adopting a health-led model. The major policy change is that people who are found/reported to be intoxicated in a public place can consent to receive health and wellbeing support such as supervised transport to a safe location (home, sobering centre) and referrals to support services.

The 'Summary Offences Act 1966' clauses relating to public drunkenness were removed and other changes were made to the 'Bail Act 1977' and the 'Liquor Control Reform Act 1998'. The 'Summary Offences Amendment (Decriminalisation of Public Drunkenness) Act 2021' is repealed on 7 November 2023 and implementation of the public intoxication reforms will commence in the same month.

The 2023-24 State budget allocated \$88.3 million over three years for the rollout of the health-based response to public intoxication. Funding will be allocated facilities and services.

### 3.2.3 VicHealth Alcohol Strategy 2019–2023

To improve the health of all Victorians, VicHealth set a 10-year goal of 200,000 more Victorians drinking less alcohol by 2023. The current VicHealth strategy identifies two key interventions to reduce alcohol harm - changing risky drinking cultures and creating enabling environments to support low-risk drinking. Cultural behaviour change is focused on social groups, rather than individuals, and will aim to reduce “high-risk drinking social worlds” (VicHealth, 2019, p.4). VicHealth supports councils to reduce alcohol harm, through local policy and advocacy for better regulation of alcohol marketing and sales.

### 3.3 Roles of Victorian Local Governments

Local governments have responsibilities regarding alcohol in accordance with the broad requirements of the ‘Local Government Act 2020’ and the ‘Public Health and Wellbeing Act 2008’. These include decisions councils make in exercising their responsibilities as a:

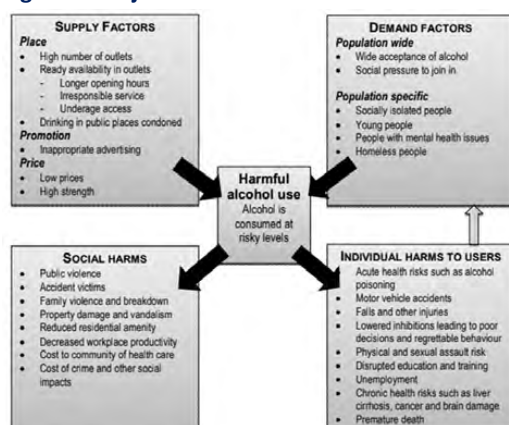
- Public land manager;
- Landlord of leased or licensed council facilities, including to sporting clubs;
- Provider of youth and other community services and programs;
- Provider of waste and cleaning services;
- Public health authority;
- Regulator of food premises and footpath trading;
- Manager of public events and celebrations; and
- Advocate for the community.

The former VCGLR (now Liquor Control Victoria) identifies a number of roles for local government authorities in relation to regulating alcohol including issuing planning permits for licensed premises, assessing licence applications on amenity grounds, participating in local liquor licensing forums and passing local laws governing the consumption of liquor in public places.

#### 3.3.1 Contributors to Alcohol Harm

The major contributors to harm from alcohol consumption (see Figure 2) indicate that Local Government and our partners can be active in many of these areas and have some influence on key supply and demand factors to reduce individual and social harms.

Figure 2: Major contributors to harm from alcohol use



(Source: Adapted from Dibley G. (2007). Local Government Reducing Harms from Alcohol, p.3).

### **3.4 Knox City Council Plans and Policies**

Council's community vision describes the long-term hopes and aspirations for Knox summarised as: "Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive."

#### **3.4.1 Community and Council Plans**

Under the 'Knox Community Plan 2021-2031', the relevant key direction for this paper is Connection, resilience and wellbeing - "Knox is a place to call home. Our community is strong, healthy and we support and respect each other." Two of the measures of success for the Plan are reduced alcohol consumption, and people feeling safe and secure in the community (Knox Community Plan, 2021).

The 'Knox City Council Plan 2021-2025 (incorporating the Municipal Public Health & Wellbeing Plan)' identifies shorter-term objectives relevant to alcohol harm in the community. 'Drugs and Alcohol' is one of the six key health priorities for Knox. The Action on Alcohol Flagship Group is a key partnership noted in this Plan (Knox City Council Plan 2021-2025). This is a partnership of eastern region Councils, community health services and specialist agencies working together to reduce the harmful impacts of alcohol in our local communities.

#### **3.4.2 Connection, Access, Respect, Equality and Safety Strategy 2022-2027**

The 'Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027' (Knox CARES) has a Social Justice Action Plan which identified the following actions related to alcohol harm:

- Develop an alcohol policy to outline Council's expectations for responsible service of alcohol at Council functions and in Council facilities used by community groups;
- Advocate with regional partners to the State Government for stronger regulation, education and intervention to address the adverse impacts of alcohol in licensed venues, public spaces and households;
- Implement values-based messaging campaigns to raise awareness of alcohol and drug related harms and promote good decision making; and
- Reduce and respond to alcohol related harms in partnership with key stakeholders including community groups, sporting clubs and Victoria Police.

#### **3.4.3 Knox Planning Scheme**

Clause 52.27 of the Knox Planning Scheme identifies the requirements for consideration of liquor licence permit applications, nominating appropriate locations and requiring an impact assessment of the amenity of the surrounding area. The Community Development Clause 21.08 requires consideration of increased noise and disturbance, real or perceived threats to safety from anti-social behaviour and the cumulative impact of packaged liquor outlets (Victorian Department of Transport and Planning, 2022).

#### **3.4.4 Local Law**

The Knox City Council 'Amenity Local Law 2020' contains clauses that specifically pertain to alcohol consumption:

- The consumption or possession of alcohol in open containers in or on Council land or roads is not allowed without a permit; and

- And the impact of alcohol consumption related to personal behaviours on Council land/roads, behaviours endangering health or life, property, or an animal; and compliance with signage on Council land or roads (Knox City Council, 2020).

### 3.4.5 Council Policies

The 'Casual Hire of Community Facilities Policy' (November 2021) requires that hirers must adhere to the Liquor Control Victoria requirements relating to the provision of liquor such as the responsible serving of alcohol, not allow underage drinking and must not sell alcohol (Knox City Council 2021). The 'Leasing and Licensing Policy' (Knox City Council 2018) requires that any proposal by a facility Manager of Council buildings, for a new or amended liquor license, requires prior consent from Council before an application is made.

## 3.5 Opportunities to Reduce Alcohol Harm

VicHealth (2016) and the Alcohol and Drug Foundation (2023) highlight the following suggestions for local government opportunities in reducing alcohol harm:

- Mapping alcohol related harm in local areas;
- Design and implement an alcohol management plan in partnership with representatives from the local community using a whole of Council approach;
- Assessing planning permits for alcohol harm;
- Developing strategic plans and policies that explicitly aim to reduce alcohol-related harm;
- Designing environments that reduce alcohol-related harm;
- Building local partnerships and working with community-based organisations to reduce alcohol-related harm;
- Managing the environment and amenity around licensed premises (e.g. supervised taxi ranks, lighting, regulating venue queues);
- Advocating for liquor licensing reform;
- Implementing and supporting workplace health programs that aim to reduce alcohol harm;
- Providing alcohol free community events; and
- Work with local sporting clubs and recreational facilities to limit alcohol advertising and sponsorship.

### 3.5.1 Developing Alcohol Harm Policies and Procedures

Councils usually have two types of policies for reducing alcohol harm:

1. An internal policy (or sub-section of a conduct policy) covering the expected behaviours of Councillors, Council staff, Council volunteers and contractors regarding use of alcohol in the workplace including at staff events and celebrations, in Council vehicles and equipment; and
2. A community-facing policy covering events and sponsorships, Council buildings and land (owned and managed), alcohol consumption in public places, statutory and strategic planning activities and relationship to Local Laws. If appropriate, the policy could be referenced in the local Planning Scheme.

Procedures may also be required to support this policy such as referral to social planning for assessment of liquor licence applications, or event applications.

This approach would require that:

- All existing liquor licences are recorded and kept-up-to-date on council geographical information systems to enable a quick assessment of cumulative impact;
- Available alcohol harm data (noise complaints, litter, property damage, assaults) is also recorded by location to enable an assessment of local impact; and

- Feedback is sought (in accordance with the community engagement policy) from local residents and traders, Victoria Police and other support services to ascertain any concerns related to a new/amended liquor licence.

### 3.5.2 Community Engagement on Liquor Licence Applications (Larger Packaged Liquor Outlets)

In some cases, larger packaged liquor outlets can obtain a liquor license without planning permission from the local Council. However, outlets with a floor space greater than 750 square metres do need to undertake a Community Impact Assessment, showing evidence of consultation with the local community (VGCCC, 2023).

In the absence of a Council planning process, Councils could choose to conduct their own community engagement project to sit alongside the applicant’s Community Impact Assessment. Engagement questions could focus on local amenity issues, and the positive and negative impacts of the proposed application.

### 3.5.3 Local Law - Liquor Bans

For specific locations identified as being subject to large gatherings and anti-social behaviour, Councils can consider amending their Local Law to implement an alcohol ban based on time periods (e.g. New Year’s Eve, summer) or geography (e.g. a popular reserve, lake or beach).

### 3.5.4 Municipal Health & Wellbeing Plans

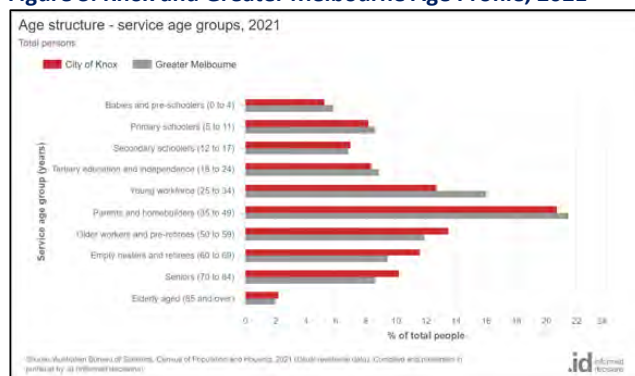
Most Councils also develop and implement alcohol-related actions in council strategies and plans including the ‘Municipal Public Health & Wellbeing Plan’. This work may involve direct service delivery or as the funder (funding other organisations to deliver services), the partner (forming strategic alliances with other parties), the facilitator (local liquor Accords) or the advocate.

## 4. Local Characteristics Relevant to Alcohol Harm

### 4.1 Age Profile of Knox

The ‘2020-21 National Health Survey’ data shows that Australian drinkers aged 45-54 and 55-64 years were most likely to exceed the Australian Adult Alcohol Guidelines, followed by young people aged 18-24 years and 25-34 years (ABS, 2022). In Knox, these age groups are well-represented (see Figure 3) with the largest age groups being ‘parents and homebuilders’ aged 35 to 49 years and the ‘young workforce’ aged 25 to 34 years (ABS 2021).

Figure 3. Knox and Greater Melbourne Age Profile, 2021



(Data source: <https://profile.id.com.au/knox/service-age-groups>)

## 4.2 Long-Term Health Conditions in Knox

In 2018, 38% of disease burden in Australia was potentially preventable, meaning that disease could have been prevented if certain risk factors were reduced or avoided. Alcohol use contributed 4.5% to the total disease burden, behind tobacco use, overweight and obesity, dietary risks and high blood pressure (AIHW, 2022). Harmful alcohol consumption is related to a number of long-term health conditions including infectious diseases, cancer, diabetes, neuropsychiatric diseases, cardiovascular disease, liver and pancreas disease, and unintentional and intentional injury (Rehm, 2011).

In Knox, 33.4% of the community had at least one long-term health condition in 2021, compared to 29.5% across Greater Melbourne (ABS 2021). Looking at just those long-term health conditions that are known to be related to harmful alcohol consumption, the prevalence of these conditions in the Knox community was as follows:

- Mental health conditions (8.7%, higher than Greater Melbourne 8.1%);
- Diabetes (5.4%, higher than Greater Melbourne 4.5%);
- Heart disease (4.0%, higher than Greater Melbourne 3.3%);
- Cancer including remission (2.9%, higher than Greater Melbourne 2.5%); and
- Stroke (1.0%) and dementia including Alzheimer's (both comparable to Greater Melbourne).

## 4.3 Socio-Economic Disadvantage in Knox

The '2020-21 National Health Survey' data shows that Australians drinkers living in areas of least disadvantage were more likely - than those living in areas of most disadvantage - to exceed the Australian Adult Alcohol Guidelines. However, there is strong evidence that indicates poor health related outcomes are major for vulnerable drinkers of most disadvantaged areas/groups because of the unequal distribution of power and resources, differences in early childhood experiences, education, employment opportunities, housing and living conditions, and key policy interventions are most effective in advantaged groups. (VicHealth, 2015, p.5)

In Knox the Socio-Economic Indexes For Areas (SEIFA) score for the municipality was 1042, reflecting less disadvantage compared to Greater Melbourne with an index score of 1018. If the national trends about alcohol consumption are reflected locally based on disadvantage, the least disadvantaged suburbs of Lysterfield, Rowville and The Basin, could be areas of geographical focus, however it is essential to consider the associated health inequity implications.

## 4.4 Licensed Outlets in Knox (Local Supply)

The supply of liquor in a Victorian Local Government Area is administered by the Victorian Liquor Commission (VLC). The VLC is an independent statutory authority responsible for compliance with liquor laws and regulations under the Liquor Control Reform Act 1998, including to, contribute to minimising harm arising from the misuse and abuse of alcohol.

A variety of variables contribute to the relationship between alcohol availability and the likelihood of alcohol misuse, such as, the amount of licences in an area per population; type of licence; trading hours; price; and socio-economic disadvantaged areas (SEIFA index).



Liquor licences can be granted to retailers, sports clubs, entertainment venues, dining establishments, hotels and bars. There were a total of 353 current liquor licenses in the City of Knox as at October 2023, with the different licence types shown in Table 1. The largest categories of license types are restaurants and cafes, followed by limited (temporary) licences for one-off events or short event series.

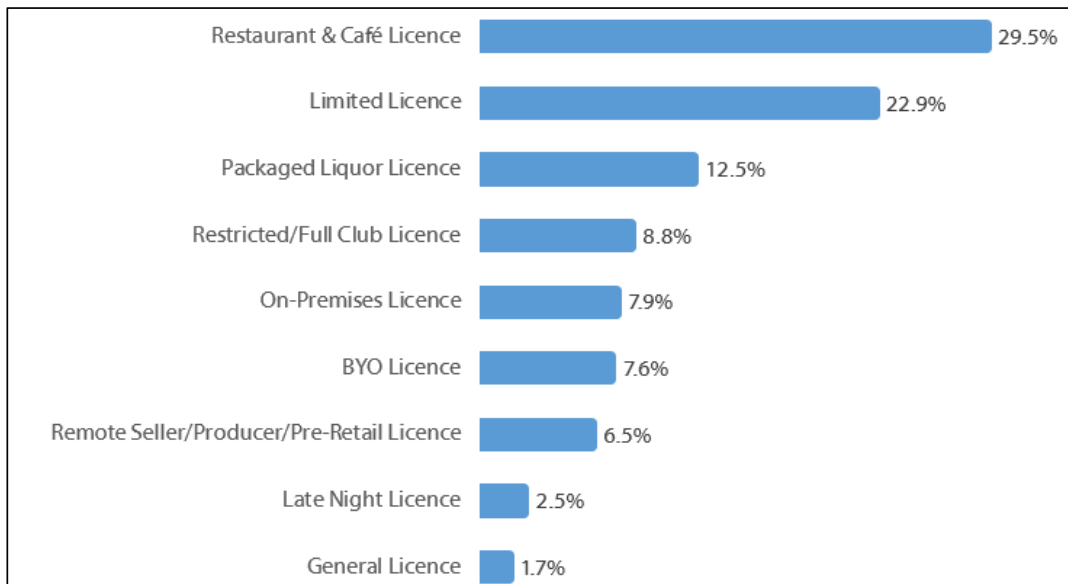
The retailers with packaged liquor licenses are BWS (seven outlets), Aldi supermarkets (five outlets), Liquorland (five outlets), IGA Plus (four outlets), Foodworks (two outlets) and Dan Murphy's (one outlet).

**Table 1. Liquor Licenses in Knox, October 2023**

Liquor License Types	Setting	No.	%
Restaurant-Cafe License	Restaurants, cafes	104	29.5
Limited License	One-off events/event series	81	23.0
Packaged Liquor License	Bottleshops, supermarkets	44	12.5
Restricted/Full Club License	Sports clubs	31	8.8
On-Premises License	Theatres, sports centres	28	7.9
BYO Permits	Sports clubs, restaurants	27	7.6
Remote Seller/ Producer/ Pre-Retail License	Wineries, breweries, distilleries, import businesses	23	6.5
Late Night Licenses	Hotels	9	2.5
General License	Hotels, cellars (and sales)	6	1.7
<b>TOTAL</b>		<b>353</b>	<b>100%</b>

(Data source: <https://liquor.vcglr.vic.gov.au>)

**Figure 4. Types of Liquor Licences, Knox, October 2023**



(Data source: <https://liquor.vcglr.vic.gov.au>)

**4.4.1 Population Density of Liquor Licences in Knox**

Table 2 shows the number of liquor licenses per suburb population density. Licensed premises are relatively evenly spread across the LGA (see Figure 5) however there is a higher density of licensed outlets per population in Upper Ferntree Gully, Bayswater and Scoresby.

Focusing on hotels, bars and entertainment venues, the ‘nightlife precincts’ are located in Wantirna South (Westfield Knox Shopping Centre/Knox Ozone), Ferntree Gully-Upper Ferntree Gully and Boronia (hotels, bars and dining) and over the municipal border in Ringwood.

**Table 2. Liquor Licenses by Knox Suburbs, October 2023**

Suburb	No. of licences (2023)	Density: One licence per no. of persons (2021)
Upper Ferntree Gully	15	173
Bayswater	43	289
Scoresby	18	336
Wantirna	28	519

Suburb	No. of licences (2023)	Density: One licence per no. of persons (2021)
Wantirna South	73	289
The Basin-Sassafras	10	445
Knoxfield	19	404
Ferntree Gully	51	544
Boronia	48	501
Rowville	45	574
Lysterfield	2	3,259
<b>TOTAL</b>	<b>353</b>	<b>455</b>

(Data source: <https://liquor.vcglr.vic.gov.au> and <https://profile.id.com.au/knox/>)

#### 4.4.2 Density of Liquor Licences and Harm

In Knox, the amount of alcohol licences varies between each suburb based upon the location of activity centres/transport. Figure 5 below offers a visual indication of liquor licence locations in Knox for 2023. The Figure shows areas with clusters of alcohol licences within a 400 metre radius in Boronia, Bayswater, Knox Ozone and Ferntree Gully, and zones with little to none being Lysterfield, and Outer Scoresby, Outer Rowville and Outer Wantirna South.

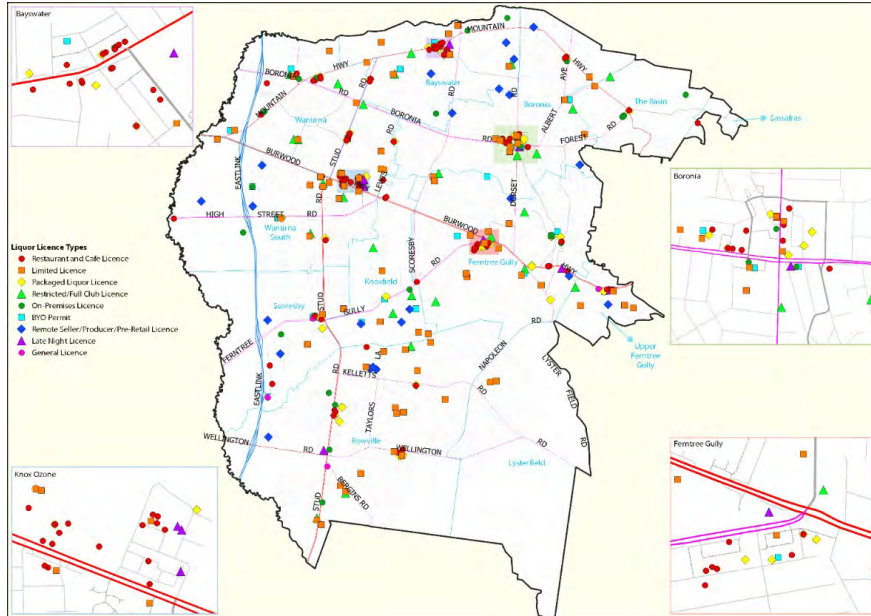
It is not surprising that the clustered alcohol areas correspond with train stations, major roads and bus routes, Burwood Highway, Boronia Road and Stud Road; and low alcohol licence areas correspond with open spaces/non-residential areas.

When considering harms resulting from alcohol consumption in a community, the amount of late night on premises licences and packaged liquor should be monitored. Late night on premises licences (such as a bar or nightclub) allow extended hours of alcohol consumption, potentially leading to misuse of alcohol on a single occasion.

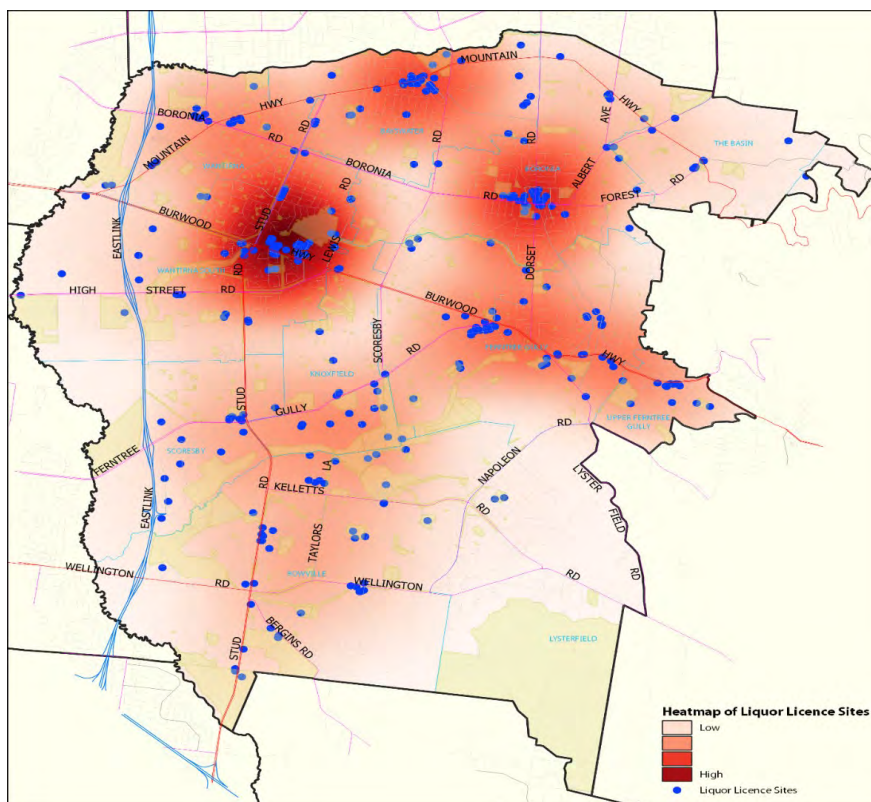
Packaged liquor allows the consumption of alcohol to occur away from licenced premises, and therefore away from controls such as Responsible Serving of Alcohol regulations which prohibit the serving of alcohol to minors, and limits the amount of alcohol served to any one individual. Packaged licences were the third highest percentage of active liquor licences in Knox, at 12.7%; and is higher than Melbourne, 10.3%, and Victoria, 9.5%, signalling a potential issue for further inquiry and consideration for future planning in Knox.

**Figure 5. Geographical distribution of liquor licences including a heat map.**

(Note: Restricted club licences includes sports clubs on Council land.)



(Data source: VCGLR (2023). Victorian Liquor Licenses Metropolitan - as of October 2023, <https://liquor.vcglr.vic.gov.au>)



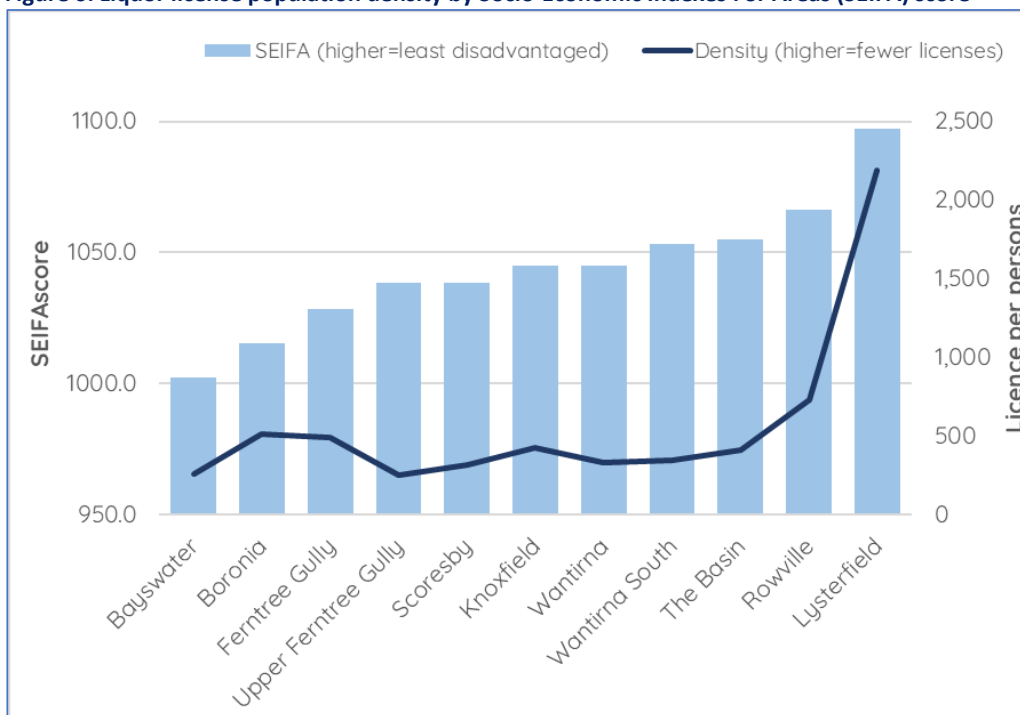
(Data source: VCGLR (2023). Victorian Liquor Licenses Metropolitan - as of October 2023, <https://liquor.vcglr.vic.gov.au>)

#### 4.4.3 Liquor Licences and Disadvantage in Knox

Research in Australia has also established a relationship between disadvantaged areas and the location of liquor licences. Examining alcohol outlet density by SEIFA in Victoria, a study by VicHealth found more packaged and club licenses in disadvantaged areas, and general and on-premises licences in advantaged areas (Vic Health, 2011, p. 14). Additionally, exposure to packaged outlets for people residing in most disadvantaged areas was almost double compared to least disadvantaged areas (VicHealth, 2011, p. 14). As stated earlier in the Profile, strong international and national evidence indicates that disadvantaged people are more likely to experience alcohol related harm (VicHealth, 2011, p.8).

Figure 6 (April, 2023 data) shows there is a relationship between liquor licence density and neighbourhood disadvantage as measured by the Socio-Economic Indexes For Areas (SEIFA) score. Lysterfield is the least disadvantaged Knox suburb (score of 1097.2) and has the lowest liquor licence density in Knox (one licence per 3,259 persons). At the other end of the scale, Bayswater is the more disadvantaged Knox suburb (score of 1002.5) and has the second highest liquor licence density in Knox (one licence per 289 persons).

**Figure 6. Liquor license population density by Socio-Economic Indexes For Areas (SEIFA) score**



#### 4.4.4 Feedback from Focus Groups and Advisory Committee Consultations

The following trends were mentioned by community members and industry representatives regarding supply of licences and trading hours:

- Some venues have extended licensed hours to cater for Happy Hours and Bottomless Brunch sessions (Liquor Accord);
- Difficulties for young bar staff working in community clubs when being coerced to serve drunk patrons, can often be older and committee members (Liquor Accord);

- Responsible Service of Alcohol (RSA) and hospitality staff serving alcohol are not trained in serving people with disabilities. Training needs to support the dignity and respect of these customers. (Disability Advisory Committee);
- Price of alcohol is relatively cheap compared to countries like India (CALD representatives);
- Prevalence of licensed outlets is in every neighbourhood, making it difficult for people to resist purchasing (CALD representatives and First Nations service providers); and
- Prevalence of drinking at sports and community events in Knox (Youth Advisory Committee, Early Years Advisory Committee).

## 5. Alcohol Consumption in Knox

### 5.1 Drinking Behaviours and Attitudes

#### 5.1.1 Reported Consumption, Knox

Table 3 shows that just over one-quarter of Knox adult residents were identified as being at risk of short-term harm<sup>1</sup> from alcohol in a given month, slightly lower than the Victorian average.

**Table 3. Reported drinking behaviours and attitudes, Knox, 2015**

Indicator 2015 definitions, In a given month	Knox residents %	Victorian residents %
Risk of <b>short-term harm</b> from alcohol consumption (five drinks or more on a single occasion)	26.7	29.4
<b>Very high risk of short-term harm</b> from alcohol consumption (11 or more drinks on a single occasion)	8.4	9.2
Agreed that “getting drunk every now and then is okay” to the point of losing balance	25.7	27.9

(Data source: VicHealth, 2016)

Whilst the Victorian averages are slightly higher on these indicators, it is pertinent to provide a regional context comparing Knox to its neighbouring municipalities. A Needs Assessment undertaken by the Eastern Melbourne Primary Health Network found that residents of Knox were at the greatest risk of short term harm from alcohol, second to Nillumbik and followed by Yarra Ranges (Eastern PHN, 2016).

The 2017 ‘Victorian Population Health Survey’ (VPHS) coordinated by the then Department of Health and Human Services (DHHS) published data about Knox residents’ alcohol use comparing genders on two key measures:

- The increased risk of alcohol-related injury from a single occasion of drinking; and
- The increased lifetime risk of alcohol-related harm.

<sup>1</sup> NHMRC 2020 guidelines are “healthy men and women should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one day. The less you drink, the lower your risk of harm from alcohol.”

Overall- male and female combined average:

- 20.9% of Knox residents they no longer drank alcohol or were abstainers;
- 45.0% of Knox residents were at increased risk of alcohol-related injury from a single occasion of drinking (weekly, monthly or yearly); and
- 22.1% of Knox residents drank alcohol weekly at a level that increased their lifetime risk of alcohol-related harm.

Table 4 includes Knox specific data for drinking behaviours by gender. The data indicates that men are more likely than women to drink excessively. This outcome does not differ from national and international research. However, excessive drinking is associated with significant risks to men's health and safety, and the risks increase with the amount of alcohol consumed. Men are also more likely than women to take other risks such as misusing other substances, and when combined with alcohol, further increase their risk of illness, injury or death. (Centre for Disease Control and Prevention, 2022)

**Table 4. Reported drinking behaviours by gender, 2017**

Indicator NHMRC (2009) definitions	Gender	Knox residents %
Adults who no longer drank alcohol or were abstainers	<b>Adults</b>	<b>20.9</b>
	Men	16.3
	Women	25.4
	<b>Adults</b>	<b>45.0</b>
Adults who were at increased risk of alcohol-related <b>injury from a single occasion of drinking</b> - either weekly, monthly or yearly	Men	58.4
	Women	31.9
Adults who were at increased risk of alcohol-related <b>injury from a single occasion of drinking</b> weekly	<b>Adults</b>	<b>12.1</b>
	Men	19.2
	Women	5.3*
	<b>Adults</b>	<b>60.0</b>
Adults who were at increased <b>lifetime risk of alcohol-related harm</b> - either weekly, monthly or yearly	Men	73.1
	Women	48.4
Adults who drank alcohol weekly at a level that <b>increased their lifetime risk</b> of alcohol-related harm	<b>Adults</b>	<b>22.1</b>
	Men	28.2
	Women	16.4

(Data source: Department of Health and Human Services (2019), indicates interpret with caution)

### 5.1.2 Effects of the COVID-19 Pandemic

The 'Alcohol Consumption Report' noted that the COVID-19 Pandemic years of 2020-22 led to several changes of behaviour, particularly, increasing alcohol consumption during the first 18 months of the pandemic. This research identified that by June 2021 a very high percentage of Australian adults (69.7%) were consuming alcohol (Roy Morgan 2023).

The Director of Addiction Medicine at St Vincent’s Hospital Melbourne was quoted in The Age newspaper in March 2023 noting that “as things had begun to return to normal following the disruptions of the pandemic, people had realised they were unable to stop drinking.” (The Age, 2023).

Local drinking behaviours also changed throughout the Pandemic. Council research conducted in 2020 and 2021 asked residents: ‘In what ways has the Coronavirus impacted on your physical health?’ with a list of potential responses including ‘drinking more alcohol’. Results demonstrated 21% of Knox residents reporting drinking more since the start of the Pandemic - particularly women - with 23% of men and 19% of women reporting drinking more in 2020 and 8% of men and 25% of women reporting drinking more in 2021 since the start of the Pandemic.

Between 2020 and 2021, Knox residents reported improved health alongside healthier eating habits however, there were no reported changes in drinking behaviour from 2020 to 2021.

Table 5 shows that at a suburb level, residents reported drinking more alcohol from 2020 in the Hills region, Rowville and Boronia and remained higher than the Knox average (Knox City Council and ASDF Research, 2021).

**Table 5. Knox residents who reported “drinking more” since the pandemic, by suburb**

Suburb	Year 2020	Year 2021
Hills Region (Upper Ferntree Gully, The Basin and Lysterfield)	25%	40%
Rowville	20%	30%
Boronia	18%	24%
Bayswater	23%	22%
Knoxfield and Scoresby	26%	9%
Wantirna	24%	21%
Ferntree Gully	20%	16%
Wantirna South	20%	7%

(Data source: Knox COVID-19 Household Survey 2021)

The most recent Roy Morgan ‘Alcohol Consumption Report’ found that “the increase in alcohol consumption during the pandemic years of 2020-2022 has proven short-lived with lower consumption of wine, beer and spirits compared to a year ago – but consumption of RTDs (Ready-to-drink) has continued to increase”. The research also notes that new products such as alcoholic/hard seltzers entered the Australian market in 2019, just before the pandemic (Roy Morgan, 2023).

### 5.1.3 Drinking Behaviours and Attitudes of Young People

At a national level increasingly young people are abstaining from alcohol or delaying their drinking. The 2019 ‘National Drug Strategy Household Survey’ found that the average age of young people trying alcohol for the first time had risen, from 14.7 years in 2001 to 16.2 years in 2019. The desire to consume alcohol is declining



among young people from 2007 to 2019 with 14–17 year olds choosing not to drink, increasing from 39% to 73%, and for 18–24 year olds from 13.1% to 21% (AIHW ,2020).

Whilst these national trends are encouraging, teenagers and young adults can experience disproportionate levels of harm because once teenagers begin to drink alcohol they are more likely to drink to become intoxicated than any other age group. Risky drinking behaviour can lead to undertaking risky or antisocial behaviour and impairment of cognitive performance (Department of Health, 2019).

### **Communities That Care Research**

At a local level, the Communities That Care youth survey (2015) for Knox showed that:

- One in three Year 6 students have had alcohol before, increasing to one in two Year 8 students, to two in three Year 10 students;
- One in three Year 8 students reported drinking alcohol in the last 30 days and one in six Year 8 students reported binge drinking in the last two weeks; and
- One in three Year 8 students in Knox report current alcohol use (in the last 30 days) compared to one in six Australian students.

The main supplier of alcohol to the Year 8 and Year 10 students was parents, and the proportion of alcohol supplied by parents increased from 2014 to 2018 for both Year 8 and 10 students. One in two Year 10 students perceived that their parents were tolerant of their alcohol use and a higher percentage (two out of three) Year 10 students believed that the laws and norms in the community support alcohol and drug use.

#### **5.1.4 Influences on Attitudes of Young People to Alcohol Use**

Exposure to marketing, advertising and sponsorship contributes to the normalisation of alcohol cultures for young people (Rowland et al, 2016). A University of Queensland and Monash University, in partnership with VicHealth (2023) analysed the Facebook and Instagram feeds of 16-25 year olds finding dominance of targeted marketing of unhealthy and harmful products, including alcohol. The Study found that alcohol ads appeared in the Facebook feeds of 93% of the 16-17 year olds in the study. It has been shown that Meta targets advertising to children and young people who are more interested in alcohol and other harmful products.

The Chief Executive of the Foundation for Alcohol Research and Education stated that “most alcohol marketing was now “dark”, meaning that was only seen by the people it was intended for via push notifications, text messages and targeted online advertisements (The Age, 2023).

## **6. Alcohol Impacts in the Knox Community**

This section of the Profile explores the impacts of alcohol use in the Knox community in terms of impacts on children, crime rates, family violence incidents and health interventions. Where possible, data is presented for Knox, Maroondah and Yarra Ranges municipalities to provide some regional context for the Knox figures.

### **6.1 Impact on Children in Knox**

Harm from alcohol can impact children in terms of exposure to other people’s drinking. Data from the School Entrant Health Questionnaire (SEHQ) provides some insight into parents’ concerns and observations about their child’s health and wellbeing as they begin primary school (Preparatory grade) in Victoria. Parents are

asked to comment on their child's experience of specific stressors in the family - one of which is an alcohol, or a drug, related problem.

In 2021, 3.7% of Knox parents reported that there was an alcohol or drug related problem in the family, comparable to the 2020 figure of 3.3%. This percentage was higher for Yarra Ranges but still stable from 2020 to 2021. In Maroondah the percentages were more variable - higher than Knox in 2020 and lower than Knox in 2021.

**Table 6. Parents of Prep children reporting alcohol or drug related problem in the family**

Measure	Knox No.	Knox %	Maroondah %	Yarra Ranges %
Parents reporting alcohol or drug related problem in the family - 2021	57	3.7	3.3	4.0
Parents reporting alcohol or drug related problem in the family - 2020	50	3.3	4.3	4.1

(Data source: School Entrant Health Questionnaire, Victorian Government, 2021)

## 6.2 Criminal Offences

Excessive alcohol consumption can impact public amenity and community safety in a variety of ways including people feeling unsafe or under threat, physical violence, noise, property damage or vandalism and dangerous driving.

### 6.2.1 Feedback from Focus Groups and Advisory Committee Consultations

A regional legal service noted the following impacts for their clients who are/were drinking excessively:

- Clients have criminal charges for road offences, weapon possession, theft of alcohol, assault or vandalism (CALD representatives focus group; and
- Citizenship applications by migrants are being compromised by their criminal offences or fines related to actions whilst drinking or family violence incidents (CALD representatives focus group).

### 6.2.2 Offences - Being Drunk and Disorderly

As noted in Section [3.2.2 Public intoxication reform](#), the criminal offence category of being "drunk and disorderly in public" has been removed from 'Summary Offences Act 1966', to become effective in November 2023. Drunk and disorderly offences in Knox have been trending down with a steady decline since 2019 however there was a slight increase this year to March 2023. The Crime Statistics Agency notes that "as a result of changes to police responses", there has been a decrease in the number of offences over the past decade across Victoria.

### 6.2.3 Assaults in 'Alcohol Hours'

When recording assault incidents in the Victoria Police database, the alcohol 'flag' is deemed not reliable and is not an accurate measure of alcohol involvement in assaults. To better understand the impact of alcohol on levels of assaults, 'Alcohol Hours' are used as an alternate measurement tool where reported assaults are analysed by time periods (see Table 7) to determine likely alcohol harms. It is important to note the

difference in the number of hours per week classified as high (20 per week), medium (50 per week) and low alcohol hours (98 per week).

In the 2021-21 year there were 84 assaults during the relatively short 20 hour 'high alcohol' periods in Knox - this equates to approximately four assaults per hour. During the 'medium alcohol' periods of 50 hours per week, there were 152 assaults in Knox which equates to approximately three assaults per hour. During the 'low alcohol' periods of 98 hours per week, there were 471 assaults in Knox which equates to approximately five assaults per hour.

Looking at the last two years, victims were generally adults aged 20-24 or 25-34 years and both genders. Further research is recommended to determine the reasons and locations for the higher numbers and female victimology during low alcohol hours.

**Table 7. Knox incidents of assault during high, medium and low alcohol hours**

Incidents of assault in Knox	Financial year	Assaults No.	Victims - Highest rates for genders / age groups
High alcohol hours - 20 per week (Fridays, Saturdays 8pm-6am)	2020/21	84	Males/25-34 years
	2019/20	103	Females/20-24 years
Medium alcohol hours - 50 per week (Sunday to Thursday 8pm-6am)	2020/21	152	Males/35-44 years
	2019/20	159	Females/25-34 years
Low alcohol hours - 98 per week (All days 6am-8pm)	2020/21	471	Females/25-34 years
	2019/20	505	Females/25-34 years

(Data source: AOD Stats, Turning Point. Note that the recorded location relates to where the assault occurred, not the residential address of the victim)

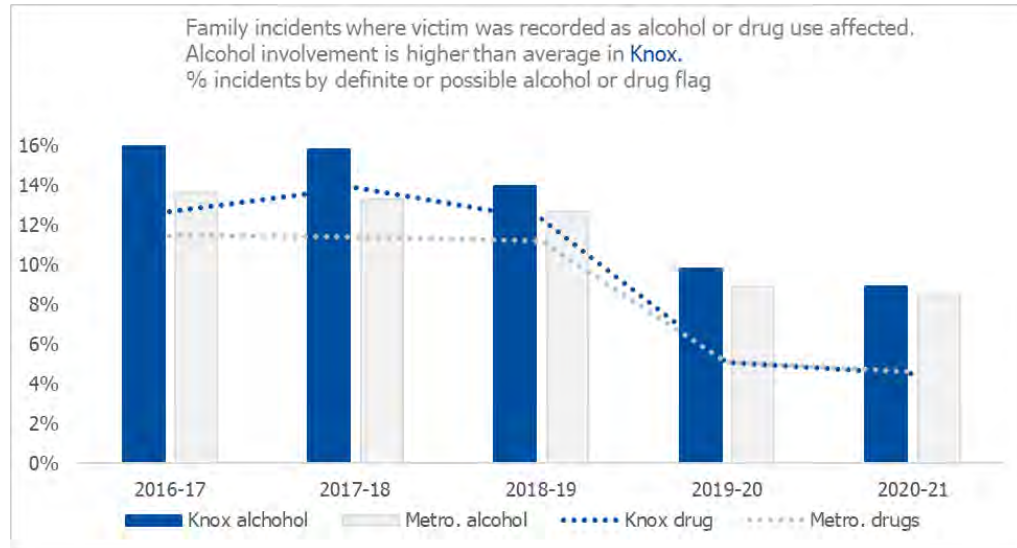
### 6.3 Alcohol and Family Violence

Data on Australian police responses to family violence incidents indicate alcohol is often reported as a risk factor, ranging between 23% and 65% of all incidents. Perpetrator alcohol use is frequently found in intimate partner, family and domestic violence cases and is associated with increased likelihood of physical violence and injury (FARE 2023, Curtis et al., 2019).

The 'Family Violence & Gender Equity Profile 2023' produced by Knox City Council notes that the role of alcohol in family violence incidents is identified as a 'reinforcing factor' which can increase the frequency or severity of violence. Alcohol consumption in family violence incidents by Victoria Police is recorded as either 'definite' or 'possible'. In 2020-21, nearly 10% of all family violence incidents in Knox have involved definite or possible alcohol consumption.

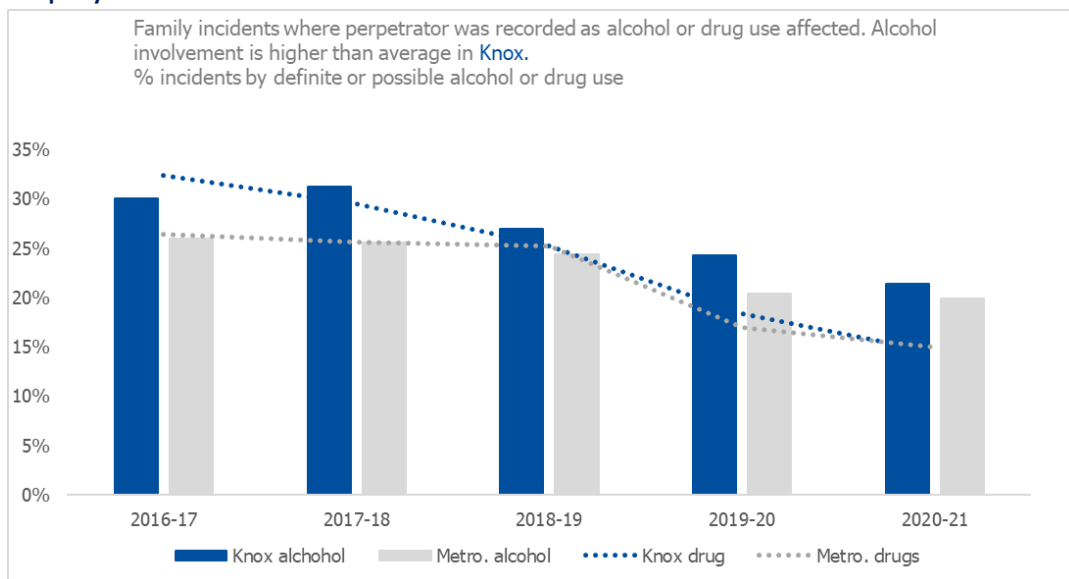
Using customised data from the Crime Statistics Agency, the 'Family Violence & Gender Equity Profile 2023' differentiates between alcohol involvement of the victims and of the perpetrators (reproduced Figures 33 and 34 below). It is not surprising that alcohol or drug use is much more likely to be noted as a factor affecting perpetrators of family violence, than their victims. Victims were half as likely to be alcohol affected than perpetrators.

**Figure 33: Proportion of family violence incidents flagged as involving alcohol or drug use by the ‘affected family member’**



(Source: Family Violence & Gender Equity Profile 2023)

**Figure 34 Proportion of family violence incidents flagged as involving alcohol or drug use by the ‘other party’**



(Source: Family Violence & Gender Equity Profile, 2023)

To provide some regional context, the Knox rate of family violence incidents per 100,000 population (where alcohol consumption is definite/possible) was compared to Maroondah and Yarra Ranges. In 2019-20 the Knox rate was lower than both the Maroondah and Yarra Ranges rates. In 2020-21 the Knox rate was lower than the Maroondah rate and comparable to the Yarra Ranges rate.

**Table 8. Rate of family violence incidents where alcohol consumption is definite/possible per 100,000 population for Knox, Maroondah and Yarra Ranges**

Measure	Financial year	Knox rate	Maroondah rate	Yarra Ranges rate
Rate of family violence incidents where alcohol consumption is definite/possible	2020/21	104.7	119.8	104.8
	2019/20	113.2	116.4	125.0

(Data source: AOD Stats, Turning Point. Note that the recorded location relates to where the incident occurred, which may/may not be the residential address of the victim)

In Knox, family violence incidents involving alcohol were more likely to involve females as victims and adults aged in their late twenties, thirties and early forties as victims.

**Table 9. Rate of family violence incidents where alcohol is definite/possible per 100,000 population by gender and age group, Knox**

Financial year	Rate where alcohol consumption is definite or possible	Victims - Male compared to Female	Victims - Age group with highest rate	Victims - Age group with lowest rate
2020/21	104.7	Females ↑	25-34 years	45+ years
2019/20	113.2		35-44 years	0-19 years

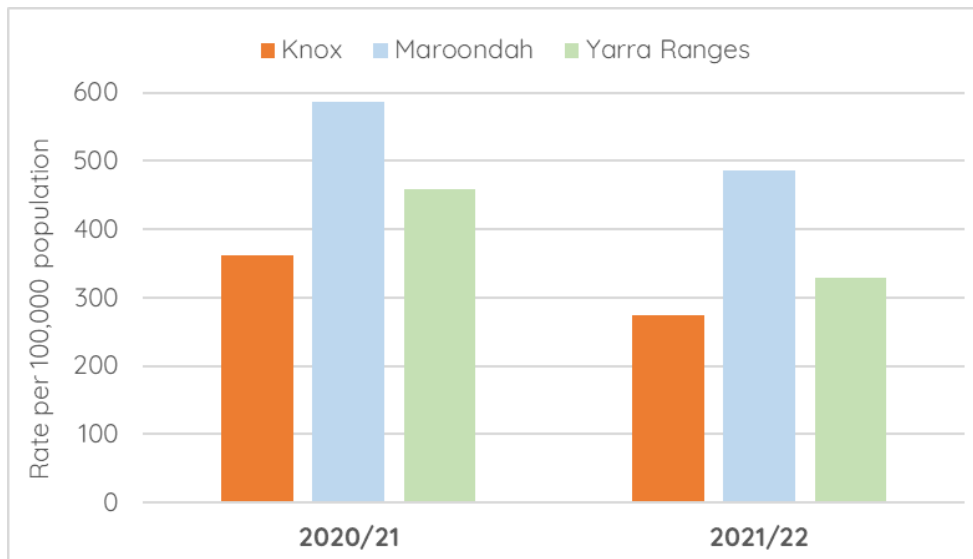
(Data source: AOD Stats, Turning Point)

The 'Family Violence & Gender Equity Profile 2023' produced by Council also plotted the off-premises liquor licences (bottleshops, supermarkets, sales via hotels), with the rates of family violence incidents for each Knox suburb. This data showed that there is evidence of a correlation between family violence rates and access to alcohol via off-premise liquor outlets - the Knox suburbs with the higher rates of family violence also had higher rates of access to off-premise alcohol.

## 6.4 Ambulance Attendances

Ambulance Victoria and Turning Point have collaborated to produce the National Ambulance Surveillance System (NASS) which monitors alcohol and other drug-related events attended by ambulance paramedics in Victoria.

**Figure 7. Rate of ambulance attendances for alcohol Intoxication (with/without other substances) per 100,000 population for Knox, Maroondah and Yarra Ranges**



(Data source: AOD Stats, Turning Point. Note that the recorded location relates to where the ambulance attended, which may/may not be the residential address of the patient)

To provide some regional context, the Knox rate of ambulance attendances for alcohol Intoxication (with/without other substances) per 100,000 population was lower compared to Maroondah and Yarra Ranges. Rates for all three municipalities decreased in 2021-22 compared to the previous year.

Table 10 shows a longer time series given the changes in the representation of different age groups. In 2018 to 2020 the age cohort with the highest rate of ambulance attendances for alcohol intoxication were 20-24 year olds.

However, in 2020 to 2022 the age cohort with the highest rate of ambulance attendances for alcohol intoxication changed to 45-54 year olds. Males were consistently more likely to require ambulance attendances for alcohol intoxication compared to females in Knox.

**Table 10. Ambulance attendances by gender and age group for alcohol intoxication-related events per 100,000 population, Knox**

Measure	Financial year	Males compared to Females	Age group with highest rate	Age group with lowest rate
Rate of ambulance attendance for alcohol Intoxication (with/without other substances)	2021/22 2020/21 2019/20 2018/19	Males ↑	45-54 years 45-54 years 20-24 years 20-24 years	0-19 years

(Data source: AOD Stats, Turning Point)

## 6.5 Hospital Admissions

Information on alcohol and drug-related hospital admissions are obtained from the Victorian Admitted Episodes Dataset (VAED). To provide some regional context, the Knox rate of hospital admissions for alcohol intoxication per 100,000 population was higher than the Maroondah rate but lower than the Yarra Ranges in 2019-20. In the previous financial year, the Knox rate was higher than both the Maroondah and Yarra Ranges rates. For these two time periods, males in Knox had consistently higher hospital admission rates than females and the age group with the highest admission rate was those aged 55-64 years.

**Table 11. Rate of hospital admissions for alcohol intoxication per 100,000 population for Knox, Maroondah and Yarra Ranges**

Measure	Financial Year	Knox rate	Maroondah rate	Yarra Ranges rate
Rate of hospital admissions for alcohol Intoxication (with/without other substances)	2019/20	639.4	592.1	688.6
	2018/19	704.0	680.9	593.0

(Data source: AOD Stats, Turning Point. Note that the recorded location relates to the residential address of the patient)

## 6.6 Road Crashes and Injuries

For each road crash Victoria Police records any 'serious' road injuries to any road user including pedestrians, passengers, cyclists as well as the drivers. Similar to the assaults data, likely alcohol involvement is measured by the day and time of the week and labelled as "high alcohol hours for serious road injury"<sup>2</sup>. It should be noted that road crashes and the resulting injuries may be a result of a number of factors, one of which could be alcohol consumption.

To provide some regional context, the Knox rate of serious road injuries during high alcohol hours per 100,000 population was only slightly higher than the Maroondah and Yarra Ranges rates in 2018-19. However, in the 2019-20 year the Knox rate was the lowest of the three municipalities.

Both Knox and Maroondah had much lower rates in 2019-20 compared to the previous year - this may be as a result of reduced road use during COVID-19 Pandemic lockdowns and evening curfews. However, this trend did not affect the rates for Yarra Ranges.

**Table 12. Rate of serious road injuries during high alcohol hours per 100,000 population, Knox**

Measure	Financial year	Knox rate	Maroondah rate	Yarra Ranges rate
Rate of serious road injuries during high alcohol hours	2019/20	8.5	11.7	18.1
	2018/19	20.7	19.4	19.4

(Data source: AOD Stats, Turning Point. Note that the recorded location relates to where the road crash occurred)

<sup>2</sup> Sunday 6pm – Monday 6am, Monday 8pm – Tuesday 6am, Tuesday 6pm – Wednesday 4am, Wednesday 6pm – Thursday 6am. Thursday 6pm – Friday 6am, Friday or Saturday 4pm – 8am.

## 6.7 Deaths

Deaths are coded from death certificates compiled by the collective jurisdictional Registries of Birth, Deaths and Marriages, and State and Chief Coroners. Alcohol-related deaths are estimated using rates of risk for gender and age groups. To provide some regional context, Yarra Ranges had the lowest rate of alcohol-related deaths per 100,000 population across the three calendar years. For the last two calendar years of 2019 and 2020, the Knox rates of alcohol-related deaths per 100,000 population were lower than the Maroondah rates.

For these three time periods, it is somewhat surprising to note that females in Knox had higher death rates for alcohol-related events than males. The age group with the highest death rates for alcohol-related events was those aged 65+ years, understandable given other likely comorbidities in that age group.

Further research requires an examination of the connection between gender and alcohol harm in Knox, as current data indicates the predominant presence of male offenders/victims for alcohol related offences, along with the higher consumption of alcohol for single and lifetime risk, however death rates increase for females.

**Table 13. Rate of alcohol-related deaths per 100,000 population for Knox, Maroondah and Yarra Ranges**

Measure	Calendar year	Knox rate	Maroondah rate	Yarra Ranges rate
Rate of alcohol-related deaths	2020	128.9	147.4	111.9
	2019	151.9	156.9	118.5
	2018	117.6	114.0	110.6

(Data source: AOD Stats, Turning Point. Note that the recorded location relates to the residential address of the patient/person)

## 7. Local Services and Alcohol Harm Research Projects

### 7.1 Local Support Services

Knox City Council and local organisations offer a range of alcohol information and support services to the Knox community. Appendix 1 shows the range of alcohol harm-related services available to Knox residents.

### 7.2 Use of Alcohol Counselling and Referral Services

Nationally, episodes of treatment at alcohol and other drug (AOD) services decreased over the 2021-22 period due to reduced access during the pandemic restrictions, AOD staff shortages due to COVID-19 infections and a decrease in AOD funding (AIHW 2023).

'DirectLine' provides a confidential alcohol counselling and referral service across Victoria by telephone. For Knox residents, the rates of telephone treatment sessions were comparable, in the 2020 and 2021 calendar years. However, the rates for online alcohol counselling sessions (Turning Point) for Knox residents decreased considerably from 12.7 sessions per 100,000 population in 2020, to 4.4 sessions in 2021.



Across both service types (telephone and online counselling), Knox residents had mostly the lowest rates of sessions per 100,000 population compared to Maroondah and Yarra Ranges residents.

### **7.3 Local Alcohol Harm Research Projects**

Knox City Council in partnership with neighbouring councils, health organisations and State funded agencies has contributed to the following alcohol harm projects.

#### **7.3.1 Raise the Bar project**

'Raise the Bar' was a pilot project funded by VicHealth to address men's risky drinking in community sporting clubs. The project explored the role of alcohol in the club environment in Council-owned facilities, partnering with Knox Football Netball Club and Norwood Football Club (South Australia).

Both clubs identified the following issues were contributing to men's risky drinking and alcohol cultures:

- Club governance;
- Communication and promotion of healthy club culture, values, policy and procedures; and
- Compliance.

The clubs were then engaged in updating alcohol policies, incorporating links to alcohol support services in club buildings and in promotions, promoting healthy behaviour, trialling non-smoking and dry areas at games, training bar staff and updating buildings where alcohol is served.

#### **7.3.2 South East Metropolitan Councils Alliance (SEMCA) SGS Study**

The South East Metropolitan Councils Alliance (SEMCA) partnered with SGS Economics and Planning to understand the linkages between packaged liquor outlets and harm in the community. The project employed mapping tools using Victoria Police, Ambulance Victoria and Turning Point alcohol data to draw correlations between the amount of packaged liquor floor space, patterns of alcohol consumption and vulnerability (SEIFA 2016) to determine harm 'hotspots' in communities.

Predicted community harm measures proposed: 'higher levels of vulnerability and higher levels of alcohol availability may cause higher levels of community harm' (SEMCA 2020). The data give evidence towards a causal relationship between the new liquor outlets and social harm, particularly in vulnerable communities. The study used mapping to predict alcohol related harm in the form of 000 callouts related to family violence caused by increased packaged liquor outlets, with predicted future harms most likely in the Chandler, Baird, Dinsdale and parts of Tirhatuan council wards of Knox. Predicted harms in Knox were lower than in surrounding local government areas of Monash, Kingston and Greater Dandenong and inner city local government areas (SGS Economics and Planning & SEMCA 2020, p.33-34).

#### **7.3.3 Smart Generation Project**

The Smart Generation Project was undertaken between 2012 and 2019 by Communities that Care Knox: a collaboration between Knox City Council and Each social and community health, supported by the State Government. The project sought to prevent under aged drinking through a number of evidence-based interventions:

- Supply monitoring:
  - Reporting on packaged liquor sales to project participants who appear under the age of 18 years; and

- Following up reports with feedback letters to specific licensees.
- Social Marketing:
  - Education and promotion of the benefits in delaying drinking as long as possible through schools, newsletters and educational brochures; and
  - Communicating and reaffirming the secondary supply legislation to discourage parents and other adults supplying young people with alcohol.

The project saw a reduction in the level of non-compliance among packaged liquor outlets and saw a shift towards checking the identification of young people before sales.

#### 7.4 Local Community Engagement in 2023

In addition to the emerging issues noted in the media and other information sources, Conversation Co. facilitated three focus groups with industry and community members in August 2023 - the Knox Liquor Accord (including representatives from local licensed venues, Victoria Police, Liquor Control Victoria), representatives from local multicultural groups and First Nations service providers (ACCOs).

Council officers also engaged with the members of five of Council's Advisory Committees in September 2023 - the Recreation and Leisure, Youth, Early Years, Active Ageing and Community Safety, Health and Wellbeing Advisory Committees.

These sessions were facilitated conversations focusing on the following engagement questions:

- What have you observed/are observing about alcohol use in Knox?
- What is causing/exacerbating excessive alcohol consumption?
- Are there any obvious solutions/actions? Can we try a new approach?
- What should Council do to minimise alcohol harm?
- What should other organisations do to minimise alcohol harm?

The feedback received has been summarised in this Profile in the relevant sections.

## 8. Current and Emerging Issues

### 8.1 Life Stressors/Crises and Societal Norms

Local community groups consulted noted that excessive alcohol consumption is a symptom of a much wider wellbeing issue occurring in people's lives - not an isolated behaviour that can be addressed separately. Some of the local issues raised by community members are shown in Table 14.

**Table 14. Related feedback from focus groups and advisory committee consultations**

Current and Emerging Issues	How this is Manifested/Personal Observations	Discussed At/In
Homelessness and lack of public housing	Aboriginal people who are homeless cannot drink in private at home, like most white Australians. They are more visible in the local community and with Victoria Police. They are often questioned and moved on, in spaces like Boronia Mall.	First Nations service providers focus group

Current and Emerging Issues	How this is Manifested/Personal Observations	Discussed At/In
	<p>Homeless people are not accepted into rehabilitation or detox programs because they do not have a stable address for discharge.</p> <p>Public housing in Boronia and Ferntree Gully often left vacant or under maintenance for months/year which is a point of frustration for Aboriginal people.</p> <p>Homeless people can be relocated out to regional Victoria breaking friendships, family ties, cultural connection</p>	
Culturally unsafe environments	<p>Aboriginal people are decreasingly seeking support from services because of repeated knockbacks, racism and culturally unsafe environments. Participants expressed the community have experienced discrimination in Emergency Depts. of hospitals and by general practitioners - Health care practitioners refusal to create Mental Health Care Plans, refusal to treat injuries</p>	First Nations service providers focus group
Underage drinking	<p>Perception that teenagers are in a hurry to 'grow up', starting to drink earlier in life.</p> <p>Aust-born Indians experience peer pressure when they get to secondary school, particularly in Years 11-12</p> <p>Secondary supply by parents and older siblings, which increases during school holidays and weekends. Parents believe they are controlling consumption but still buy large amounts for their teenagers e.g. cartons of beer.</p>	<p>Liquor Accord focus group</p> <p>CALD representatives focus group</p>
Self-medication due to crisis or poor mental health	<p>Life situations/crises lead to self-medication with alcohol. Migrants, refugees and Aboriginal people in particular can have past experience of severe trauma. This can be the both the cause, and effect of social isolation.</p> <p>Migrants who feel they haven't attained success or suitable employment can suffer from depression, boredom, frustration and shame. Self-medication in these situations may be linked to broader issues of settlement support: recognition of overseas employment and education, visas and English skills.</p>	<p>CALD representatives focus group</p> <p>First Nations service providers focus group</p>
Mental health and Family Violence	<p>AOD services are experiencing high demand with complex presentations. Long waitlists for Inner and Outer East AOD services. Women are increasingly presenting for services.</p>	Community Safety Health and Wellbeing Advisory Committee

Current and Emerging Issues	How this is Manifested/Personal Observations	Discussed At/In
	<p>Alcohol use is linked to family violence, poor mental health and trauma. Drinking is often used to mask or support these factors but contributes its own trauma.</p> <p>Participants also reflected for some, “drugs and alcohol are what have kept them alive – whilst not constructive in the long term it has enabled them to get through difficult times”. Supporting people to make changes in a trauma-informed and empathetic.</p>	
Alcohol and disability	<p>There is a lack of training or understanding among unpaid carers, care and support workers and hospitality staff surrounding people with disability and safe consumption of alcohol. Serving alcohol to people with disabilities needs further education while maintaining dignity and respect.</p> <p>Carers are at high risk of alcohol harm, often isolated and invisible.</p>	Knox Disability Advisory Committee
Alcohol a part of cultural practices	<p>Like Australia, there is a strong alcohol culture in Greece for funerals/wakes, weddings.</p> <p>Indian communities experiencing conflict between family/friendship groups - non-drinkers are shamed for not integrating into Australian culture.</p>	CALD representatives focus group
Cultural taboos	<p>Alcohol use in Indian communities is mostly by males and young people. International students are away from family and other adults, lacking supervision while drinking. This community is not used to easy alcohol supply and tends to binge drink. Lack of experience drinking during teenage years.</p> <p>Older parents can struggle to supervise and discipline their Australian-born children.</p> <p>Drinking is against cultural norms in some CALD communities and can be a source of shame for drinkers. Drinking often occurs at home, or in cars as secretive behaviour. This creates conflict with spouses, family violence and financial control.</p> <p>Drinkers can self-isolate due to stigma and shame - then their family members do the same so the whole family is</p>	CALD representatives focus group

Current and Emerging Issues	How this is Manifested/Personal Observations	Discussed At/In
	<p>affected and do not attend community events due to gossip or disapproval.</p> <p>Shame and stigma also present a challenge for these groups seeking help and support.</p>	

(Data sources: Focus Groups and Council Advisory Committees)

## 8.2 Online Alcohol Delivery Services

Online liquor retailing has grown substantially in Australia since 2018. In 2019, a third of Australian drinkers (33%) had used online alcohol delivery services in the past year with the most common being bottleshop home delivery (13%), on-demand providers delivering in an hour or two i.e. UberEats (11%) and online wine distributors (10%) (FARE 2019). Alcohol websites use targeted advertising, email and text message communication and heavy discounts bulk purchasing and limited offers, which are argued to increase alcohol use and contribute to alcohol harm (Colbert et al 2022). Drinkers aged 25-34 years were more likely (23%) to order on-demand alcohol online than other age groups, including 18-24 year olds (12%) (FARE 2019).

Annual growth in online liquor sales has been dramatically higher than conventional liquor retail and is expected to continue in 2023 (IBISworld 2023). Consumer demand has increased due to the convenience and the varied impacts of the COVID-19 pandemic - customers' inability to personally purchase due to illness/isolation, evening curfews in Victoria, restricted travel distances in lockdown and increased home-based entertainment.

Online liquor retail services exist within a liquor licensing policy gap, and operate with less safeguards than traditional services. The availability of online packaged liquor services impacts the efficacy of alcohol harm management through planning policy (SEMCA 2020). Several alcohol harm issues have arisen with online ordering and home delivery services:

- Failure to check proof of age of purchasers and/or deliveries are left unattended;
- Offer of rapid delivery time slots (under two hours) allowing additional consumption after running out of alcohol;
- Late night or all night delivery availability; and
- Delivery services handing over orders to heavily intoxicated purchasers.

There are 13 licensed remote sellers in Knox, however Knox residents may be ordering from a wider network of licensees in the region. Alcohol delivery services within the Knox area typically close at 11pm.

When consulting members of the Knox Liquor Accord, they noted the following issues:

- Some delivery companies incentivise large orders by offering member discounts;
- Popularity of home delivery services with Knox residents, taking advantage of late night ordering and impulse rapid delivery option; and
- Sharing of one liquor licence by a licensed store and its own delivery service.

### 8.3 New Settings for Sale of Alcohol and New Alcohol Products

The 2021 amendments to the 'Liquor Control Reform Act 1998' allowed for businesses such as cinemas, theatres and art galleries to sell alcohol in addition to their primary function. The amendment has also allowed non-traditional premises to sell packaged liquor like cafes and restaurants (e.g. showcasing local wines or beers). This has increased the supply and density of packaged liquor outlets and drinking on-premises venues. The changes were made initially to support small businesses during the COVID-19 Pandemic, however community and health organisations are advocating for a pause in this new legislation to create safe policy responses for harm prevention/reduction. Examples of new settings are the growth in micro-breweries and gin distilleries in industrial areas and outdoor dining parklets in post-COVID era.

This presents a complicated economic and health planning task - as traditional regulations, application requirements and renewal fees can appear to preference large alcohol retailers over small businesses. The 'Liquor Control Reform Regulations' have recently been open for community engagement via the State Government's Engage Victoria platform.

Members of the Knox Liquor Accord confirmed the wider marketing trends were influencing behaviour and alcohol purchasing in the Knox community (see Table 15).

**Table 15. Related feedback from focus groups and advisory committee consultations**

Current and Emerging Issues	How this is Manifested/Personal Observations	Discussed At/In
New settings	Happy Hours, Bottomless Brunch sessions. Micro-breweries (less likely to see binge drinking). Ordering via QR codes on tables means excessive drinking cannot be monitored by bar staff.	Liquor Accord
New products	Introduction of alcoholic drinks that are also soft drinks e.g. Hard Solo. Continued growth in Ready-to Drink products - alcoholic seltzers/spritzers, fruit-based mixers popular with women and girls. Zero or light alcohol versions of existing products with similar branding/appearance. Large sizes to imply value for money e.g. 440 ml.	Liquor Accord
Marketing	Prolific marketing via social media to young people - TikTok in addition to usual channels. Drinking alcohol is marketed as a normal and expected behaviour in Australian life. Community club sponsorship by local licensed venues.	Liquor Accord CALD representatives

(Data sources: Focus Groups and Council Advisory Committees)

Whilst not a new setting, seasonal sporting trends play a part in excessive alcohol consumption. At a local level, the end of the local football season means larger groups congregating in football clubs and on weekends and then moving on to local pubs or clubs. Again, it is expected behaviour that people celebrate the national football finals and the Spring Racing Carnival with parties where alcohol is supplied.

#### 8.4 Different Criminal Behaviour

Victoria Police and local packaged liquor managers/staff from the Liquor Accord reported that there has been two criminal behavioural trends over the past few years. The first is the proliferation of professionally produced fake identification cards. It is believed that to obtain them, young people can be paying up to \$500-600. These fake cards are difficult to detect and often match other forms of identification (same name, same address, etc.). Associated with this trend is the future implementation of digital drivers' licences in Victoria, which venue managers say will make it even more difficult to detect fake identification. At present, this change is being piloted in Ballarat and rollout across Victoria is planned for 2024.

The second trend observed across Melbourne is the theft of stock from packaged liquor outlets - both highly organised operations and less organised opportunistic theft by teenagers. Professional offenders can visit multiple stores in one day, taking expensive spirits in bulk and later reselling them for cash or drugs.

During school holidays and on weekends, local venues also have "swarming" taking place where large groups of teenagers/young adults enter a store en-masse and steal alcohol. Stores where there is only one staff member on duty are targeted because they are easier to distract. Victoria Police have asked store owners to call Police immediately to obtain forensic evidence to assist in identifying suspects.

Community feedback from Advisory Committee workshops explored children and youth risky drinking. Emerging themes are displayed in Table 16 below.

**Table 16. Related feedback from focus groups and advisory committee consultations**

Current and Emerging Issues	How this is Manifested/Personal Observations	Discussed At/In
Role modelling behaviour	<p>Children and young people are exposed to parents and other adults drinking behaviour- contributing to a sentiment that underage drinking is ok. Participants reflected this is a result of Australian drinking culture and particularly dangerous in sporting club environments, with young people playing in adult teams and a strong drinking culture.</p> <p>Young children mimic parent's behaviour- desire to educate parents who normalise alcohol.</p> <p>Participants observed young people are encouraged or supported to drink at ages younger than 18 to prepare them for when they reach 18. Parents prefer children to 'safely' drink at home rather than elsewhere so supply alcohol. This is often unsupervised. Parents are unaware</p>	<p>Youth Advisory Committee</p> <p>Early Years Advisory Committee</p>

Current and Emerging Issues	How this is Manifested/Personal Observations	Discussed At/In
	of the implications of early drinking and require education and support.	
Underage drinking	<p>Participants observed an increase in underage people in Knox buying alcohol online. Young people in Knox are able to use fake IDs to purchase alcohol online. Increase in home drinking, often unsupervised.</p> <p>Vic Police have observed alcohol is very present in the young community in Knox reporting problematic behaviour due to drinking at events and sports finals, increased use of fake IDs, alcohol theft and 'swarming'.</p>	<p>Youth Advisory Committee</p> <p>Early Years Advisory Committee</p> <p>Community Safety Health and Wellbeing Advisory Committee</p>

### 8.5 Implementation of Public Intoxication Reforms

In Focus Groups conducted with the Knox Liquor Accord and First Nations service providers both groups raised concerns about the implementation of these reforms. Victoria Police had not received advice on how the changes would be implemented at a local level and their expected role. Participants' concerns surrounded what the resourcing demands would be on local police and how that would affect their current duties. Further, transport to/from a sobering centre located in Collingwood was seen as impractical.

First Nations service providers were concerned about the attitudes of ambulance staff to Aboriginal people as they have had reports of racism (similar to police). Regarding locals who were homeless, there were concerns about them being relocated to the inner city or not being transported into the care of family/friends who lived locally.

## 9. Considerations for Knox Council

### 9.1 Exploring Potential Solutions and Actions

Engagement with industry and community members and Council's Advisory Committees discussed both current and emerging trends and possible future actions that could be taken by Council and community organisations in partnership. Table 17 lists below the suggested actions which will need to be explored with other community partners.

**Table 17. Actions suggested at focus groups and advisory committee consultations**

Action Area	Potential Role for Council	Potential Role for Other Organisations/Governments
Address local homelessness	Advocacy to Housing Victoria.	<p>Housing Victoria to place clients into public housing post-detox discharge.</p> <p>Housing Victoria to set a target number of dwellings for alcohol and drug Aboriginal clients (like</p>



Action Area	Potential Role for Council	Potential Role for Other Organisations/Governments
		MARP program for mainstream clients).
Public intoxication reforms	Advocacy for a local sobering centre, fast-track existing plan.	Involvement of community health services in implementation.  Educate community members on reporting processes and build awareness.
Support Aboriginal engagement particularly youth	Provide access for ACCOs to Council-owned buildings to run programs.  Partner with ACCOs to facilitate 1-1 engagement through yarns with community members.	Continue youth gatherings at ACCOs providing culturally-specific education and social activities.  Continue to demonstrate professional pathways e.g. modelling education and employment.
Advocacy to alcohol industry	Advocacy role in partnership: <ul style="list-style-type: none"> <li>● Removal of zero alcohol products from supermarkets.</li> <li>● Change branding of zero alcohol version that currently matches alcohol version.</li> </ul>	Advocacy role in partnership: <ul style="list-style-type: none"> <li>● Removal of zero alcohol products from supermarkets.</li> <li>● Change branding of zero alcohol version that currently matches alcohol version.</li> </ul>
Advocacy to alcohol delivery providers	Advocacy role in partnership: <ul style="list-style-type: none"> <li>● No home delivery after 9:30pm.</li> <li>● RSA requirement for all delivery drivers and all licence holders.</li> </ul>	Advocacy role in partnership: <ul style="list-style-type: none"> <li>● No home delivery after 9:30pm.</li> <li>● RSA requirement for all delivery drivers and all licence holders.</li> </ul>
Community education, school-based programs and parent education	In delivery partnership/as a funding body to community organisations.  Work with sports clubs to engage committee and members focused on education and impacts of alcohol on young people.  Liquor licencing enforcement and education for clubs.  Partnership with Local Drug Action Team (not in operation – EACH considering).	Community education on addictive behaviours and health risks, focus back on alcohol (not smoking, vaping, gambling).  School education on legal responsibilities and personal risk. Advocate for school education in curriculum for Year 6+.  Parent education regarding secondary supply, parties, cognitive impact on kids' brains, modelling own behaviour.  Victoria Police to support sports clubs in post-COVID era.

Action Area	Potential Role for Council	Potential Role for Other Organisations/Governments
Case management and support services	Advocacy and support for local service providers.	<p>More assertive outreach to chase up 'do not shows' and referrals made.</p> <p>Psychological services to address individuals' triggers and causes of stress.</p> <p>Funding for bi-lingual services - training and delivery of counselling, employing bi-lingual support workers.</p> <p>1-1 interventions to reduce social isolation.</p> <p>Financial incentives for clients to attend support services/programs.</p>
Liquor licence permits	Proactive assessment of liquor licence applications - liaise with Victoria Police, consider trading hours, social impact assessments.	Evidence of cumulative impact and harm.
Public and Community Spaces	Consideration for planning, development and zoning.	<p>Development of public and community spaces that provide free or low cost activities and are alcohol free to combat social isolation and home drinking.</p> <p>Youth events that are alcohol free.</p>
Stricter alcohol controls on Council Land	Proactive when assessing liquor licence applications - liaise with Victoria Police, consider restricting trading hours.	<p>Expand alcohol free areas.</p> <p>Social and fundraising events should be alcohol-free.</p> <p>Regulation of drinking, alcohol supply at sporting clubs or community events.</p> <p>Promotion of alcohol free clubs and groups.</p>

(Data sources: Focus Groups and Council Advisory Committees)

## 9.2. Areas for Further Research

There is always scope for further data collection and research regarding alcohol harm and local impacts. In order to provide a full picture of alcohol harm it would be beneficial to investigate:

- Better understanding of alcohol related harm, locations and local responses.

- Partnering with local services and community groups to better understand alcohol consumption behaviours, impacts and health outcomes to inform responses by age group, gender, ethnicity.
- Better understanding of the new settings for the sale and supply of alcohol and the impacts on community health and wellbeing, partnering with the Knox Liquor Accord, AOD services, Victorian Liquor Commission and community.

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## 11. Appendices

### Appendix 1. Local alcohol information and support services

Type of Service	Regional/ Local	Service Name	Location
Alcohol and drug information and referral services	Local	Knox City Council Youth Information Centre Salvocare Eastern The Bridge Ferntree Manor Anglicare Victoria Westley Garden SRS Ferntree Gardens SRS Family Drug & Gambling Help	Wantirna South  The Basin Ferntree Gully Bayswater Ferntree Gully Ferntree Gully Wantirna South
Community-based health services - alcohol counselling	Local	EACH Anglicare Victoria Headspace Knox Neami Boronia Mountview Corner House	Ferntree Gully Bayswater Wantirna South Boronia Croydon (border)
Support groups - Alcoholics Anonymous and others (online and in-person)	Local	Presbyterian Church, Bayswater Bayswater Uniting Church Boronia Uniting Church CWA Boronia Boronia Progress Hall Ferntree Gully Uniting Church Rowville Neighbourhood Centre Knox Gardens Community Hall Maroondah Addictions Recovery Project Family Drug Support/Family Support Group	Bayswater Bayswater Boronia Boronia Boronia Ferntree Gully Rowville Wantirna South Lilydale  Ferntree Gully
General Practitioners specialising in alcohol addiction	Local	Knoxfield Medical Centre	Wantirna South
Private psychologists/ psychiatrists specialising in alcohol addiction	Local	Believe in Change Psychology Susan Henderson Addiction Recovery Melbourne	Boronia Boronia Wantirna South
Public hospitals - treating conditions related to alcohol consumption	Regional	Angliss Hospital Box Hill Hospital Maroondah Hospital Peter James Centre Wantirna Health	
Private hospitals - treating conditions related to alcohol consumption	Regional	Knox Private Hospital Mulgrave Private Hospital	Wantirna Mulgrave (border)

Type of Service	Regional/ Local	Service Name	Location
Alcohol rehabilitation (residential and outpatient)	Regional	Hills and Ranges Private MyHab Maroondah Addictions Recovery Project Salvocare Eastern The Bridge	Olinda/Sassafras Glen Waverley Ringwood East  The Basin

(Data sources: <https://about.healthdirect.gov.au/nhsd>, Infoxchange Service Seeker <https://www.serviceseeker.com.au/>)

## Attachment 2

## Draft Statement of Commitment for Reducing Alcohol Harm

## Reducing alcohol harm in our community

### Our Commitment

Knox City Council is committed to taking steps that improve the health and wellbeing of our community by reducing the harm caused by alcohol misuse.

Through this commitment we are delivering on a key health priority from the Council Plan which incorporates the Municipal Health and Wellbeing Plan.

### Why is this important?

Alcohol can cause serious health and social problems for individuals and communities. The harms caused by alcohol misuse include:

- Physical and mental health problems for individuals and families
- A major contributor and risk factor for family violence

- Increased anti-social behaviour and physical injury
- Decreased feelings of safety.

Reducing the harms caused by alcohol misuse are long-term, complex and involves all levels of government and communities. Council can have a positive impact.

### Council will take steps in the areas where we have most impact

These include:

- Managing alcohol on Council land, at recreation reserves, in sporting and community facilities.
- Promoting a responsible drinking culture within Council and community.
- Designing public places to be family friendly and manage alcohol consumption in areas where this is a problem.
- Working together with Victoria Police, local community organisations and businesses to develop solutions, share resources and advocate for change in state government policies.
- Strengthening Council assessments of liquor licensing applications which will include assessing the impact on community.
- Providing education about responsible alcohol consumption, the risks associated with misuse, and information on local support services.
- Taking leadership by prioritising alcohol harm reduction in our health and wellbeing strategies, policies, and programs.
- Researching and monitoring data on alcohol harm to guide Council decisions and development of effective harm reduction programs.

### Help is available

Alcohol harm can affect anyone in our community, it doesn't matter what their gender, age, income or culture is. If you require assistance, please contact:

EACH Drug and Alcohol Counselling Service call 1300 00 3224.

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### 4.3 Minor Grants Program Monthly Report

<b>Final Report Destination:</b>	Mid-Month Council
<b>Paper Type:</b>	For Decision
<b>Author</b>	Community Partnerships Officer, Jade Mainwaring
<b>Manager:</b>	Manager Community Wellbeing, Kerryn Jansons
<b>Executive:</b>	Director Connected Communities, Judy Chalkley

#### SUMMARY

This report summarises the grant applications recommended for approval in September 2024 for the 2024-2025 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure are limited to a maximum of \$3,000.00 within the current financial year.

#### RECOMMENDATION

That Council resolve to:

1. Approve 12 applications for a total of \$22,656.59 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested (including GST)	Amount Recommended (excluding GST)
Australian Jazz Museum (Victorian Jazz Archive Inc.)	New display cabinets for the museum exhibition room	\$3,000.00	\$909.09
Rowville Lions Club	Marquee Leg Weights	\$880.00	\$880.00
Knox and District Toy Library	Shelves of Joy – Expanding play, Building Community	\$3,000.00	\$3,000.00
Glen Park Community Centre	Connected Community	\$2,530.00	\$2,300.00
Wantirna Tennis Club Inc.	2 Cubic Metres of Soft fall Bark for Children’s Playground	\$216.00	\$216.00
Knox Baseball Club	Bigger Better Fryer	\$2,000.00	\$2,000.00
Restore Community Care	Restoring Broken Lives	\$3,000.00	\$2,727.27
Polish Senior Citizens Club Rowville	40 <sup>th</sup> Anniversary of Polish Seniors Club in Rowville	\$1,400.00	\$578.78
Boronia K-12 College Parents, Friends and Community Group	Boronia College Community Fete	\$3,000.00	\$3,000.00
Deaf Basketball Australia	Asia-Pacific Deaf Basketball Championships	\$3,000.00	\$2,727.27
Football Victoria	GO Soccer Mums Cup Day	\$3,000.00	\$2,500.00
St Stephen's Anglican Church Bayswater	Because We Care - Spring & Christmas Hampers	\$2,000.00	\$1818.18
<b>Total</b>		<b>\$27,026.00</b>	<b>\$22,656.59</b>

2. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2024-2025 will be \$90,834.38 after GST adjustments.

## **1. DISCUSSION**

### **1.1 Background**

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

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

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

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

Applications are assessed against criteria specified in the Minor Grants Program Procedure (approved in April 2024), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Procedure 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 Procedure, 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 Procedure.

### **1.2 Applications Recommended for Approval**

Twelve applications have been assessed this month, requesting grants totaling \$27,026.00. Of the 12 applications, all are recommended for approval. A summary of the projects recommended is as follows:

- Australian Jazz Museum, located in Wantirna, would like to install additional shelving to display more of the Australian Jazz memorabilia that is not currently on display. It is recommended partial funding towards this project due to low benefit to Knox residents.
- Rowville Lions Club frequently use their marquee for outdoor activities and do not have appropriate leg weights to secure the marquee in place. They would like a grant to purchase four 50-80kg weights required per leg to ensure safety standards are met.

- Knox and District Toy Library Inc. are removing old shelving and installing new shelving and require a grant to assist in this.
- Glen Park is applying for funding to purchase a laptop and an iPad for use during their emergency relief pantry sessions. These devices will primarily serve residents of Bayswater, Boronia, and Bayswater North. It will allow Glen Park to provide support in various settings more effectively.
- Wantirna Tennis Club Inc. are requesting a grant to purchase soft fall bark for use in the playground at the club to make sure it continues to be a safe space to play.
- Knox Baseball Club will purchase a commercial electric deep fryer so the club can provide better prepared food to those attending the club.
- Restore Community Care has requested a grant to purchase supplies for their Restoring Broken Lives program that provides short term emergency food relief to Knox residents going through difficult times.
- The Polish Senior Citizens Club Rowville will hold their 40<sup>th</sup> anniversary event during September. They have applied for grant funds to contribute to the set-up and running of the day. Partial funding is recommended to contribute towards costs not already expended in their application.
- Boronia K-12 College Parents, Friends and Community Group are requesting a grant to contribute to activities for the Boronia College Community Fete, including a petting zoo, reptile display and facepainting.
- Deaf Basketball Australia will use grant funds to assist with event first aid for the Asia-Pacific Deaf Basketball Championships taking place at the State Basketball Centre in Wantirna South.
- Football Victoria are requesting funds for their GO Soccer Mums Day Cup being held at the Knox Regional Football Centre which aims to bring women and gender diverse people together to learn basic football skills in a fun and social environment.
- St Stephens Anglican Church Bayswater will use grant funds to make hampers that are distributed to two local primary schools and given to families in need.

Application details are provided in Attachment 1.

## **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 Minor Grants Program Procedure specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

## **3. SOCIAL IMPLICATIONS**

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

#### 4. CLIMATE CHANGE CONSIDERATIONS

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

#### 5. ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

#### 6. FINANCIAL & RESOURCE IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2024-2025 budget provides \$155,145.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Yearly Summary 2024-25	Amount Recommended at Council Meeting (Excluding GST)	Total Amount Approved (Excluding GST )
July	\$14,554.41	\$14,554.41
August	\$27,099.60	\$27,099.60
September	\$22,656.59	
October	\$	
November	\$	
December	\$	\$
January	\$	\$
February	\$	\$
March	\$	\$
April	\$	\$
May	\$	\$
<b>Totals (Year to Date)</b>	<b>\$64,310.60</b>	<b>\$41,654.01</b>

Recommended applications for the September period total \$22,656.59 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2024-2025 will total \$90,834.38, after GST adjustments.

#### 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 and the Minor Grants Program and Excellence Grants for Individuals Procedures. All Minor Grants and Excellence Grants must be acquitted, and evidence of expenditure must be provided by the organisation.

The Procedures 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 Procedures, applications for funding have been assessed by the Chief Executive Officer, or their delegate, for Council or delegate approval as appropriate.

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

### **Opportunity & Innovation**

Strategy 1.1 – Maximise the local economy by supporting existing businesses and attracting new investment.

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 – Support organisations in Knox to navigate recovery and new ways of thinking.

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

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

### **Natural Environment & Sustainability**

Strategy 3.3 – Lead by example and encourage our community to reduce waste.

### **Resilience & Wellbeing**

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

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

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

### **Civic Engagement & Integrity**

Strategy 5.3 – Ensure our processes are transparent and decisions are accountable.

## **9. CONFLICT OF INTEREST**

Community Partnerships Officer, Jade Mainwaring, has declared a Conflict of Interest under Chapter 5 of the Governance Rules of Knox City Council, and has not been involved in the assessment process, eligibility check, or recommendations of the applicant recommended for approval in this report.

## **10. STATEMENT OF COMPATIBILITY**

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

## **11. CONFIDENTIALITY**

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

## **ATTACHMENTS**

1. Attachment 1 - Minor Grants Program - Application Extraction - Report Attachment September 2024 [4.3.1 - 17 pages]

Attachment 1

Minor Grant Program Applications  
September 2024

# 2425-MGP009

## Restore Community Church

<b>Application ID</b>	2425-MGP009
<b>Organisation Name</b>	Restore Community Church
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	RESTORING BROKEN LIVES
<b>Project Start Date</b>	16/09/2024
<b>Project End Date</b>	30/06/2025

<b>Request Details</b>	Restore community care is a local community care center within the Rowville area that provides short-term emergency food relief, including other vital services and support for those who are going through difficult times. Especially now due to the increased cost of living, we have seen a significant increase in the number of families that are struggling and doing it tough that are coming through our centre. Due to the high demands of families that are coming in and receiving food parcels and other services from our crisis centre, we are asking for further financial support to enable us to continue to further provide food parcels and other services to be able to make more of an impact within the families that attend our centre and the local Knox communities.		
<b>Community Benefit</b>	As a result of the increased cost of living pressures and families doing it tough, we have seen a dramatic increase of families coming from the following parts of the City of Knox, Rowville, Knoxfield, Ferntree Gully, Boronia, Bayswater, and Scoresby area to our crisis care relief centre. With the current recovery food grant, we will be able to not only continue to provide food parcels and other services for the community of Knox and surrounding areas but will be able to make more of an impact within these families that are attending our crisis centre which will intern help and aid the Knox communities.		
<b>Total Beneficiaries</b>	600	<b>Total Project Cost</b>	\$ 3000.00
<b>Knox Beneficiaries</b>	80%	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Minor Grant	\$ 3000.00	Grocery Items dry and packaged goods, Fresh & Frozen, refrigerated items Toiletries	\$ 3000.00

## 2425-MGP015

### St Stephen's Anglican Church Bayswater

<b>Application ID</b>	2425-MGP015
<b>Organisation Name</b>	St Stephen's Anglican Church Bayswater
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Because we care - Spring and Christmas Hampers
<b>Project Start Date</b>	10/09/2024
<b>Project End Date</b>	31/12/2024

<b>Request Details</b>	At St Stephen's Anglican Church we give because we care. Twice a year we give Hampers to the two local primary schools - Bayswater South and Bayswater West Primary School. These are given at the discretion of the Principal and Welfare Co-ordinator. We do not know who receives these Hampers and that is the beauty of these Hampers. In Spring the Hamper takes the form of a voucher to purchase vegetables and meat ( 20 vouchers at \$50 each ) and the Christmas Hamper provides food items, a vegetable and meat voucher (20 vouchers at \$50 each) and a voucher for general grocery items (these vouchers are restricted) The food items and the extra cost of a general grocery item voucher are covered by generous donations from parishioners and any shortfall from parish funds.		
<b>Community Benefit</b>	The community benefit is that a total of 20 Knox families receive a Spring Hamper and a total number of 20 Knox families receive a Christmas Hamper. The Christmas Hamper might be the difference that allows a family to put a Christmas Dinner on the table		
<b>Total Beneficiaries</b>	160	<b>Total Project Cost</b>	\$ 2000.00
<b>Knox Beneficiaries</b>	160	<b>Total Amount Requested</b>	\$ 2000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant of \$2000 Parish Contribution of \$1000	\$ 3000.00	Council Grant will provide vouchers for fruit, meat and vegetables, Parish's Contribution will provide restricted vouchers to purchase grocery items	\$ 3000.00

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## 2425-MGP019

### Deaf Basketball Australia

<b>Application ID</b>	2425-MGP019
<b>Organisation Name</b>	Deaf Basketball Australia
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Asia-Pacific Deaf Basketball Championships
<b>Project Start Date</b>	27/09/2024
<b>Project End Date</b>	30/09/2024

<b>Request Details</b>	<p>The Asia-Pacific Deaf Basketball Championships are taking place at the State Basketball Centre in Wantirna South and will be host to 11 teams from 8 nations competing for the right to qualify for the 2025 Deaflympic Games to take place in Tokyo, Japan. The finals of the Championships will take place on Friday 27 September and Sunday 29 September. We are seeking additional funding to upgrade the finals from community courts to the main show court to enable more spectator seating. This event take place during the National Week of Deaf People, a key event in the Australian Deaf community.</p>
<b>Community Benefit</b>	<p>The Championships is bringing 11 international Deaf sporting teams to the Knox Council area where they will be providing income to local hotels and businesses in the council area. Additionally, the Championships is providing the opportunity for local referees, basketball statisticians and volunteers to upskill and experience working at an international sporting event in a variety of roles. The Victorian Sports minister, the honourable Steve Dimopoulos MP has been invited to open and close the Championships.</p> <p>On Saturday 21 September, DBA and the COC is coordinating a Kids Clinic/Meet and Greet where the Australian Women's and Men's teams will engage, coach and meet up to 100 Deaf and hard of hearing children from the Melbourne community. This will provide the children the opportunity to meet role models and for the parents to understand more about potential pathways for Deaf and hard of hearing children to participate in Deaf Basketball.</p> <p>The Championships will allow volunteers to contribute during the event. We have a high number of students who are learning Auslan (Australian Sign Language) submit an Expression of Interest to volunteer and put their Auslan skills to use. These students are future potential Auslan interpreters which is valuable as the Deaf community are experiencing an interpreter shortage due to high demand. The Championships will allow the students to engage with the Australian Deaf community and expose them to the international Deaf community.</p> <p>The Championships taking place over the 2024 National Week of Deaf People (NWD) uniquely positions us to be the main event for the Deaf community in Australia. In previous years, there has been a lack of face-to-face Deaf events during NWD, due to the recent pandemic. As a result, we achieved a sponsorship with Deaf Connect and Expression Australia who are the two leading Deaf service providers in the Australian Deaf community who are working with us to promote the event to their large audiences and clients based all around Australia.</p>

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	<p>DBA’s two leading programs, the national Women’s and Men’s teams, the Geckos and the Goannas will be on full display during the Championships. The teams will have maximum exposure to the wider Australian Deaf community which will result in broader awareness of the programs and drive interest to developing young upcoming Deaf basketball talent.</p> <p>After the Championships, both national programs will be hosting a try out for the Tokyo Deaflympic Games taking place in 2025 in Japan. This event will drive interest in players who may not be motivated or are not currently involved in the DBA programs.</p> <p>Additionally, the DBA board is understaffed and requires more volunteers to join. The Championships will assist DBA in recruiting interested volunteers to join the board to assist with future programs, events, and teams.</p>		
<b>Total Beneficiaries</b>	2500	<b>Total Project Cost</b>	\$ 82740.00
<b>Knox Beneficiaries</b>	100	<b>Total Amount Requested</b>	\$ 3000.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Significant Sporting Events Program	\$ 15000.00	Court Hire	\$ 12000.00
Deaf Connect	\$ 25000.00	Trophies	\$ 1688.70
Various Donations	\$ 5000.00	Medals	\$ 2730.00
Team Registration Fee	\$ 9240.00	First Aid	\$ 7425.00
Ticket Sales	\$ 27183.29	Transport	\$ 25740.00
		Referee & Stats (Fees, meals and uniforms)	\$ 15800.00
		Volunteers (Meals and Shirts)	\$ 6800.00
		Acknowledgment of Country	\$ 1739.59
		Advertising & Printing	\$ 5000.00
		Photography	\$ 1500.00
		Flags	\$ 1000.00

## 2425-MGP046

### Boronia K-12 College Parents, Friends & Community Group

<b>Application ID</b>	2425-MGP046
<b>Organisation Name</b>	Boronia K-12 College Parents, Friends & Community Group
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Boronia K-12 College Community Fete 2024
<b>Project Start Date</b>	30/11/2024
<b>Project End Date</b>	30/11/2024

<b>Request Details</b>	<p>Boronia K-12 College Parents &amp; Friends Community Group, auspiced by the Boronia Rotary Club (also partnering with Boronia K-12 College Community Fete) are requesting the provision of a small grant to help subsidise some of the cost of putting on our community-focussed fete on November 30, 2024. The Boronia K-12 College Parents and Friends Community Group are excited to see the Fete bring together families and businesses of the Knox area for a day of unity, fun and excitement. We are requesting minor grant funding to assist in the procurement of free activities that are engaging, fun and educational, specifically, a petting zoo, a reptile encounter experience and face painting services. The grant moneys will cover the costs associated with hiring and providing an appropriate space for these activities to run on the day of the fete. Funding will mean that we will be able to offer these activities free of charge for families and children. It is our goal to ensure that the fete is as financially accessible as possible to families of the Knox area. We have obtained quotes from providers and attached them to this application. The total costs for procuring the petting zoo, reptile display and facepainting services is \$3724.00 inclusive of GST. We are requesting funding from the Knox Minor Grants Program of \$3,000.00 towards this project. Boronia K-12 College have committed to contributing the remaining \$724.00.</p>
<b>Community Benefit</b>	<p>The Boronia K-12 College Community Fete will bring together families and businesses of the Knox area for a day of unity, fun and excitement. The fete will showcase a large selection of local organisations and vendors, including the Rotary Club of Boronia, the Boronia Aussie Veteran's Op Shop and many local stall holders and small businesses from the Knox community. We intend on offering many free activities that are exciting and engaging, with a goal of ensuring that the fete is as financially accessible as possible for families of the Knox area. Free activities will include a petting zoo, reptile display, face painting, locally sourced stalls, locally sourced music and entertainment and a vintage car show (and more). This event will benefit the local economy by building and strengthening business relationships, fostering client relationships and brand awareness, as well as creating an engaging and exciting event for children and adults from all walks of life to come together and enjoy. The event will also strengthen the Parents, Friends and Community Group's partnership and presence within our community, with our vision for us and our college to be known as a safe and inviting hub for children in the Knox area. It is also an opportunity for the Parents, Friends and Community Group to partner with the College to demonstrate one of its core values, being 'community' - "We collaborate and share with others, we are positive role models, we value our community and are proud to contribute, we support and care for each other." Extending beyond Boronia K-12's values, the event will also target the vision of the Knox Council Community Plan, being "a place where we connect with our people and our environment, ensuring they are safe,</p>

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	supported and have every opportunity to thrive." Our event will meet the key directions of the Community Plan, including creating opportunity for business to thrive, acknowledgement protection of our natural and cultural environment, connection and wellbeing within the community and civic engagement. We believe that this event will strengthen and secure long-lasting relationships of care, support and mutual benefit among all attendees, businesses/organisations and Parents, Friends & Community members involved.		
<b>Total Beneficiaries</b>	1000	<b>Total Project Cost</b>	\$ 3724.00
<b>Knox Beneficiaries</b>	1000	<b>Total Amount Requested</b>	\$ 3000.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Boronia K-12 College	\$ 724.00	Cash Contribution	\$ 724.00
Knox Minor Grant	\$ 2450.00	Procuring Face Painting Services and a Petting Zoo	\$ 2450.00
Knox Minor Grant	\$ 550.00	Procurement of Reptile Display	\$ 550.00

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## 2425-MGP047

### Knox and District Toy Library

<b>Application ID</b>	2425-MGP047
<b>Organisation Name</b>	Knox and District Toy Library
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Shelves of Joy: Expanding Play, Building Community
<b>Project Start Date</b>	11/09/2024
<b>Project End Date</b>	31/12/2024

<b>Request Details</b>	<p>We are embarking on an exciting project to expand and occupy the entire Rosa Benedikt Centre. This project involves the removal of outdated shelving both indoors and in the outdoor sheds, to make way for new, durable shelving that will accommodate a broader range of toys. We propose to allocate \$2000 to these minor building works, ensuring the space is optimised for safety and accessibility.</p> <p>Additionally, we seek a further \$1,000 to fund a community open day event at the completion of the minor works. This event will showcase the newly transformed space and expanded toy collection, providing a valuable opportunity for community members to connect, share experiences, and celebrate the growth of the Knox Toy Library.</p> <p>This expansion is focused on enhancing our ability to serve the community by improving facilities and broadening our toy collection. These improvements will create a more welcoming and inclusive environment, supporting children's growth and development through play and fostering a sense of community connection and wellbeing.</p>		
<b>Community Benefit</b>	<p>The project will significantly boost community connection, providing a shared space where families can come together, interact, and form lasting relationships. The new shelving and expanded toy collection will cater to diverse interests and developmental stages, ensuring all children feel included and valued.</p> <p>The open day will serve as a catalyst for these connections, allowing families, carers and the wider Knox community to experience the benefits of our expanded services firsthand. This event will highlight our role as a hub of support and engagement, strengthening community bonds and promoting a sense of belonging.</p>		
<b>Total Beneficiaries</b>	206	<b>Total Project Cost</b>	\$ 3500.00
<b>Knox Beneficiaries</b>	190	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant	\$ 2000.00	shelve removal and minor works by registered trade	\$ 2000.00
Council grant	\$ 1000.00	food, drinks and activities	\$ 1000.00
Toy Library contribution	\$ 500.00	Promotion, new signage	\$ 500.00



# 2425-MGP051

## Polish Senior Citizens Club Inc

<b>Application ID</b>	2425-MGP051
<b>Organisation Name</b>	Polish Senior Citizens Club Inc
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	40th Anniversary of Polish Seniors Club in Rowville'
<b>Project Start Date</b>	26/09/2024
<b>Project End Date</b>	26/09/2024

<b>Request Details</b>	<p>If this Grant is approved we hope it will cover many of the costs associated with staging a celebration of our Club's 40th Anniversary.</p> <p>We would like to invite: - Polish Honorary Consulate and his wife; President of Polish Associations in Victoria; Manager of Polcare; President of Eastern Districts Polish Assoc and his wife; Polish Chaplain; Previous President and members of Committee who worked during this period.</p> <p>In amongst the proceedings, we hope to invite our oldest past member who was a volunteer for the seniors for a very long time and hopefully she will come and celebrate a special milestone with us - her 100th birthday and we will present her with a bouquet of flowers.</p> <p>During the afternoon's celebrations we will provide musical entertainment so we have some dancing and a sing-along.</p> <p>Pens will be distributed to members of the Senior club to commemorate 40 years. Will present a bottle of wine to the past presidents and flowers to the present president. Decorate the hall with balloons.</p> <p>Provide lunch for everyone with a bottle of wine on each table.</p> <p>Slideshow presentation.</p> <p>Plan to buy 2 Portable Bluetooth Speaker Wireless suitable for indoors and outdoors as its waterproof. This will assist with playing songs on stage.</p>		
<b>Community Benefit</b>	<p>This will provide an opportunity for past and present members to exchange experiences from their time in the club.</p> <p>We are hoping that past members, even though some are elderly or sickly, will accept the invitation.</p> <p>It will give many people an opportunity to mingle with people they haven't seen for many years.</p>		
<b>Total Beneficiaries</b>	123	<b>Total Project Cost</b>	\$ 3714.21
<b>Knox Beneficiaries</b>	17	<b>Total Amount Requested</b>	\$ 1400.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Ticket sales	\$ 900.00	Meals	\$ 2767.50
Seniors	\$ 1562.99	Pens	\$ 340.40

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Council Grant	\$ 1400.00	Musician	\$ 150.00
		Flowers	\$ 162.90
		Wine	\$ 244.60
		Balloons, bags, cards	\$ 48.81
		2x Portable speakers	\$ 148.78

# 2425-MGP054

## Australian Jazz Museum

<b>Application ID</b>	2425-MGP054
<b>Organisation Name</b>	Australian Jazz Museum
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	New display cabinets for the museum exhibition room
<b>Project Start Date</b>	01/10/2024
<b>Project End Date</b>	30/11/2024

<b>Request Details</b>	The only museum exhibition room has display cases around the walls except for one wall which contains library shelves. Since most of these books relate to international and not Australian Jazz it has been decided to reduce shelving to a small area only required for the Australian Jazz section and install additional display shelving approx 6 metres long. This will enable the museum to display a lot more of the Australian Jazz memorabilia stored in containers at present. Note list price per cabinet is \$599.00 but we are confident we can get this or similar for \$500.00 each.		
<b>Community Benefit</b>	The new display shelves will give the general public plus music and history students to material which is currently not generally accessible.		
<b>Total Beneficiaries</b>	approximately 1000 per year	<b>Total Project Cost</b>	\$ 3000.00
<b>Knox Beneficiaries</b>	approx 20	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 3000.00	Glass Display Cabinet 800x450x1870	\$ 500.00
		Glass Display Cabinet 800x450x1870	\$ 500.00
		Glass Display Cabinet 800x450x1870	\$ 500.00
		Glass Display Cabinet 800x450x1870	\$ 500.00
		Glass Display Cabinet 800x450x1870	\$ 500.00
		Glass Display Cabinet 800x450x1870	\$ 500.00

# 2425-MGP056

## Rowville Lions Club

<b>Application ID</b>	2425-MGP056
<b>Organisation Name</b>	Rowville Lions Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Marquee Leg Weigh
<b>Project Start Date</b>	30/10/2024
<b>Project End Date</b>	29/11/2024

<b>Request Details</b>	Rowville Lions Club is not - for - profit organisation and one of 46,000 clubs worldwide that do whatever is needed to help our local communities. Where there is a need, there is a Lion. Our organisation doing a variety of things outdoor activities, including conducting vision and skin cancer screenings, planting trees in our parks, providing scholarships, giving free books to our community kids, aiding in disaster relief and actively participating with our community festivals. Our mission is to create safe environment for our community. We do different fundraising activities through the year and giving back to our community. We are frequently using our Marquee at outdoor activities and we do not have leg weighs which 50 - 80kg weights required per leg as recommended.		
<b>Community Benefit</b>	Our community will benefit from this project because we can safely use our marquee at out doors using this weights to secure not falling from natural events and public will be safe from hazard and our members will be safe from manual handing injuries.		
<b>Total Beneficiaries</b>	1000	<b>Total Project Cost</b>	\$ 880.00
<b>Knox Beneficiaries</b>	1000	<b>Total Amount Requested</b>	\$ 880.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant	\$ 880.00	Leg Weights	\$ 880.00

# 2425-MGP057

## Football Victoria

<b>Application ID</b>	2425-MGP057
<b>Organisation Name</b>	Football Victoria
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	GO Soccer Mums Cup Day
<b>Project Start Date</b>	10/09/2024
<b>Project End Date</b>	23/11/2024

<b>Request Details</b>	<p>Football Victoria is holding a GO Soccer Mums (GSM) Cup Day in November. GO Soccer Mums is a program we have been running for the last six years (it was originally funded by Vichealth with funding finishing June 30, 2023). The program targets women and gender diverse people 18+ years. The ethos of the program is about having fun, meeting new people, and learning basic football skills in a social, judgement-free environment. The Cup Day is all about celebrating our GSM community by bringing them together to play a social competition for a Perpetual Cup. The day is also about providing an opportunity to girls and gender diverse people, via GO Girls come and try clinics lead by qualified coaches. These will be open to girls aged 10 to 16 years who want to experience football in a social, pressure free environment where they can learn some skills and have fun! We will provide. We plan to provide food drinks for participants and family who attend via a coffee and food cart. Music will be played throughout the day to enhance the atmosphere. Qualified referees will be used to referee all games, paid first aid will be hired and onsite throughout the day and we will have a photographer and videographer there to capture the participants playing and generally engaging in the event. Additionally, we are planning to have fun random prizes to be drawn after the final match to keep participants engaged right to the end of the day even if their team in not playing in the final. To provide all of this and a create a sensational experience for participants and their family we are seeking funding to support the event overall. Football Victoria is contributing \$4000 to the event to demonstrate its support for women and girls soccer activities in the area.</p>		
<b>Community Benefit</b>	<p>Health and fitness</p> <ul style="list-style-type: none"> <li>- provides an opportunity for women and gender diverse people to be involved in physical activity doing something they enjoy (playing football)</li> <li>- provides an opportunity for girls and gender diverse people to be involved in physical activity trying something potentially new to them (learning to play football)</li> </ul> <p>Mental Health</p> <ul style="list-style-type: none"> <li>- brings women and girls and gender diverse people together in an environment where they are supported and feel part of a community giving them a sense of belonging</li> <li>- all will hopefully also experience a natural high - endorphins!</li> </ul> <p>Opportunity for a new activity</p> <ul style="list-style-type: none"> <li>- through the GO Girls come and try clinics for 10–16-year-old girls and gender diverse people, we will provide an opportunity for new participants in the Knox community to engage with the game and hopefully join a club in the local area to play the game - BOOST KNOX COMMUNITY - more engagement</li> </ul>		
<b>Total Beneficiaries</b>	150	<b>Total Project Cost</b>	\$ 4000.00

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<b>Knox Beneficiaries</b>	100	<b>Total Amount Requested</b>	\$ 3000.00
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<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council grant	\$ 3000.00	Pitch hire	\$ 550.00
Football Victoria	\$ 4000.00	Referees	\$ 600.00
		First Aid	\$ 350.00
		Equipment	\$ 148.00
		Coaches	\$ 320.00
		Promotional material	\$ 500.00
		Photographer	\$ 500.00
		Coffee Cart	\$ 850.00
		Merchandise	\$ 1520.00
		Food Truck	\$ 1662.00

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## 2425-MGP058

### Knox Baseball Club

<b>Application ID</b>	2425-MGP058
<b>Organisation Name</b>	Knox Baseball Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Bigger Better Fryer
<b>Project Start Date</b>	30/09/2024
<b>Project End Date</b>	31/12/2024

<b>Request Details</b>	The baseball and softball groups who share Gilbert Park urgently need a commercial electric deep fryer. We are unable to use gas appliances and the smaller fryers tried to date have proved to be both inadequate and dangerous		
<b>Community Benefit</b>	The clubs can provide better prepared foods than current		
<b>Total Beneficiaries</b>	10	<b>Total Project Cost</b>	\$ 5119.00
<b>Knox Beneficiaries</b>	20	<b>Total Amount Requested</b>	\$ 2000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Minor Works Grant	\$ 2000.00	deep fryer	\$ 2000.00
Bendigo Bank Grant	\$ 2000.00	deep fryer	\$ 2000.00
Grant from Power Supplier	\$ 500.00	deep fryer	\$ 500.00
Grant from Sustainability Victoria	\$ 500.00	deep fryer	\$ 500.00
Clubs contribution	\$ 119.00	deep fryer	\$ 119.00

## 2425-MGP059

### Glen Park Community Centre Inc

<b>Application ID</b>	2425-MGP059
<b>Organisation Name</b>	Glen Park Community Centre Inc
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Connected community
<b>Project Start Date</b>	23/09/2024
<b>Project End Date</b>	31/10/2024

<b>Request Details</b>	<p>Glen Park is applying for funding from Knox City Council to purchase a laptop and an iPad for use during our emergency relief pantry sessions. These devices will primarily serve residents of Bayswater, Boronia, and Bayswater North—areas within the Knox community. The addition of the iPad will enhance our mobility, allowing us to provide support in various settings more effectively.</p> <p>These tools will be essential in assisting our Emergency Relief (ER) members with critical tasks, including:</p> <ul style="list-style-type: none"> <li>Lodging Centrelink forms.</li> <li>Booking appointments for free flu and COVID-19 vaccinations.</li> <li>Applying for paid employment.</li> <li>Scheduling Maternal Child Health appointments.</li> <li>Accessing financial counselling services.</li> <li>Completing housing applications.</li> <li>Applying for the Worker Development Scheme.</li> </ul> <p>This initiative will significantly improve the efficiency and accessibility of the support we provide to our community.</p>
<b>Community Benefit</b>	<p>The community will gain several significant benefits from the acquisition of a laptop and an iPad for use during Glen Park's emergency relief pantry sessions:</p> <p><b>Improved Access to Services:</b> By providing direct access to essential online services, community members can more easily lodge Centrelink forms, apply for jobs, and access housing and financial support, which can be barriers for those without digital devices or internet access.</p> <p><b>Increased Efficiency:</b> The laptop and iPad will streamline the process of helping multiple people during our sessions, reducing wait times and allowing staff and volunteers to assist more individuals effectively.</p> <p><b>Enhanced Mobility:</b> The iPad, in particular, will make it easier for Glen Park staff to deliver support services in various settings, reaching community members who might not be able to visit the pantry in person.</p> <p><b>Empowerment through Technology:</b> Providing access to these devices empowers community members to take control of their situations, whether it's by scheduling</p>



**Minor Grant Program Applications**  
September 2024

	<p>important appointments, accessing health services, or applying for jobs.                  Support for Vulnerable Populations: This initiative particularly benefits marginalized groups who may be isolated or facing multiple challenges, ensuring they have the tools and assistance they need to improve their quality of life.</p> <p>Overall, this grant will enhance the ability of Glen Park to meet the needs of the Knox community, contributing to a healthier, more resilient, and connected community.</p>		
<b>Total Beneficiaries</b>	46	<b>Total Project Cost</b>	\$ 2890.64
<b>Knox Beneficiaries</b>	38	<b>Total Amount Requested</b>	\$ 2530.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
council grant	\$ 2530.00	laptop	\$ 1978.64
cash contribution	\$ 360.64	ipad	\$ 587.00
		hdmi cables	\$ 20.00
		IT service call - set up of devices	\$ 220.00
		laptop bag	\$ 45.00
		ipad cover	\$ 40.00

**Minor Grant Program Applications**  
September 2024

## 2425-MGP060

### WANTIRNA TENNIS CLUB INC

<b>Application ID</b>	2425-MGP060
<b>Organisation Name</b>	WANTIRNA TENNIS CLUB INC
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	2 cubic metres of softfall bark for children's playground
<b>Project Start Date</b>	30/09/2024
<b>Project End Date</b>	30/11/2024

<b>Request Details</b>	The existing on site playground area (swings & slide & climbing frame) needs it's ground surface supplemented by an additional 2 cubic metres SOFTFALL bark so as to remain compliant in respect of providing a soft area for children to traverse and participate using the equipment safely without unnecessary risk of hurting themselves in the event of a fall.		
<b>Community Benefit</b>	children's safety when using the playground equipment. The existing playground area is in need of additional 2 meters of soft fall bark to ensure that the whole area is properly covered with materials that will soften and falls/trips/accidental loss of balance by any/all participants		
<b>Total Beneficiaries</b>	100	<b>Total Project Cost</b>	\$ 216.00
<b>Knox Beneficiaries</b>	80	<b>Total Amount Requested</b>	\$ 216.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council grant & club contribution \$216	\$ 216.00	purchase 2m softfall brake	\$ 216.00

## 4.4 58-60 Station Street, Bayswater

<b>Final Report Destination:</b>	Mid Month Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Manager Community Wellbeing, Kerry Jansons Manager Strategic Procurement & Property, Shelley Starrenburg
<b>Manager:</b>	Manager Community Wellbeing, Kerry Jansons
<b>Executive:</b>	Director Connected Communities, Judy Chalkley

### SUMMARY

This report is to inform Council that the statutory procedures required for the sale of 58-60 Station Street, Bayswater, in accordance with Section 114 of the Local Government Act 2020, are now complete, and to seek a resolution from Council regarding the proposed property sale.

Feedback received from the community consultation undertaken on the proposed sale of the former 'Bayswater Youth Hall' land located at 58-60 Station Street Bayswater, for the purpose of a social housing development, is provided in this report for consideration.

The significantly aged Hall was demolished in 2019 as it was no longer safe for community use.

Knox City Council is committed to advocating for safe, secure, and affordable housing for people in need and to this end, identifying opportunities within the municipality for more social and affordable housing.

Council's "Social and Affordable Housing Strategy" identifies the significant shortfall in the amount of social housing in the municipality. The intention of the Strategy is "to increase the supply of high-quality social and affordable housing in Knox", and the commitment "Council will consider the use of under-utilised Council-owned land in appropriate locations for the purpose of developing social and affordable housing" is directly addressed by this project to develop suitable social and affordable housing in Station Street, Bayswater.

At the Confidential Council Meeting held on 20 December 2021, Council resolved to undertake an Expression of Interest (EOI) process to partner with a registered Housing Association to provide more social and affordable housing within Knox.

Following a two-stage tender process commencing in September 2022, a not-for-profit community housing organisation (CHO) was selected as the preferred proponent to develop the site for the purpose of social housing (see confidential Attachment 1). The CHO is proposing to purchase the site, subject to finance, under a Planning and Environment Act Section 173 Agreement.

Community consultation was undertaken for a 4-week period, with multiple opportunities for the community to have their say. The community was asked the question "What would you like Council to know when they decide whether or not to sell 58-60 Station Street, Bayswater as a direct treaty sale for the purpose of social housing at a subsidised rate of approximately 62% below market value."

Council received 31 engagements with community, with responses being categorised by Officers into positive (12), Neutral (5) and Negative (14). Major themes expressed were support for social housing, protecting the trees on site, community safety concerns, concerns around devaluing of existing homes and concerns in regard to Council selling the land at a subsidised rate.

There are three competing policy objectives when considering the site for divestment for social and affordable housing at a subsidised value:

- Council's commitment to increasing social and affordable housing;
- The Policy for the Sale of Council Land and Buildings which requires Council land and buildings be sold at 'best and highest' value, unless Council can justify a lower value based on the circumstances; and
- Council's commitment to retain and increase tree canopy coverage within the municipality.

### **Options for consideration in regard to 58-60 Station Street, Bayswater**

The land at 58-60 Station Street was declared surplus to Council needs at the Council meeting on 20 December 2021. The options for the site are:

- a. Sell the site at a discounted rate for the purpose of Social housing, transferring the balance of the land value from the Social Housing Reserve;
- b. Sell at full market value; noting that this would require further community consultation; or
- c. Council may elect to keep the land.

This report has been prepared to assist Council in its decision making in regard to the land at 58-60 Station St, Bayswater.

### **RECOMMENDATION**

That Council resolve to:

1. Note the feedback received during the recent community consultation and contained within the report for the proposed sale of 58-60 Station Street, Bayswater.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to proceed with the sale of 58-60 Station Street Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title Volume 08044 Folio 233) to the preferred Community Housing Organisation (CHO) via private treaty for the purpose of social housing development as per the conditions set out in Confidential Attachment 1 and
  - a) Include a condition as part of the contract of sale, that an agreement under Section 173 of the Planning and Environment Act 1987, be entered into stipulating the land can only be used for social housing purposes;
  - b) Subject to the preferred CHO obtaining finance approval by 9 March 2026;
  - c) Encourage the preferred CHO to develop the site in a manner that retains as many of the trees as possible.
3. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to sign the Contract of Sale and all other necessary documents associated with the sale of 58-60 Station Street, Bayswater.

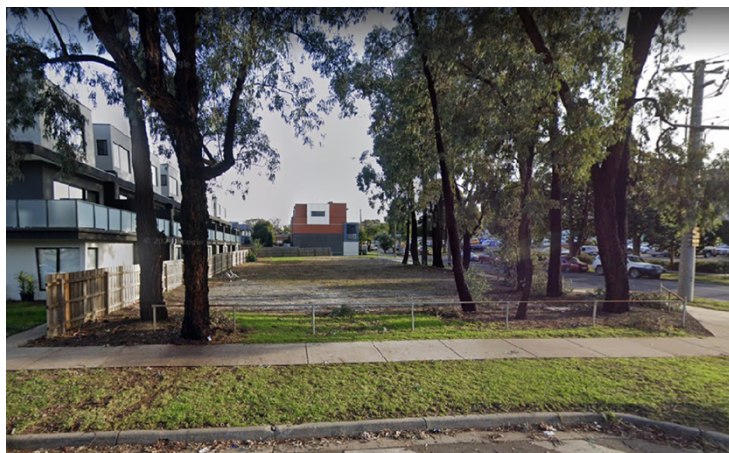
4. Provide tree and habitat replacement planting within Council's Open Space areas within 1000 metres of this site to the value of the Tree Amenity Value contained within Table 8 for trees 1,2,4,5,9,10,15, should they be removed during the development of the site and for the funding to be allocated from the Social Housing Reserve.
5. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the Officers' report to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.
6. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to make publicly available the confidential information in the Officers' report to the extent necessary or appropriate at their discretion, including for the purpose of informing the community about the content of the report or Council's decision.

### 1. DISCUSSION

The subject site located at 58-60 Station Street, Bayswater, is approximately 977m<sup>2</sup> in size. It is a corner block located directly opposite the Pine Road car park and Mountain High Shopping Centre and the Bayswater Train Station to the northeast (see Figure 1). The site is currently vacant of any buildings with several mature trees located along the fence boundary along Station Street and Pine Road (see Figure 2).



**Figure 1 – Subject Site in Faded Red**



**Figure 2 – View of Subject Site from Station Street, Bayswater**

At its meeting on 20 December 2021, Council resolved that 58-60 Station Street, Bayswater, was surplus to Council's requirements and authorised officers to commence a two-stage tender process, comprising of an Expression of Interest (EOI) and Request for Proposal (RFP) process, to

identify a Housing Association for the purpose of selling the land for social housing. Subsequently, at its meeting on 29 January 2024, in confidential business, Council noted that the EOI and the RFP processes had been completed, identifying the preferred CHO.

The preferred CHO has proposed to purchase 58-60 Station Street, Bayswater, via a direct treaty sale subject to finance, under a Planning and Environment Act Section 173 Agreement. The purchase price proposed by the preferred CHO was presented as part of the confidential report at the January 2024 Meeting of Council. This represents a subsidised rate of approximately 62% below market value. Please see Confidential Attachment 2 for the most recent land valuation. The proposed sale price remains 62% less than the valuation.

The Knox Community Engagement Policy and Local Government Act requires Council to consult with the community on the sale of 58-60 Station Street, Bayswater.

The engagement was designed at the ‘Consult’ level on the IAP2 Spectrum of Public Participation, where Council’s promise to the community is to “Keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.”

Community consultation was opened on 12 June 2024 until 10 July 2024; a four-week consultation period. There were multiple opportunities provided to the community to have their say, including:

- Online through Knox’s ‘Have Your Say’, using a closed survey tool, with registration turned on to best manage unique contributions;
- In writing through hard copy or email submissions; and
- In person at two drop-in sessions held at Bayswater Library on:
  - Thursday, 20 June 2024, 5.30 to 7.30 pm, and
  - Tuesday, 25 June 2024, 10.00 am to 12.00 pm.

Email and phone contacts were supplied for anyone that required information or support to participate in the consultation. A Mandarin interpreter was also present at the two drop-in sessions held at Bayswater library.

## 2. ENGAGEMENT

### 2.1 Engagement Scope

The engagement scope was shared with stakeholders to ensure their understanding of their level of influence on the project outcomes:

**Table 1: Engagement Scope**

Negotiable Project Elements	Non-Negotiable Project Elements
The sale of the land as part of a direct treaty sale	The decision-making process
The sale of the land at lower than market value	The land being identified as surplus
The sale of the land for social housing to an identified social housing organisation	Legislative requirements and process, including the direct treaty sale process
Conditions that may be applied to the sale of land	Use of proposed revenue from sale of the land
	Structure Plan and resulting planning processes

Negotiable Project Elements	Non-Negotiable Project Elements
	Not retaining the land for open space
	Other purposes that the land could be sold for

## 2.2 Audience

The identified stakeholders for the proposal are those that have a direct connection to the location, as well as those that have an interest in the social housing outcome:

- Adjacent and nearby residents, businesses, and property owners;
- Residents of Bayswater;
- Businesses in Bayswater;
- Social housing advocates;
- Social housing detractors; and
- Knox Environmental Groups.

## 2.3 Engagement Processes and Key Messaging

Stakeholders were invited to respond to the following question:

“What would you like Council to know when they decide whether or not to sell 58-60 Station Street, Bayswater as a direct treaty sale for the purpose of social housing at a subsidised rate of approximately 62% below market value.”

Feedback was received via multiple platforms as outlined above in Section 1 Discussion of this report.

As this is a complex topic, it was important to keep the key messages for the project as simple as possible to ensure the community understood what was being asked of them through this engagement.

The key messages developed for the communication are detailed below:

- Share your thoughts on the proposed sale of 58-60 Station Street, Bayswater for the purpose of social housing;
- The proposed sale is at a subsidised rate of approximately 62% below market value and will be through a direct treaty, where we would negotiate the sale with a single community housing organisation;
- Access to safe, secure, and affordable housing was a key priority identified by the community in recent consultation for the development of the next Council Plan;
- Social housing is an investment in our future. When people have safe and secure housing, their other needs can be met; and
- Any future development on this site will need to comply with all standard application and approval processes.

## 2.4 Engagement Methods

The community engagement methods utilised in this project were:

- Direct mail to adjacent properties on Station Street and High Street from Pine Road to Scoresby Road (please refer to Figure 3 below), 200 letters delivered;
- Signage displayed on-site, on both Station Street and Pine Road, noting Pine Road is visible from the car park of Mountain High Shopping Centre;
- Posters and fliers in the Bayswater Library and other local businesses;
- Web news/eNews article at opening of engagement to reach the wider community; and
- Knox eNewsletters targeting selected stakeholder groups that may have an interest in increasing social housing opportunities across Knox.



**Figure 3: Direct Mailout to Properties Within the Defined Area**

Council Officers also pre-empted several questions that the community may have had about this engagement. On the 'Have Your Say' webpage, Officers prepared a list of Frequently Asked Questions and provided answers and further information such as:

- Background of the site and the proposal;
- What is social housing?;
- Planning processed and building heights;
- Trees and biodiversity – a link to the arborist report was included;
- What is a Direct Treaty?;
- Why sell at a subsidised rate?; and
- Why is this process confidential?

## **2.5 Engagement Results**

On Wednesday, 12 June 2024, 'Knox eNews' was sent to over 9,000 recipients via email with the email subject line 'Proposed Sale of Council Land'. From this email, 8,892 people opened the email and of these, 873 clicked to read the article, the second most popular article of that edition.

The website received 288 page views from 208 unique users which equates to 1.38 views per user.

The website traffic peaked on 15 June 2024 when the weekly eNews was sent out, then dropped off after a week, the webpage peaked again on 9 July 2024.

There were 31 pieces of feedback received by Council during the engagement phase:

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- 15 people completed the ‘Have Your Say’ Survey;
- 17 people attended the two drop-in sessions (please note this number includes couples who attended together. Their feedback has been collated as singular feedback); and
- 2 emails were received.

### 2.5.1 Engagement Results - Social Housing

In this section, the feedback is summarised and categorised based on the question that was asked of the community:

“What would you like Council to know when they decide whether or not to sell 58-60 Station Street, Bayswater as a direct treaty sale for the purpose of social housing at a subsidised rate of approximately 62% below market value.”

Of these engagements they have been categorised by Officers into positive, neutral, and negative as:

- 12 positive;
- 5 neutral; and
- 14 negative.

Whilst some of the feedback is negative regarding protecting trees on the site, the individual’s feedback does n't answer the question about Council selling the land for the purpose of social housing at a subsidised rate, and hence this feedback has been categorised as neutral.

All feedback has been summarised below:

**Table 2: Positive Feedback**

Positive Feedback	Number
Support social housing	8
Support social housing – protect the trees	2
Support social housing – concerns for height and built form*	1
Support social housing – should connect with Bayswater Renewal	1
<b>Total</b>	<b>12</b>

\* Identified as a non –negotiable project element during project consultation, as set out in Section 2.1

**Table 3: Neutral Feedback**

Neutral Feedback	Number
Independent tree and biodiversity assessment required and build over easement to minimise impact on trees. Arborist report is old.	2#
Support social housing, however, concerned about the support(s) to tenants that will be provided and the maintenance.	1
More information is required on where the funds from the sale will go.*	1
Not opposed to social housing however will advocate for open space.* Concerns with putting vulnerable people together.	1
<b>Total</b>	<b>5</b>

# (provided twice by the same individual via the drop in session and online survey)

\* Identified as a non –negotiable project element during project consultation, as set out in Section 2.1

**Table 4: Negative Feedback**

Negative Feedback	Number
Protect trees and advocate for open space.*	2
Sell at market value and focus on existing residents.	3
Concerns with increase in multistorey dwellings*, parking, and loss of trees.	1
Concerns with community safety; increase in crime and drugs and impact on home equity and does not believe that the land should be sold at a discounted rate.	1
Concerns with community safety; increased risk of crime and impact on local traders, location not appropriate. Supportive of social housing just not in this location.	1
Concerns regarding property value dropping, anti-social behaviour increasing and the cleanliness of the area.	1
Belief that social housing is a State government responsibility, disagrees with commercial confidentiality being used*, should not be selling at a subsidised value.	1
Insufficient information on the housing provider, should not be selling at a subsidised value	1
Concerns about the build* and not keen on social housing. The parking is already busy.	1
Concerned about proposal in current format as believes it should be a mixed use of public and private*. Not concerned about the height.	1
Concerns regarding an increased number of apartments in the area* and also increased crime. Concern with the appearance of social housing and a decline in property prices.	1
<b>Total</b>	<b>14</b>

\* Identified as a non –negotiable project element during project consultation, as set out in Section 2.1

Whilst the community were given multiple opportunities and methods to have their say on the sale of 58-60 Station Street, Bayswater, for the purpose of social housing, the feedback was relatively minimal. Higher numbers of feedback had been anticipated given the topic.

There was support for social housing from people who responded both positively and negatively to the proposal, with some of the negative feedback highlighting that the residents just didn't approve of social housing in this location.

Those that responded positively to social housing were supportive of the land being sold for the purpose of social housing, with several comments received that focused on protecting the trees, having regard to the height of the building, ensuring it is contemporary and advocating that it connects with the Bayswater Renewal Strategy.

The feedback from those that responded negatively to the proposal was often more personal in terms of concerns about the equity and sale price of their home, community safety issues, car parking and protection of the trees. There were concerns raised by six respondents in regard to Council selling the land at a subsidised rate.

There were several themes raised throughout the consultation outside of their response to the proposal being positive, neutral or negative. These include seven comments on protecting the trees and six comments that related to not subsidising the sale of the land.

The protection of the trees that are currently onsite was highlighted through the consultation and as a result, Officers recommend the preferred proponent is strongly encouraged to retain as many trees as possible on the site without impacting the end goal of providing social housing on this site, however noting that this is not proposed to be incorporated as a formal condition of sale.

Regarding issues raised in relation to community safety, the preferred proponent indicated in their proposal that design elements would be considered such as secure entrances, good lighting, and careful attention to blind spots. The preferred proponent also detailed their partnership approach with local service providers and community development programs that will link with site specific place making activities including employment and education links.

### 2.5.2 Engagement Results – Overall Feedback

Section 2.5.1 of this report addresses the feedback received from the community relating specifically to the question of social housing. This Section summarises the other components of community feedback in relation to 58-60 Station Street, Bayswater. The responses received from the community consultation are included in Attachment 3.

**Table 5: Summary of Feedback and Officer Response**

<p><b>1. Environmental concerns regarding the trees on the site, including:</b></p> <ul style="list-style-type: none"> <li>● <b>Tree assessment age and methodology for the arboricultural report;</b></li> <li>● <b>Fauna assessment, particularly for the Swift Parrot;</b></li> <li>● <b>The trees provide valuable food source for honey eaters;</b></li> <li>● <b>The trees provide a connection to nature in the activity centre; and</b></li> <li>● <b>Maximising the retention of trees through the development.</b></li> </ul>
<p>There are currently no protections available for these trees under the Planning Scheme and they do not require a permit for their removal. Officers do not recommend formal protection of any trees through a section 173 agreement.</p>
<p><b>Further Information</b></p> <p><b>Updated Tree Assessment</b></p> <p>Following community consultation, Council Officers sought another arboricultural assessment for the subject site. The evaluation from the Knox Council Planning Team dated 9 November 2021, and the consultant, Melbourne Tree Care Pty Ltd, dated 23 July 2024 are provided at Attachments 4 and 5, respectively.</p> <p>The 15 trees on the site are all Eucalyptus sideroxylon [Red Ironbark], which is a Victorian native species however this species is not endemic to the Bayswater area. The trees are assessed as being in “Good” to “Fair” health and “Fair” to “Poor” structure and the report from Melbourne Tree Care Pty Ltd states that “no trees were found to warrant an exceptional retention value”, while seven trees were found to warrant a “high” retention value. Whilst the trees are assessed as being in a generally “Fair” condition, the retention value is established on multiple factors, including the area; these trees are in a high-density urban area, which assesses these trees at a</p>

higher retention value overall.

The report states:

“If the subject site is to be developed, it is strongly recommended that an arboricultural impact assessment is undertaken to determine which trees can be retained or removed. It is worth noting that while seven trees were found to warrant a high retention value, no trees were found to warrant a significant retention value, and there are currently no vegetation controls for the subject site.”

The preferred CHO have suggested they could retain the two trees on the North-east corner of the property, subject to planning approvals (trees 14 & 15 in Attachment 5). This will endeavor to protect 2 mature trees within the landscaping provisions of the planning scheme. Any potential impact on the trees would be considered at the time of a planning application and recommendations will be made at that time.

The subject site is zoned Residential Growth Zone 2 (RGZ2) which requires landscaping consisting of a minimum of one canopy tree per 250 square metres of the site area including a minimum of one canopy tree within the front setback per 5 metres of width of the site (excluding the width of one driveway). Each tree should be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres. Up to 50 per cent of the permeable surface may be shared with another tree.

The planning provisions also require that the landscape layout and design (Standard B13) within planning applications should:

- Protect any predominant landscape features of the neighbourhood.
- Take into account the soil type and drainage patterns of the site.
- Allow for intended vegetation growth and structural protection of buildings.
- In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals.
- Provide a safe, attractive and functional environment for residents.
- Provide for the retention or planting of trees, where these are part of the character of the neighbourhood.
- Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.
- The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.
- Meet any additional landscape requirements specified in a schedule to the zone.

#### **Habitat for Wildlife**

Officers have examined the information available about endangered species recorded at the site and the surrounding area utilising the [NatureKit Victoria \(biodiversity.vic.gov.au\)](https://biodiversity.vic.gov.au) tool provided by the Victoria State Government.

The toolkit advises that within a 1000m radius of the subject site, there was sightings of endangered and critically endangered fauna – refer Attachment 6.

The search within a 500m radius of the subject site did not highlight any sightings of endangered or critically endangered fauna.

The list provided by NatureKit does not advise of any recorded sightings of the Swift Parrot (*Lathamus discolor*) in the 1000m radius of the subject site. Of the endangered and critically endangered fauna sighted and recorded in the radius reported, none of these sightings are within the past 80 years. The last sighting recorded of a Regent Honeyeater was in 1924.

The NatureKit report does not support recent sightings of any endangered or critically endangered fauna.

**2. The sale at a discounted rate will adversely impact investment in existing infrastructure**

As part of the 2024/25 Budget process, property sales totaling \$6.5 million were added to future year forecasts. Properties are yet to be identified to meet this anticipated income.

It is proposed that the sale of 58-60 Station Street Bayswater is included within the as-yet unidentified properties for divestment, whether the site is sold for a subsidised rate or for social housing, or for the market value.

Overall, it is not proposed that the proceeds from the sale of 58-60 Station Street, Bayswater, would result in additional funds being expended on capital works and or infrastructure renewal above what is included in the 2024-25 Adopted Budget and 2024 – 2034 Financial Plan.

**3. Concerns about traffic impacts if the site is developed**

Potential traffic impacts from any proposed site development will be considered within the planning permit application and evaluation process.

**Further Information**

Feedback received noted traffic in the area has increased as the housing density has increased, and that development of the site is likely to increase traffic and street parking. This site is also located on a bus route and near the Bayswater train station and is a high activity precinct with shops, public transport and high-density developments.

Any potential impact on traffic would be considered by Council’s Traffic and Transport officers following the submission of a planning permit application with recommendations to be made accordingly at that time. Residents will have the opportunity to raise concerns about traffic impacts as part of the planning permit public consultation process.

**4. Concerns social housing will decrease safety of surrounding residents and deter customers from local businesses**

While it is common to be concerned about crime and personal safety when social housing is proposed in a neighbourhood there is minimal evidence supporting a link between social housing and increased crime.

The proposal is intended to be secure and safe for all residents and the preferred CHO intends to provide wrap-around services and support.

**5. Concern the price of surrounding housing will decrease as a result of social housing**

There is no empirical evidence provided to Council to demonstrate the surrounding property value impacts regarding this proposed sale.

Officers conclude that property valuation is a complex issue, with fluctuations in price being subject to several factors. Many of these are subjective, and may be as diverse as aspect, views, condition of the property, local amenity and access to services.

<p><b>6. Was the land bequeathed and if so were there any conditions on this</b></p> <p>Investigation shows the ownership of the land was transferred to Council by Frederick Walter Lambourne on 6 June 1983. There are no conditions or encumbrances on the land, 58-60 Station Street, Bayswater.</p>
<p><b>7. Retain the site for open space</b></p> <p>The site is not required to be retained for open space as open space of approximately 145,000 square meters is available within 400m of the property.</p> <p>Parks are typically classified into a hierarchy for planning and management purposes. Three levels of classification are recommended for parks for the purpose of play and social/family recreation in suburban settings. The different classifications of parks (for play) in Knox include:</p> <ul style="list-style-type: none"> <li>• Local Parks;</li> <li>• Neighbourhood Parks; and</li> <li>• Municipal Parks.</li> </ul> <p>All residents should ideally have access to a park (of any category) within an approximate 10-minute walk or up to approximately 500m, whichever is the lesser distance.</p> <p>Within 400m North of the subject site is the Marie Wallace Bayswater reserve, consisting of approximately 145,000 square meters.</p> <p>The reserve joins the Dandenong creek walking tracks and trails, comprising gardens, extensive playground, ovals, picnic areas and a bicycle education training area.</p>
<p><b>8. Concern regarding the amount of development in the area</b></p> <p>Potential development impacts will be considered as part of planning permit application and evaluation process.</p> <p><b>Further Information</b></p> <p>The subject site is zoned Residential Growth Zone (RGZ) – Schedule 2 with the Design and Development Overlay – Schedule 6 (applies to the Bayswater Major Activity Centre boundary).</p> <p>Any future development on this site, whether it is social housing or other, would need to meet the planning scheme requirements.</p> <p>While current controls allow building heights of up to 5 storeys in the centre, any development on this site would need to consider amenity impacts, inclusive of height, to surrounding properties. The standard planning applications and approvals process would need to be undertaken, led by the developer / landowner.</p>
<p><b>9. Confirm if the sale would be to a not-for-profit organization, the State government or a for-profit business</b></p> <p>If the sale proceeds to the preferred CHO they are a not-for-profit organisation.</p> <p>Officers recommend a Section 173 of the Planning and Environment Act 1987 be applied to the contract of sale for the site, ensuring that the land can only be used for social housing purposes.</p>

## 2.6 Social and Affordable Housing and the Sale of Land Objectives

There are three competing policy objectives when considering the site for divestment for Social and Affordable Housing at a subsidised value:

- Council's commitment to increasing social and affordable housing;
- The Policy for the Sale of Council Land and Buildings which requires Council land and buildings be sold at 'best and highest' value, unless Council can justify a lower value based on the circumstances; and
- Council's commitment to retain and increase tree canopy coverage within the municipality.

The site at 58-60 Station Street Bayswater is surplus to Council requirements and is intended for divestment – either to a Community Housing provider or through a public market process. A competitive process has been undertaken to identify and appoint a social and/or affordable housing provider to develop the site to meet the needs of a vulnerable cohort of our community.

The Bayswater Major Activity Centre comprises a demographic that has lower incomes and a greater level of disadvantage than other areas in the City of Knox and Greater Melbourne (ABS, 2021). The suburb of Bayswater and this site in particular is well placed as a location for social and affordable housing. It has good public transport access and there are a range of community, retail and social services available within the Centre and specifically within proximity of this land. State Planning Policy encourages additional housing to be supplied within activity centers such as Bayswater.

The Sale of Land and Buildings Policy provides for justification to the public when considering the divestment of land assets at less than the market value. While recognising some objections have been received, community consultation has been generally supportive of the site being developed for social housing and proposes to potentially provide ongoing benefits to the Knox community beyond the value of the revenue foregone for the sale of this site.

Council's commitment to retain and increase tree canopy coverage within the municipality is an ongoing endeavor. The planning provisions, whilst allowing high density development, also consider the requirement for trees within the landscaping schedule. The development is required to plant a canopy tree per 250 square meters. The site is approximately 977m<sup>2</sup> in size, equating to 4 canopy trees on this small site, which compares with the 15 mature trees currently located on the land. The preferred CHO, if successful, have already suggested they would try to retain two of the mature trees on the site, subject to planning approval.

To ensure that the land is maintained for social housing purposes, Officers recommend a Section 173 of the Planning and Environment Act 1987 be applied to the contract of sale for the site. A Section 173, when applied to the subject site, will set out conditions or restrictions on the use or the development of the land, thereby enforcing a planning objective that is transferred with the sale of the land.

## **2.7 Preferred CHO – Options and Funding Models**

The preferred CHO is a not-for-profit organisation who have funded and delivered more than 900 social and affordable homes since 2020 across Melbourne, which has been achieved through partnering with the Homes Victoria, the State, Commonwealth, relevant Councils, and private investors.

The preferred CHO have indicated that applicants for the proposed dwellings must come from the Victorian Housing Register (VHR). However applicants register a location preference and the preferred CHO would target applicants for the Knox broadband. Knox broadband includes Bayswater, Boronia, Ferntree Gully, Knoxfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South. There are currently 3500 applications for this location therefore it is likely the applicants would be from the City of Knox.

The preferred CHO will also investigate overlaying a 'significant links to the area' policy. This policy would ensure the preferred CHO assesses allocations to the Station Street site are to households with one or more significant links to the City of Knox. Some examples of significant links include:

- Residency: Currently living, or has previously lived in the City of Knox;
- Education: Currently enrolled in a training or educational program in the City of Knox;
- Employment: Currently employed or volunteering in the City of Knox;
- Health or Community Service: Currently receiving a health, social or community service in the City of Knox; and
- Family: Immediate family living in the City of Knox.

The sale or transfer of Council land protected by a Section 173 agreement offers a more financially viable model and the preferred CHO believes, has a higher probability of being funded. The preferred CHO have not had any prior experiences of successfully developing property on leased Council land however have had several examples of successfully delivered projects on owned land that was originally Council land (e.g. in the City of Kingston, City of Port Phillip). There are two key factors at play which make a sale or transfer the preferred model to achieve project delivery:

- **Availability Payments vs. Capital Grants:** The current and likely future funding models from both State and Federal Governments are availability payment based funding models. Unlike capital grants, which provide upfront project funding, availability payments from the government are spread over time (e.g., a 30-year operating timeframe) and necessitate borrowings by the Community Housing Organisation (CHO) to cover all project development costs (e.g., design, planning, and construction). While the subsidy generally covers the development and operating costs, this creates a significant financial liability from the outset for the preferred CHO, as the CHO, which must fund the development phase and repay the debt over the lease period. The only capital funding available under these programs is allocated to projects in regional and remote areas, or under circumstances where projects have unique needs that justify limited capital provision. Based on the preferred CHO's assessment of the funding criteria for both State and Federal schemes, the 58-60 Station St project does not meet either of these criteria. The financial burden can be mitigated, and the project made feasible if the financing structure is optimised through an ownership structure ie if the preferred CHO owns the land they have the equity to secure lending against this land. Developing on leased land complicates this further, as outlined below.
- **Lending Challenges with Leased Land:** Securing lending over leasehold land presents additional difficulties for CHOs seeking low-interest loans from providers such as Treasury Corporation Victoria or Housing Australia's Affordable Housing Bond Aggregator. Significant lending, typically around 90% of the project's development costs, is necessary under the availability payment model. However, lenders require additional security beyond the leasehold, as they do not accept leaseholds as primary security. This



requirement necessitates additional security over other assets in the CHO's property portfolio, further complicating the financial structure of such projects. Should a lender be able to securitise the land under an ownership model, this can be mitigated depending on the value of the land.

The funding guidelines do not exclude leased land as they must cater for a wide range of projects from single detached houses to high density apartments. For a development of this scale, even if the CHO can make the development stack up on leased land, the preferred CHO's experience in the current environment is that governments will prioritise projects that retain their investment in the project (over a 30 year period) and the charitable entity well beyond the period of a 40 or 50 year lease.

## **2.8 Increasing Affordable and Social Housing and Sale of Land at Market Value**

The intentions and commitments of the Knox Social and Affordable Housing Strategy, Regional Homelessness and Social Housing Group Charter and Eastern Affordable Housing Alliance (EAHA) strongly support this project which will provide safe, affordable, and accessible homes for 19 households.

Housing changes lives: the availability of affordable, sustainable, and appropriate housing is the foundation for people to fully participate in the social, economic and community aspects of life. When housing is secure and adequate there is a significant positive impact on health, employment, and education.

To meet the projected social housing need in Knox within 20 years, 57 additional dwellings per year are required, however, this would effectively leave a generation of unmet housing need. This project provides Council with an opportunity to address some of this need, contributing to the provision of 19 homes for women and children escaping family violence, people aged over 55 years old and single people. The commitment and need for additional social housing are outlined in Section 3.2 of this report, as is Council's ongoing contribution and commitment to advocacy to increase affordable and social housing.

Council's current Sale of Land and Buildings Policy sets a default position that Council land and buildings are to be sold at market value unless the circumstances or reasons are clearly explained by Council. The Best Practice Guidelines state: "Generally, all sales and exchanges of land should occur at not less than the market value assessed by a valuer engaged by the Council. However, in the event that land is sold for less than the market value or exchanged for land of a lesser value, the Council should explain the circumstances, reasons or factors which led to the decision to accept a sale price that is less than market value or land on exchange with a lower value."

The use of the Social Housing Reserve, discussed at Section 6.4 below, has sufficient funds to meet the contribution shortfall of the property transaction. The Reserve would be reduced by the current valuation, less the contribution of the preferred CHO.

## **2.9 Options for 58-60 Station Street, Bayswater**

The land at 58-60 Station Street was declared surplus to Council needs at the Council meeting on 20 December 2021. Options for Council regarding this property are:

- a) (Recommended option) sell the site at a discounted rate for the purpose of social housing, transferring the balance of the land value from the Social Housing Reserve;
- This provides the best opportunity to achieve a social housing outcome for the location. The current and likely future funding models from both State and Federal Governments prioritises land which is fully owned rather than leased or partial ownership by the CHO.
- b) Sell at full market value; noting this would require further community consultation;
- This option would elect to sell the land to the open market, this option would provide no opportunity to facilitate a social housing outcome.
  - As part of the 2024/25 Budget process, property sales totaling \$6.5 million were added to future year forecasts. Properties are yet to be identified to meet this anticipated income.
  - It would be proposed that the sale of 58-60 Station Street Bayswater is included within the as-yet unidentified properties for divestment, whether the site is sold for a subsidised rate or for social housing, or for the market value.
  - Overall, it is not proposed that the proceeds from the sale of 58-60 Station Street, Bayswater, would result in additional funds being expended on capital works. Nor would the proceeds from the sale of this land increase the amount within the social housing reserve.
- c) Council may elect to keep the land.
- Should the land be elected to be retained for a yet to be identified purpose this would require unbudgeted investment for the block to be anything more than vacant land.

### **3. SOCIAL IMPLICATIONS**

#### **3.1 Draft Bayswater Renewal Strategy**

Council recently endorsed the Bayswater Renewal Strategy. This project is reflected in the Bayswater Renewal Strategy action “Establish a demonstration project using Council owned land in partnership with a social housing provider to deliver affordable or social housing.”

#### **3.2 Social and Affordable Housing Strategy**

The Knox Social and Affordable Housing Strategy (the Strategy) identifies a significant shortfall in the municipality's social housing. The intention of the Strategy “to increase the supply of high-quality social and affordable housing in Knox,” and the commitment “Council will consider the use of under-utilised Council-owned land in appropriate locations for the purpose of developing social and affordable housing” are directly addressed by this project – development of suitable social and affordable housing in Station Street, Bayswater.

Knox currently has 1,503 social housing dwellings with an additional 159 new dwellings funded through Homes Victoria and in development. This will bring the total supply of social housing in Knox to 1,652 dwellings.

Between now and 2041, analysis of current trends suggests a need for a further 5,020 affordable housing dwellings, of which:

- 1,140 should be dedicated social housing; and
- 150 dedicated places available for crisis/supported accommodation (for those at long-term risk of homelessness).

The subject site is zoned RGZ2, reflecting the intended built form character in the Bayswater “Activity Area” designation under the Knox Housing Strategy 2015, intended for greater range and increased density of residential development. The preferred housing on this site is apartments, villas, townhouses, with dual occupancy and detached dwellings permissible, but not preferred.

The Strategy also has a commitment to “encourage appropriate location and diversification of stock for social and affordable housing developments.” The location on Station Street is ideally suited for the cohorts identified; it is close to shops, community facilities and Bayswater train station, and walking distance to Marie Wallace Bayswater Park and Bayswater Primary School.

### **3.3 Advocacy via Regional Homelessness and Social Housing Group Charter and Eastern Affordable Housing Alliance (EAHA)**

Knox is part of the Regional Homelessness and Social Housing Group Charter and Eastern Affordable Housing Alliance (EAHA) aiming to seek systemic change to increase the supply of permanent, safe, appropriate and timely housing for our most vulnerable community members, and to embed housing first as a key foundational principle.

### **3.4 Assessment Principles Sale of Land and Building Policy**

One of Council’s core responsibilities is to manage its assets to optimise their value to the community. This responsibility includes evaluating any unused or redundant assets and releasing the funds tied up in them to acquire, develop or improve other assets. The subject land is an example of resources tied up in an asset which Council can deploy in other areas of priority.

The subject site is zoned Residential Growth Zone (RGZ) – Schedule 2 with the Design and Development Overlay – Schedule 6 (applies to the Bayswater Major Activity Centre boundary).

The site is in the heart of the Bayswater Activity Centre; directly across from Pine Road car park. The site was considered as part of the proposed Bayswater Multi-Purpose Hub Project, which acknowledged while the site is too small for a Hub it is appropriate for medium-density and multi-story housing, housing typology that surrounds the site.

Council’s Sale of Land and Buildings Policy requires the decision to sell Council owned land is made carefully, considering the current and future needs of the municipality, and maximizing public value (both financial and non-financial).

The Policy also sets a default position that “Council must sell Council owned land at a price that is not less than the current market value as assessed by an independent valuer, unless Council can justify the circumstances to sell the land at less than market value.” There is an argument in the circumstances associated with this site to request that the sale of the property to be “at less than market value”.

The Sale of Land and Building Policy considers land sales from the perspective of both financial and non-financial elements.

In June 2023, a Social Housing Reserve was created. This Reserve has a balance of \$2.559 million. This Reserve was created from social housing contributions received from the parcel of

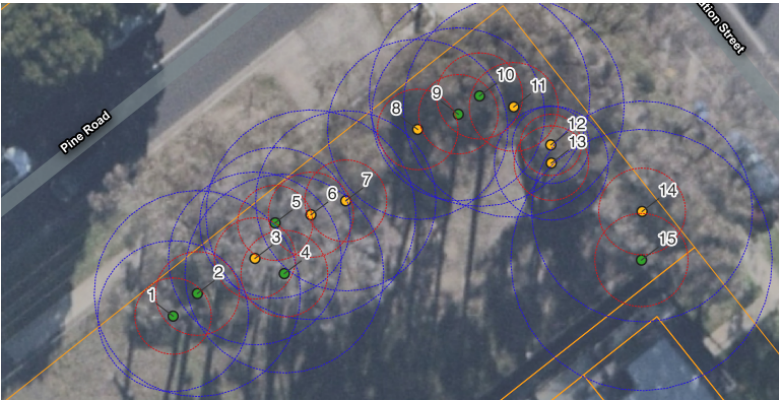
land referred to as “Kingston Links”. The Reserve’s purpose is to provide funding for the planning, development, construction and/or purchase of social housing for the Knox community.

Should the site at 58-60 Station Street, Bayswater, be divested for the purpose of social housing, it is proposed that the balance of this reserve would be reduced by the current valuation of the land less any payment made for the transfer/sale, to reflect the contribution council is making.

The assessment of the land against the principles of the Sale of Land and Buildings Policy is provided in Table 6.

**Table 6 – Assessment of Principles Sale of Land and Building Policy**

Principle	Assessment
<p><b>Economic</b> Council evaluation of surplus property will consider the value of the land as well as the cost of retaining the land; utilities and any foregone revenue; as well as any potential return available from sale for alternative purposes.</p>	<p>Council currently maintains the site (as mown grass). There are no other costs associated with this site.</p> <p>Releasing the site to a social housing provider at a subsidised rate has a negative financial impact on Council. Should this site be divested for social housing it is proposed to reduce the balance in the social housing reserve by the valuation less payment for the land. The Social Housing Reserve’s purpose is to provide funding for the planning, development, construction and/or purchase of social housing for the Knox community.</p> <p>This site is not subject to windfall gains tax as it was re-zoned prior to 1 July 2023. This is one of the few sites Council owns which is zoned residential. Most Council land is zoned for public use, requiring rezoning prior to sale, resulting in the requirement to pay windfall gains tax.</p>
<p><b>Change in Service(s) Delivery Needs</b> Council will consider the sale of surplus land and buildings where it does not or will not support, facilitate or contribute to current or future service delivery outcomes as identified in the Council Plan.</p>	<p>This site has not been identified specifically in the Council Plan 2021- 25.</p> <p>This site offers an opportunity to pursue social housing options that contribute to the Council Plan initiative – Plan for and support diverse housing to meet changing community needs.</p>

Principle	Assessment
<p><b>Building Condition</b> Council will consider the building asset condition, maintenance, renewal and upgrade considerations.</p>	<p>Not applicable – the subject site is vacant land. The building has been demolished.</p>
<p><b>Environment</b> Council will consider the sale of surplus land where retention will not enhance or protect its environmental value.</p>	<p>There is no vegetation protection overlays or provision for tree protection applying to the site.</p> <p>Unless the Section 173 Agreement included the retention of specific trees as per the zoning, they could all be removed.</p> <p>There are 15 trees Eucalyptus sideroxylon (Red Ironbark) on the site, which are mature or semi-mature, and located around the edge of the site. The majority of the Red Ironbark have ‘fair’ structure and health. This species of tree while native to Victoria is not species that is endemic to the Bayswater area.</p> <p>The 2021 report (Attachment 4) identified that the trees grow in three groups; T2 – T7, T8 – T14 and T15 - T16. The trees grow close together and to a certain extent are co-dependent on one another. For this reason, when considering retention and/or removal of the trees on this site, they should be considered relative to the trees around them (refer Attachment 4 and 5).</p> <p>In the 2024 report, these groups are T1-T7, T8-T13 and T14-T15:</p>  <p>The report from Melbourne Tree Care Pty Ltd (Attachment 5) states that ‘no trees were found to warrant an exceptional retention value’, while seven trees were found to warrant a ‘high’ retention value. Whilst the trees are</p>

Principle	Assessment
	<p>assessed as being in a 'Fair' condition, the retention value is established on multiple factors, including the area; these trees are in a high-density urban area, which assesses these trees at a higher retention value overall. Refer to Table 7 for a comparison between 2021 and 2024 reports and the overall health of the trees refer to Section 4 Climate Change Consideration of this report for potential option for offset planting if high retention trees are removed during development.</p> <p>The landscaping provisions under the planning scheme for a RGZ2 zone require one canopy tree per 250m, resulting in four canopy trees required on this site. The preferred CHO have suggested they will endeavor to keep trees T14-T15. It is noted T14 has been assessed with fair health and fair structure with observations noting wounds and previous failures.</p> <p>A NatureKit assessment has been undertaken for this site and no endangered or critically endangered fauna have been recorded within the past 80 years in 1000m radius of the site (refer Attachment 6).</p>
<p><b>Physical Works</b> Council will consider the sale of surplus land where it has not been identified in the Council Plan for the development of new assets or the improvements of existing assets.</p>	<p>This property has not been identified in the Council Plan 2021-2025 for the development of new assets, nor the improvement of existing assets. The site is currently vacant land.</p>
<p><b>Recreation</b> Council will consider the sale of surplus land where it is not required by the Council Plan for recreational purposes.</p>	<p>The subject site has not been identified for recreational purposes.</p> <p>Ideally, residents should have access to a park (of any category) within an approximate 10- minute walk or up to approximately 500m, whichever is the lesser distance.</p> <p>Approximately 400m North of the subject site is the Marie Wallace Bayswater Reserve, consisting of approximately 145,000 square metres.</p> <p>The reserve joins the Dandenong creek walking tracks and trails, comprising gardens, extensive playground, ovals,</p>

Principle	Assessment
	<p>picnic areas and a bicycle education training area. A map of the available open space is provided at Attachment 7.</p>
<p><b>Land Use Planning</b> Council will consider the sale of surplus land where there is no compelling land use planning grounds for retention.</p>	<p>There are no known reasons to retain the site. The subject site has not been considered in the Council Plan 2021-2025, or in any future plans or strategies.</p> <p>The subject site is zoned RGZ2 in the Bayswater Activity Centre, a target for investment and changes in housing provision for the Knox Community. The subject site is close to core employment areas and public transport interchange including a train station and multiple bus routes.</p> <p>The Knox Planning Schemes strategic directions for the Bayswater Activity Centre include increasing the building scale.</p>
<p><b>Social</b> Council will consider the sale of surplus land where alternative social uses have not been identified.</p>	<p>The subject site can be considered for alternate social use, such as the provision of social housing. The Bayswater Renewal Strategy identifies key messages to form the key part of the Strategy, which included providing local access to housing that meets community needs, life- stages approach to planning for disadvantaged groups and improvement in safety, for which social housing could play an integral role.</p> <p>Open Space in the Bayswater township is limited; however, this site is constrained by its size and location for useful open space and possible future extensions. Open space is accessible within 400m of this location.</p>

Principle	Assessment
<p><b>Intergenerational Needs (Future Needs)</b> Council will consider social, environmental and economic future needs of the asset by considering how the land sale today benefits current and future generations in the municipality.</p>	<p>Investigating options for social housing, meets the Council Plan 2021-2025 initiative, and the Social and Affordable Housing Strategy and Action Plan.</p> <p>The Bayswater Hub planning in 2021 determined the parcel size was too small to be of value to the Plan.</p>
<p><b>Heritage and Cultural Value</b> Council will consider the asset heritage and cultural values to the community.</p>	<p>The land has no heritage or cultural values requiring protection. The site is not in an area of cultural heritage sensitivity.</p>
<p><b>Risk</b> Council will identify and assess risks associated with holding and disposing of the asset.</p>	<p>There are no known risks in holding the asset as is, however it is under-utilised and does not currently provide the best options for public use.</p> <p>Risks for disposal of the asset are considered within Section 7 of this report.</p>

#### 4. CLIMATE CHANGE CONSIDERATIONS

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

The Knox Climate Response Plan 2021-2031, action 'Adapt and preserve our natural environment' details investigating options to help retain tree canopy cover on private land as well as mechanisms that increase additional tree canopy cover. The proposed site is home to 15 trees of various maturity and retention value.

In November 2021, Council's Landscape Officer visited the site and assessed the existing trees. Below is the Landscape Officer's summary (for the full report please refer to Attachment 4):

1. There is a monoculture of native trees – *Eucalyptus sideroxylon* (Red Ironbark) growing around the northwest and northeast boundaries;
2. T1 has been removed and no longer exists on the site;
3. The majority of the Red Ironbark have 'fair' health and structure. The trees grow in three groups: T2-T7, T8-T14 and T15-T16. The trees grow close together and to a certain extent are co-dependent on one another. For this reason, trees considered for removal should be considered with the trees in their grouping;
4. T5 and T14 both grow approximately 3 metres from the boundary and can be removed to allow room for any nearby development; and



5. T15 is growing adjacent to the footpath but is not causing any significant damage and should be retained if possible.

In July 2024, an independent arborist, Melbourne Tree Care, was engaged to undertake another assessment of the trees on the site. This report is provided at Attachment 5. The independent report highlights that “if the subject site is to be developed, it is strongly recommended that an arboricultural impact assessment is undertaken to determine which trees can be retained or removed.” Potential impacts to the trees will be considered as part of planning permit application and evaluation process.

Comparing the two reports, it may be concluded that the health of some trees has declined and others improved between 2021 and 2024. One tree has been removed since the original report - refer T1 in the assessment dated November 2021. The two assessments are summarised as follows:

**Table 7: Comparison of Arboricultural Reports**

Arboricultural assessment								
2021				2024				Comments
No.	Health	Structure	Retention	No.	Health	Structure	Retention	
1	Good	Fair	M		N/A	N/A	N/A	Removed
2	Fair	Fair	M	1	Good	Fair	H	Improve
3	Fair	Fair	M	2	Good	Fair	H	Improve
4	Good	Fair	L	3	Good	Poor	M	Decline
5	Good	Fair	M	4	Fair	Fair	H	Decline
6	Fair	Fair	M	5	Good	Fair	H	Improve
7	Fair	Fair	L	6	Good	Poor	M	Decline
8	Fair	Fair-poor	L	7	Fair	Fair	M	Improve
9	Good	Fair	L	8	Fair	Fair	M	Decline
10	Fair	Fair	M	9	Good	Fair	H	Improve
11	Fair	Fair	M	10	Fair	Fair	H	No change
12	Good	Fair	L	11	Fair	Fair	M	Decline
13	Good	Fair	M	12	Good	Fair	M	No change
14	Fair	Fair	L	13	Good	Fair	M	Improve
15	Fair	Fair	H	14	Fair	Fair	M	No change
16	Fair	Fair	H	15	Good	Fair	H	Improve

The 15 trees remaining on the site are all *Eucalyptus sideroxylon* [Red Ironbark], which is a Victorian native species however this species is not endemic to the Bayswater area.

The Melbourne Tree Care report assessed the 15 trees on the site as:

- No trees were found to warrant an exceptional retention value;
- Seven trees were found to warrant a high retention value; and
- Eight trees were found to warrant a medium retention value.

The 2021 report assessed the 16 trees on the site as:

- Two trees were found to warrant a high retention value;
- Eight trees were found to warrant a medium retention value; and
- Six trees were found to warrant a low retention value.

Overall, as shown in Table 7, the differences between the 2021 and 2024 tree assessment reports show:

- There have been slight movements in the health and structure of the trees over the past three years, which can occur over a period of three years. There was an improvement in health or structure for seven trees, a decline in health for five and no change for three.
- There is a difference in retention values of trees across the two reports. With seven trees being considered high retention value in 2024 compared with two in 2021.
- The assessment rating applicable to the categorisation of retention value criteria of high, medium, low is not standardised across the sector, as such officers undertook a more detailed review of the differences. Whilst the trees are assessed in the recent Melbourne Tree Care report as being in a 'Fair' condition and of 'high' retention value it should be noted that the retention value is established on multiple factors, including the area in which the trees are situated. These trees are in a high-density urban area and the criteria within the Melbourne Tree Care report assesses these trees at a higher retention value overall due to the smaller amount of vegetation within the direct vicinity.

As this is not a 'patch' of native vegetation as defined under the Biodiversity Assessment Guidelines, and there are no significant hollows in the trees, an ecological assessment prepared by a qualified Ecologist is not recommended in this instance.

The preferred CHO has proposed retaining the two trees on the Northeast corner of the site, (2024 report reference T14 and T15). Please note that the proposed development is conceptual only at this stage and any development proposed for the site will be subject to planning approval. Although noting T14 has been assessed with fair health and fair structure with observations noting wounds and previous failures.

The Melbourne Tree Care Pty Ltd report (Attachment 5) identifies seven of the trees as high retention. The amenity value of these trees is shown in Table 8:

**Table 8: Tree Amenity Value**

<b>Tree No.</b>	<b>Amenity Value</b>
<b>1</b>	\$ 11,570
<b>2</b>	\$ 17,500
<b>4</b>	\$ 18,079
<b>5</b>	\$ 11,570
<b>9</b>	\$ 14,644
<b>10</b>	\$ 21,875
<b>15</b>	\$ 28,347
<b>Total</b>	<b>\$ 123,586</b>

If the identified high retention trees were to be removed through the development of the site, consideration could be given to providing tree and habitat replacement planting within Council's Open Space areas within 1000 metres of this site to the value of the Tree Amenity Value contained in Table 8. Funds could be drawn from the social housing reserve for this purpose.

In summary, as these trees are co-dependent on one another, any assessment for retention should only be considered in three groups: T1 – T7, T8 – T13 and T14 - T15 (Attachment 5, 2024 report). The retention value of the trees within these groups varies between medium and high. This property is within the Bayswater activity center and is zoned for high density development. A Section 173 agreement to protect a cluster of trees is not seen as the best option for the site as it may limit the development within the activity center. Rather, it is proposed that should the high retention trees be lost upon development that replacement planting is undertaken within 1000-meters of the site as per the amounts calculated in Table 8, to offset any vegetation reduction.

## **5. ENVIRONMENTAL IMPLICATIONS**

Application of the Design and Development Overlay – Schedule 6, will continue to be applied to protect the views to the Dandenong Ranges, whilst providing increased opportunities for higher density development in the heart of the Bayswater Major Activity Centre.

The subject site is zoned RGZ2, which has a landscaping overlay requiring a minimum of one canopy tree per 250 square meters of the site area, including a minimum of one canopy tree within the front setback per 5 metres of width of the site. The preferred CHO have indicated that they will endeavor to preserve the Red Ironbark (*Eucalyptus sideroxylon*) trees on the Northeast boundary of the site (2021 report reference T15 and T16; 2024 report reference T14 and T15) through the proposed development.

However, in response to the feedback that has been received by Council, Officers would be recommending that the preferred CHO is strongly encouraged to retain as many trees as possible on the site without impacting the end goal of providing social housing on this site. Although, unless the Section 173 Agreement included the retention of specific trees as per the zoning they could all be removed.

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

The site known as 58-60 Station Street, Bayswater, has been assessed as surplus to Council's needs, in accordance with Council's Sale of Land and Buildings Policy.

This specific site has not been included in Council's 2024-2033 Adopted Long Term Financial Plan however, as part of the 2024/25 Budget process additional property sales were added to future years as shown in Table 9, totaling \$6.5M. Properties have yet to be identified.

### **6.1 Preferred Proponent's Financial Offer and Cost to Council**

The preferred CHO is offering to purchase 58-60 Station Street, Bayswater, via contract, subject to finance, under a Planning and Environment Act Section 173 agreement.

Costs will be incurred by Council as lawyers, Maddocks, will need to assist with negotiations with the preferred proponent on the contract. This is anticipated to cost less than \$20,000 and will be transferred from the Social Housing Reserve.

### **6.2 Funding for Social Housing Development**

Grant funding is required by Housing Agencies under the community housing model; the preferred proponent will contribute equity or debt to the total development cost with the amount contributed fixed and relative to the rental return on the houses delivered.

The preferred proponent is to obtain funding approval for the acquisition and development of the site within 18 months to allow sufficient time for a funding cycle to be issued, applied for and financial approval obtained. Every effort will be made to contract this timeline as much as possible to 12 months.

The preferred proponent has extensive experience in securing funding for Council land developments.

### **6.3 Land Valuation**

A confidential valuation was completed in July 2024 (refer Confidential Attachment 2). The Certified Practising Valuer from Westlink Consulting has assessed the current market value of the subject property, as of 5 July 2024.

### **6.4 Social Housing Reserve**

In June 2023, a Social Housing Reserve was created which has a balance of \$2.559 million. This Reserve was created from social housing contributions received from the parcel of land referred to as 'Kingston Links'. The Reserve's purpose is to provide funding for the planning, development, construction and/or purchase of social housing for the Knox community.

Should the site at 58-60 Station Street, Bayswater, be divested for the purpose of social housing, it is proposed that the balance of this reserve would be reduced by the current valuation of the land less any payment made for the transfer/sale, to reflect the contribution council is making.

### **6.5 Land Sales – Long Term Financial Plan**

As part of the 2024/25 Budget process additional property sales were added to future years as shown in Table 9, totaling \$6.5M. Properties have yet to be identified.

The sale of 58-60 Station Street, Bayswater would be proposed to be included as part of these yet to be identified properties. This would be proposed if it is sold for social housing or for the market value. Overall, the sale of this site would not result in additional funds being expended on capital works, or any additional funds being added to the social housing reserve.

**Table 9: Adopted Property sale proceeds**

	2026-27 '000	2027-28 '000	2028-29 '000	2029-30 '000	2030-31 '000	Total
Properties yet to be determined	\$1,000	\$1,500	\$1,500	\$1,500	\$1,000	\$6,500

### 6.6 Windfall Gains Tax Implications

The new Windfall Gains Tax applies to all land rezoned by the same planning scheme amendment resulting in a value uplift to the land of more than \$100,000. The taxable value uplift is the difference in the capital improved value (CIV) of the land before and after the rezoning takes effect. The Valuer-General Victoria is responsible for determining the value of the land before and after a rezoning.

The site at 58-60 Station Street, Bayswater was rezoned prior to the Windfall Gains Tax, which came into effect 1 July 2023. The Windfall Gains Tax does not apply to the sale of this land.

### 7. RISKS

The major risks associated with this project are in relation to the **community** are detailed here in Table 10:

**Table 10: Risk Assessment – Community**

Risk Identified	Comments
Protection of the trees	The preferred proponent will be strongly encouraged to retain as many trees as possible onsite. The preferred CHO have indicated they will endeavor to preserve the two trees (a group) identified as T14 and T15 in the Melbourne Care Pty Ltd report at Attachment 5.
Community concerns in relation service provision by the preferred proponent	The preferred proponent detailed their partnership approach with local service providers and community development programs that will link with site specific place making activities including employment and education links.
Community Safety	The preferred proponent indicated in their proposal that design elements that take into consideration community safety would be utilised such as secure entrances, good lighting and careful attention to blind spots.  Officers would continue to work with the preferred proponent and Victoria Police to ensure community safety was at the forefront in both development and ongoing success.
Concerns with lack of Car Parking	This will be handled through the planning application stage of the project

The major risks associated with this project in relation to **Council** are detailed here in Table 11:

**Table 11: Risk Assessment – Council**

<b>Risk Identified</b>	<b>Inherent Risk Level (Pre-Control)</b>	<b>Risk Controls</b>	<b>Risk Rating (Post-Controls)</b>	<b>Comments, Actions, Responsible Person</b>
<p><b>Legal Liability Risk</b> Community Housing Organisation is unable to meet the contract terms prior to land transfer.</p>	Medium	<ul style="list-style-type: none"> <li>Establish clear communication channels with the Community Housing Organisation to identify and support mitigation of any risks to contract execution.</li> <li>Provide option for Community Housing Organisation to seek contract extension in defined circumstances.</li> </ul>	Low	Council and Community Housing Organisation
<p><b>Reputational Risk</b> Sale of land could have negative public perception and/or perceived as privatisation.</p>	Medium	<ul style="list-style-type: none"> <li>Clear messaging on reasons to release plan developed in communication plan.</li> <li>Council and Community Housing Organisation to work closely on communications plan and delivery.</li> </ul>	Low	Council and Community Housing Organisation
<p><b>Outcome Risk</b> Community Housing Organisation – needs to sell dwelling to repay debt / manage costs</p> <ul style="list-style-type: none"> <li>Is forced to wind up.</li> <li>Land is sold but not developed as unable to secure funding and / or planning approval.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Contract of sale subject to funding/financing.</li> <li>Community Housing Organisations are constitutionally structured so if they wind up their assets are transferred to a like organisation.</li> <li>P&amp;E Act Section 173 upon sale to retain social housing outcome in the local government area for a period.</li> </ul>	Nil	Council, assisted by lawyers
<p><b>Community not happy with the sale of the land at a subsidised rate for the purpose of social housing</b> Community consultation has demonstrated that there is support for</p>	Medium	Council and Community Housing Organisation to work closely on communications plan that focuses on values based messaging, utilising the toolkit that was developed in partnership with the Social Housing Charter Group and Common Cause	Low	Council and Community Housing Organisation

Risk Identified	Inherent Risk Level (Pre-Control)	Risk Controls	Risk Rating (Post-Controls)	Comments, Actions, Responsible Person
social housing and whilst we heard from some residents that they were not supportive of social housing or of the subsidised rate, this number was relatively small.				

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

### Neighbourhoods, Housing & Infrastructure

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

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

### Connection, Resilience & Wellbeing

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

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

### Civic Engagement & Integrity

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

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

## 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

This report contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when negotiating the sale price for the property settlement; and
- Council business information that will prejudice Council's position when negotiating the sale price for the auction if prematurely released and private treaty is not supported through Council decision.

**ATTACHMENTS**

1. Attachment 3 Community Consultation feedback Proposed Sale of 58 60 Station [**4.4.1** - 4 pages]
2. Attachment 4 - Council Tree assessment - 58-60 Station Street Bayswater - 2021-11 [**4.4.2** - 4 pages]
3. Attachment 5 - Melbourne Tree Care - Tree Assessment - 58-60 Station St Bayswater - 2024-07-25 [**4.4.3** - 22 pages]
4. Attachment 6 - Nature Kit Assessment of Endangered Flora and Fauna - 58-60 Station Street Bayswater [**4.4.4** - 2 pages]
5. Attachment 7 - Open Space Map [**4.4.5** - 1 page]



**Attachment 3 - Community consultation feedback on proposed sale of 58-60 Station St Bayswater - 2024**

	METHOD OF ENGAGEMENT	DATE	RESPONSE	THEME OF CONCERN (POSITIVE, NEGATIVE, NEUTRAL)
1	HAVE YOUR SAY	Jun 20, 2024, 10:31 AM	This is a good location for social housing due to its proximity to the station. However nature is a major positive contributor to mental health and the development should maximise the retention of trees. Green initiatives should be a condition of the sale	Positive, protect trees
2	HAVE YOUR SAY	Jun 15, 2024, 01:41 AM	<p>I'm 28. I have lived in Bayswater for over 25 years, it was where I grew up, and I grew up near this site. Nearby where I lived were some tall trees, and those trees created a rare connection to community and nature that I did not realise was so important to me until I was forced to leave home due to recognising I was a victim of family violence. I now seek these spaces, and recognise their importance in my history. The trees on 58-60 station street in particular, these trees, near the station, have provided a feeling of safe enclosure that no structure could replace. Each time I would travel to the station it felt like I had a connection to the dandenongs which were in the distance, through these large trees. These are uncomfortably and unfortunately the last remaining component that would connect the inner-bayswater hub (or... lack of hub) to the dandenongs, which were the most significant local landmark by far. Without these trees, the dandenongs themselves would feel disconnected from the day to day space, and without these trees, the space itself would not feel enclosed, it would feel less safe, and it would feel less loved. I had already protested the horrible decision to not make a community space here. I have a strong need to feel like this particular space will serve the communities' purpose like it once did, and not be forgotten and turned into a suburban hellscape. Bayswater is slowly losing it's old growth, it's community to each other, because these spaces are not being held and not being grown anymore. Where else, if but here, have trees been allowed to grow to this height within this location? If they were removed, how long would a space like this be able to be returned?</p> <p>I beg you, if you cannot see the raw value of just having a park space for community, at least look at the bureaucratic approach of "value capture" and see that having this space here will increase the value of the properties nearby passively, and add greater benefit than just selling this space off and removing the trees. Homes are important, definitely so, and as an architectural designer myself I would advocate for the social housing to be built whilst keeping these trees... but I know that is unlikely the case, that these trees will likely be removed if this goes ahead. So, please, the value of these trees will be lost forever if they are removed, the opportunity for a chance at a good communal space in Bayswater with connection to nature... this is it!!</p>	Negative, protect trees, advocate for open space
3	HAVE YOUR SAY	Jun 14, 2024, 12:16 PM	The Existing residents in Knox need help. By selling land at correct value, money could be raised to service your existing struggling residents with lower rates and more services. Increasing the number of struggling residents with social housing will not help Bayswater's existing community and retail keep the area clean, safe, educated and fed.	Negative, sell at market value, focus on existing residents, concerns with amenity
4	HAVE YOUR SAY	Jun 13, 2024, 10:12 PM	<p>That the tree assessment, carried out by a Council officer, more than 30 months ago, does not pass the pub test with respect to independence.</p> <p>Further more, the criteria for tree significance, has not been clarified and should be assessed using the Dr Greg Moore, Burnley method , rather than an occasional opinion by a staff member of the organisation wishing to sell the land .</p> <p>Total tree retention ,and site social housing are not mutually exclusive . Any proposed development, should build over the rear property easement to maximise development and minimise impact on trees.</p> <p>The tree assessment is at best basic, and the author provides no details of their qualifications in relation to their assessment,and consequently any statements of significance of trees or otherwise or highly subjective, if not guesswork .</p> <p>No assessment of the value of the trees is provided with respect to the critically endangered Swift Parrots, and or their occurrence records locally. Overall, a very poor attempt at articulating tree value and biodiversity significance.</p>	Neutral, independent tree and biodiversity assessment, build over easement to minimise impact on trees
5	HAVE YOUR SAY	Jun 13, 2024, 07:19 PM	As a local that has lived in Bayswater area, all my life, I do not want to see this block of land on cnr pine rd. & Station st, sold for the development of social housing. We already have a lot of multi story developments in that area of Bayswater & is becoming as eyesore. Also factor in parking & increased traffic which is already a busy intersection on the local bus route & opposite the railway station. Also we would lose these beautiful gum trees, Bayswater used to be a green area but not anymore	Negative, dislike multi-storey buildings, concerns for parking and traffic, protect the trees

6	HAVE YOUR SAY	Jun 13, 2024, 05:15 PM	<p>I do not want this to go ahead and will go out of my way to actively campaign against its sale and development as public housing. I am in extremely close proximity to the planned development and having had the displeasure of experiencing neighbours living in such conditions multiple times it has never been good, I can only see this driving away investors and harming my equity or even putting my family's safety at risk, Bayswater and Knox in general have a lot of drug problems that need to be resolved before putting low income households, which are generally more inclined to use illegal substances due to pre-existing addictions or financial stress, in the area. Especially near Bayswater station which is commonly referred to as the pharmacy, even on citywide radio like triple m, due to its status as a place to buy drugs. Also selling the land at such a discount is a disgusting insult to every rate payer who has had to work and suffer through the current economic climate just for benefits to be given to those who even if they find themselves on their feet with a job and stable income, will never leave the residence as can be seen in other public housing blocks. And what is the protocol should they be acting violently or racist, will they be removed and forcibly relocated, or will a social worker try to explain it away. And even then should they need eviction the process can take over a year, and god forbid any owners corporation works need to be conducted as I have personally experienced that In regards to an old fence which took nearly two years to fix and public housing Victoria take far too long doing they're job to allow for important repairs to be conducted quickly. Also, if the block is sold at a discount would my rates be discounted as I have to live next to this? It should be sold at or even above full market value to a reputable company and sold as private housing, if public housing Victoria purchases one unit that's fine, but the majority would need to be privately owned or even have the block sold and set up as a business for me to even consider supporting this. If YOU want this in Bayswater, PUT IT NEXT TO YOUR HOME, NOT MINE. I can almost guarantee anyone on council that approves this crap won't be a sitting member after.</p>	<p>Negative (extreme), poor location due to existing drug and crime in the area, concern with crime, drug taking, safety, home equity, mixed development more acceptable, sell at market value, focus on existing ratepayers</p>
7	HAVE YOUR SAY	Jun 13, 2024, 02:44 PM	<p>While I understand the importance of providing adequate housing for all members of our community, I believe this particular location may not be suitable for such a development for several reasons.</p> <p>Firstly, the area in question has a history of crime and has been known as a gathering spot for undesirable activities. Although efforts have been made to improve the safety and image of the area, introducing social housing could potentially reverse these advancements. The presence of social housing may inadvertently attract individuals who may engage in such activities, thereby increasing the risk of crime and antisocial behavior. This, in turn, could have a negative impact on the local businesses and deter customers from visiting the shops.</p> <p>Secondly, the proximity of the proposed social housing to the train station raises significant concerns regarding the safety of commuters, especially at night. Many residents and visitors rely on the train station for their daily commute, and the potential for increased criminal activity could instill fear and apprehension among those using the trains. This could lead to a decrease in public transport usage, negatively impacting both the train services and the overall accessibility of the area.</p> <p>Moreover, the prime location near shops and the train station makes this area highly desirable for commercial and residential development. Allocating such a valuable space for social housing could limit the potential for economic growth and development that could benefit the entire community. It is crucial to consider alternative locations for social housing that do not compromise the safety, economic potential, and attractiveness of key areas within our community.</p> <p>In short, while I fully support the need for social housing, I urge the council to reconsider the proposed location near Bayswater Station. It is essential to balance the need for affordable housing with the safety, economic interests, and overall well-being of our community. I strongly recommend exploring other sites that may be more suitable for social housing, ensuring that we continue to foster a safe and thriving environment for all residents and visitors.</p>	<p>Negative, poor location due to existing drug and crime in the area, concern with crime, drug taking, safety, limits economic growth and development. Supportive of social housing just not in this area</p>
8	HAVE YOUR SAY	Jun 13, 2024, 01:02 PM	<p>Concern regarding Property near the social housing WILL drop in value Security and general rowdies associated with social housing General cleanliness around the area Additional cars parked around the area, especially half abandoned vehicles, causing congestion and traffic issues and safety.</p>	<p>Negative, concern with home equity, safety and amenity, cleanliness, parking, traffic and abandoned vehicles</p>
9	HAVE YOUR SAY	Jun 13, 2024, 07:25 AM	<p>I fully approve of using this site for social or public housing.</p>	<p>Positive, supportive of social housing</p>
10	HAVE YOUR SAY	Jun 12, 2024, 03:51 PM	<p>I think selling 58-60 Station Street Bayswater as a direct treaty sale for the purpose of social housing at a rate of approximately 62% market value is a good idea. It is important to be able to provide extra housing, especially for those that can't afford housing at the current price. As rents are increasing more and more people won't be able to afford current housing so there is a huge need for this.</p>	<p>Positive, supports social housing</p>

11	HAVE YOUR SAY	Jun 23, 2024, 01:08 PM	I disagree and do not support the proposal by Council to sell this land at a substantial discount for social housing. Firstly, social housing is a State Government responsibility, not Council. I do not believe that Council can achieve the required economies of scale, or incur the ongoing costs of management and regulation of relevant social housing, particularly as it will likely lack the regulatory framework in order to continue to ensure that a precinct remains available for social housing in the long-term post settlement of the land (for example, what will prevent this social housing organisation from then selling the land at market value to another third party in say, 10 or 15 years whereby it is then converted into something other than social housing), without adversely affecting other ratepayers. For example, loans and other private/public partnership arrangements are available to relevant or interested social housing agencies or third-party developers to acquire and develop social housing at market value. I see no reason why the EOI had to be undertaken at below market value with these potential options on the table. Secondly, I *strongly* disagree with the commercial confidentiality being used in this circumstances. Public housing, is by its nature, a public interest issue, and as such, scrutiny should be allowed by rate-payers over both the selection of the social housing agency, as well as the commercial and legal terms of the transaction. Thirdly, if Council believes that Council retaining the land is no longer providing a benefit to rate-payers, then it should consider selling the land at market rate to a third party and using the windfall gain to either fund existing or planned Council initiatives for the benefit of existing rate-payers, or utilise the windfall gain to subsidise or prevent the ongoing rise of rates for all and existing rate-payers, many of whom are already under significant financial stress, allowing the benefit to be more widely spread across all Knox residents.	Negative, social housing is a state government issue, disagrees with commercial confidentiality, sell at market value, focus on existing ratepayers
12	HAVE YOUR SAY	Jun 22, 2024, 05:13 PM	Make the building contemporary and comfortable. Don't make it more than three storeys high. Think of the nearby neighbours. We don't want this place to be an 'attraction' - if you build it too high, it might be become that for the wrong reasons.	Positive, however concerns in regards to the height of the build, limit to three storeys, build contemporary and comfortable
13	HAVE YOUR SAY	Jun 22, 2024, 02:15 PM	Please retain all the trees. Yes social housing is a worthy use of this land, but please retain all of the trees. Thank you.	Positive, protect trees, supportive of public housing
14	HAVE YOUR SAY	Jun 22, 2024, 01:14 PM	I strongly oppose the selling of 58 - 60 Station Street for the purpose of social housing. 1) Integrating social housing into the existing Bayswater communities can be challenging, especially if there are cultural, social, or economic differences between residents. This will affect community harmony and cohesion. Knox has already experienced a whopping 8.3% increase in crime rate in 2024 alone, and social housing will undoubtedly add a negative impact on these crime stats. House values will drop, crimes will go up, drug use will continue to run rampant. This is not the future I wish to see for Bayswater. 2) The infrastructure is simply NOT sustainable to host another significant increase of residents. Increased population density also leads to decline of quality of life for the existing residents. 3) How can the council ensure that the quality of the buildings is up to the mark? Dodgy developers are rampant in our state, does Knox Council has any mean to ensure the quality of the finished product? 4) Many hardworking ratepayers are already struggling under the current economic, why can't Knox council sell this land at the normal market value and in return, subsidize the rate for the existing residents of Knox who are doing it tough? The decision to sell 58-60 station street at such a low price for social housing feels like slap on the face for us residents who have been living in Knox for years. The council's primary responsibility IS to look after the existing ratepayers and to provide service to us, you need do what is in OUR best interest, NOT to meddle with social housing projects for people who are NOT not even living in our areas right now.	Negative, sell at market value, focus on existing residents
15	HAVE YOUR SAY	Jun 21, 2024, 12:57 PM	The information provided does not clarify whether the sale of land for social housing is intended for a not-for-profit organisation, the State Government, or a for-profit business. This is a crucial detail that needs to be considered. Selling the land below market value to a commercial enterprise that stands to profit from it would be inappropriate.  Additionally, I believe it is not financially prudent for Knox Council to sell this land at 62% below market value. Such a decision would deprive the community of valuable funds that could be used to enhance services and facilities within Knox or to reduce council debt.	Negative, sell at market value, focus on existing residents, lack of information on the housing provider
16	DROP IN SESSION #2	25/6	62 year resident in area. Why are the developers allowed to remove mature trees? where is the money going from the sale? It should go towards Bayswater. Removal of a dead possum would take 3 working days - not acceptable. Not seeing street sweepers, used to be a well looked after area. How did Council end up with this land? Was it bequeathed? Were there conditions on it? Need greenery on this side of Mountain Highway, should be retained as a green space there is something here this side. Used to do Tai Chi there - hall used all the time, car crashed into hall. 1988 fire on the old boys club. Used to be called gateway to the dandenongs no longer. No - if you put social hosing here the trees will go. With all units around feel the trees more important - radical - put seats and grass so people can get fresh air. Trees more important for health and children. Bayswater Park is not as close	Negative, protect trees, advocate for open space
17	DROP IN SESSION #2	25/06	For social housing there is definately a growing need	Positive, supportive of social housing
18	DROP IN SESSION #2	25/06	As long as you are not getting rid of the duck pond - why not ? People need the housing.	Positive, supportive of social housing
19	DROP IN SESSION #1	20/06	Back in the 1950's people put money into build a hall, but Council were going to put a playground here. Great for children as so many units around. Not against social housing but needs extreme maintaining - personal experience. Body corporate of one unit - lots of issues. Yes we need social housing but really need to have support and constraints around the tenants	Neutral - supportive of public housing but concerned about supports for tenants
20	DROP IN SESSION #1	20/06	Where will the funds go from the sale. Hard to make the decision without knowing?	Neutral, more information required on finances
21	DROP IN SESSION #1	20/06	Makes sense lot of people need housing at the moment	Positive, supportive of social housing
22	DROP IN SESSION #1	20/06	Ask questions about the build, know there is a lot and not very keen on social housing. Parking is a concern. Busy when scouts hall is being used	Negative, more information required on the build, concerns for parking
23	DROP IN SESSION #1	20/06	Good idea, might come to the bowls club. Could be good for the area. Good to help those less fortunate	Positive, good to help vulnerable people, could be good for the area
24	DROP IN SESSION #1	20/06	All for it	Positive, supportive of social housing

25	<b>DROP IN SESSION #1</b>	20/06	Good to retain more trees valuable source of food for honey eaters and small parrots. Concern bring more drugs into the area, train stations are a magnet for unsociable habits concentration. Is that the type of housing vulnerable people want? People who are under stress - jam them all into together, enclosed people can be triggered. This will have ramifications for surrounded area. Women fleeing domestic violence would be good - restricted entry. Security for resident car entry only, be careful who we get in there. Ideally turn it into a park with a reflective area with gum trees as focus memorial. Would have preferred open space as there are no parks this side, not opposed to social housing	Neutral, not opposed to social housing, protect trees, advocate for open space, support for tenants, concerns for vulnerable people all together, supportive of the housing being for women impacted by family violence
26	<b>DROP IN SESSION #1</b>	20/06	Don't support proposal in current format. Have lived next to public/social housing before and it was very problematic, anti social behaviour, waste, domestic violence, suggest mixed public and private so the private residents can hold them to account. Not concerned about the height as its not their sight lines.	Negative, concern antisocial behaviour, unconcerned by height
27	<b>DROP IN SESSION #1</b>	20/06	Should be a nice development, do it once and do it well. The development should connect with the proposed Bayswater renewal.	Positive, needs quality build and connection to Bayswater Renewal
28	<b>DROP IN SESSION #1</b>	20/06	Arborist report is 2.5 years old. Report is done by Council who has conflict of interest. Councils approach to tree canopy has changed in recent years. Test assessment Burnley tree assessment method. Build over easement	Neutral, protect trees, concerned with the tree assessment, need updated biodiversity assessment. Important to note that this individual also provided feedback via Have Your Say Survey
29	<b>DROP IN SESSION #1</b>	20/06	Wanted to know if it was apartments or 1-2 bedroom townhouses. Not concerned about social housing. Wants to be kept up to date. Hearing impaired. Text only wants to stay up to date on decision	Positive, supportive of social housing
30	<b>EMAIL</b>	29/6	Hi As a ratepayer in the Knox area, I object to the proposal of selling the above-mentioned property for anything less than market value. This money goes towards the upkeep of services for the Knox residents, and anything less than market value means either a reduction of services or an increase in rates that all the residents have to fund. The cost of living is already high enough without the burden of having to cover more in rates or accept a cut in services. It is completely unacceptable to go ahead with anything other than the full sale price for the property. In addition, the website for lodging an objection cannot be accessed online, the links to the page where you can put in your details do not work!	Negative, concerned about sale at a discount to market value
31	<b>EMAIL</b>	25/6	Hi Knox Community Well-being team, I am writing as a community member of Bayswater to express my opinions on whether to sell 58-60 Station Street Bayswater. My family and I are strongly against selling this lot for social housing. Firstly, we are concerned about the growing number of apartments in the area which may lead to overcrowding. We are also concerned about increased crime rates in the area. We have been blessed to have an improved community area in the recent years but would be disappointed to see a potential risk to see our community decline. Social housing is also often not well kept and may lead to the decline in value of the area. We would really appreciate our reasoning to be taken seriously and we are hoping for an outcome that favours our opinions.	Negative, concerns about overdevelopment, crime, poor management

# PLANNING REFERRAL



Attachment 4

**Planning Application No:**

**Location:**

**58 Station Street Bayswater**

**Inspection Date:**

**9/11/2021**

**Planning Zones:**

**RGZ2**

**Overlays:**

**DDO6**

Andrea

I inspected the trees growing at 58 Station Street Bayswater on the 9/11/2021 and my comments are as follow;

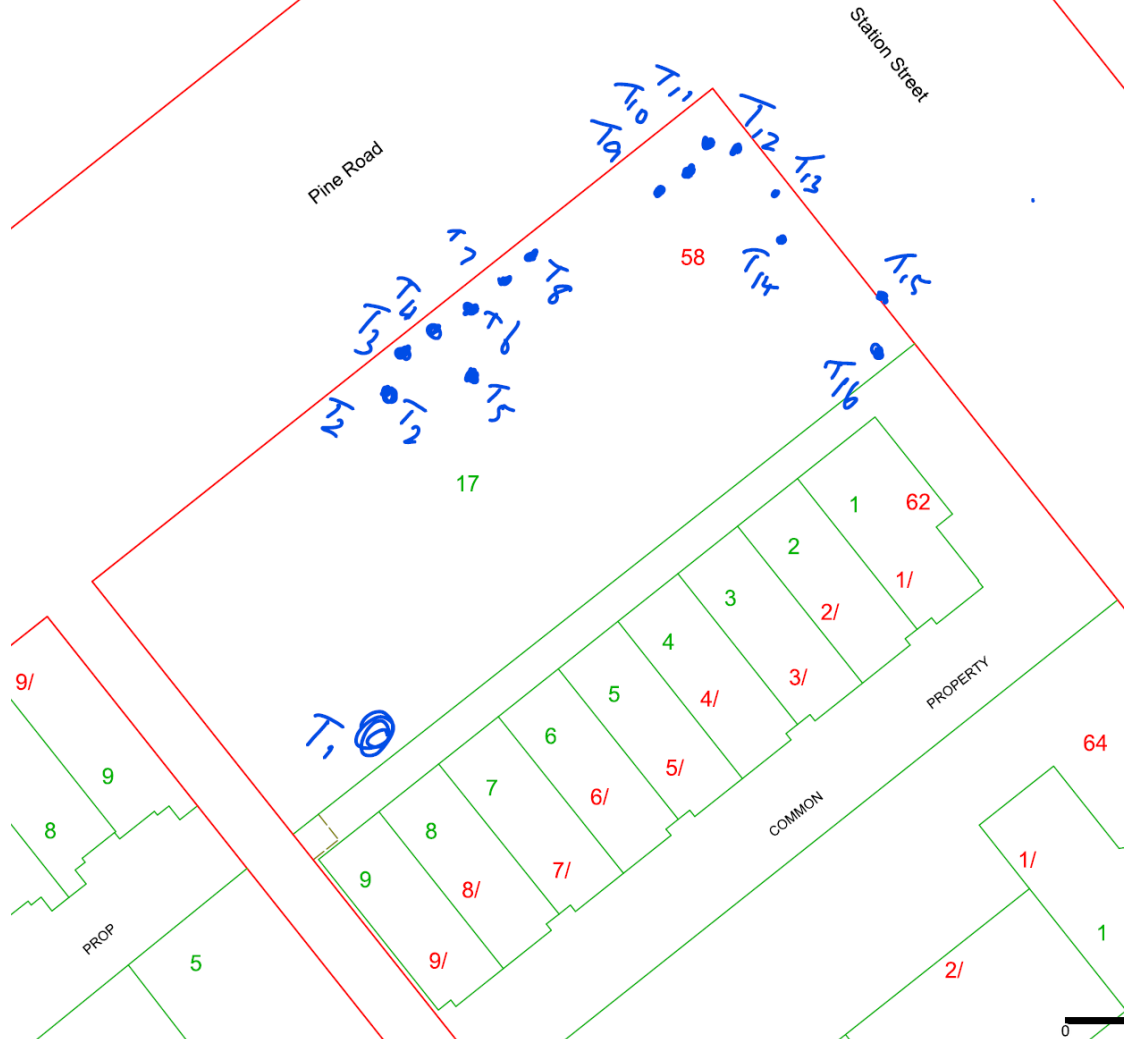
## Summary;

1. Apart from a juvenile Silver Wattle (T1) there is a monoculture of Eucalyptus sideroxylon growing around the north west and north east boundaries
2. The majority of the Red Ironbark have medium – low retention values **with the exception of T15 and T16**. The trees grow in three groups; T2 – T8, T9 – T16 and T15 -T16. The trees grow close together and to a certain extent are co dependant on one another. For this reason, some of the trees that have been assessed as low retention value should be retained in conjunction with the medium retention value trees around them.
3. T5 and T14 are both growing approx. 3 metres from the boundary and can be removed to allow room for any nearby development.
4. T15 is growing adjacent to the footpath but is not causing any significant damage and should be retained if possible.

# PLANNING REFERRAL



16



# PLANNING REFERRAL



Tree No.	Species	Height (m)	Canopy Width (m)	DBH (cm)	Retenti on Value H/M/L	TPZ (m)	SRZ (m)	Health (Good/ Poor)	Structure (Good/ Poor)	Age	Comment
1	<i>Acacia dealbata</i> (Silver Wattle)	2	2	14	M	2	1.5	Good	Fair	Juvenile	Healthy young tree, stem divides into 3 at a height of 0.5m.
2	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	15	9	40	M	4.8	2.3	Fair	Fair	Mature	Divides into two stems at about 6.5m height with reasonable union
3	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	16	6	53	M	6.4	2.5	Fair	Fair	Mature	Divides into two stems at about 9m height with reasonable union. Wound in trunk
4	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	16	8	45	L	5.4	2.4	Good	Fair	Mature	Bifurcates at 3 m with included bark and swelling or elephant ears below the union. located on boundary
5	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	18	12	51	M	6.1	2.5	Good	Fair	Mature	Divides into two stems at about 12m height with reasonable union
6	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	15	10	45	M	5.4	2.4	Fair	Fair	Mature	
7	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	15	9	45	L	5.4	2.4	Fair	Fair	Mature	Bifurcates at 4 m with included bark and swelling or elephant ears below the union. Located on boundary. 2 <sup>nd</sup> bifurcation further up one stem with same issues
8	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	15	10	55	L	6.6	2.6	Fair	Fair-poor	Mature	

# PLANNING REFERRAL



Tree No.	Species	Height (m)	Canopy Width (m)	DBH (cm)	Retention Value H/M/L	TPZ (m)	SRZ (m)	Health (Good/Poor)	Structure (Good/Poor)	Age	Comment
9	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	16	10	47	L	5.6	2.4	Good	Fair	Juvenile	Healthy young tree, stem divides into 3 at a height of 0.5m.
10	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	18	8	46	M	5.5	2.4	Fair	Fair	Semi-mature	Upright tree with high canopy due to competition
11	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	17	9	57	M	6.8	2.6	Fair	Fair	Semi-mature	Upright tree with high canopy asymmetrical toward east.
12	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	15	11	57	L	6.8	2.6	Good	Fair	Semi-mature	Tree grows on a lean toward South, bifurcates at 5 m height with included bark and swelling below union.
13	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	9	3	19	M	2.3	1.6	Good	Fair	Semi-mature	Smaller tree suppressed by others surrounding.
14	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	14	5	30	L	3.6	2.0	Fair	Fair	Semi-mature	Growing approx. 2 metres from boundary
15	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	17	16	58	H	7.0	2.6	Fair	Fair	Semi-mature	Growing just outside boundary adjacent to footpath
16	<i>Eucalyptus sideroxylon</i> (Red Ironbark)	17	15	49	H	5.9	2.5	Fair	Fair	Mature	Wound in trunk

Please contact me if you require any further information.

Steve Rowlands



**Attachment 5**

# **Preliminary Arboricultural Assessment**



Site Address:  
58-60 Station Street, Bayswater

Prepared for:  
Knox City Council

Prepared by:  
Lachlan J Egan  
Melbourne Tree Care

*DipArb*

Submitted  
25/07/2024



# Melbourne Tree Care Pty.Ltd

For life and limb



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### Introduction

Melbourne Tree Care was contracted by Knox City Council to undertake a preliminary arboricultural assessment for trees located within the boundaries of 58-60 Station Street, Bayswater.

### Aim of report

The intention of this report is to:

- Assess trees located within the subject site.
- State the permit requirements for tree removal.
- State the retention value for each tree.
- State the Tree Protection Zones (TPZ) and Structural Root Zones (SRZ) of all trees.

### Methodology

- Lachlan J Egan of Melbourne Tree Care attended site on the 23<sup>rd</sup> of July 2024.
- Data acquired is based on a Visual Tree Inspection (VTA) from the ground (Mattheck and Breloer, 1994).
- All trees with a mature height greater than five meters within the subject site were assessed.
- Data collected for each tree was their current size (DBH, DaB, crown spread, height), condition (health and structure), ULE (useful life expectancy), retention value, TPZ, and SRZ.
- DBH (Diameter at Breast Height) was measured at 1.4 metres using a diameter tape.
- DaB (Diameter at Base) was measure above the root flare using a diameter tape.
- Tree height and canopy spread were estimated.
- Tree locations are estimates based on aerial imagery.
- Data was recorded using Tree Plotter.
- TPZ's and SRZ's were calculated in accordance with Australian Standard 4970-2009 Protection of trees on development sites.



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### Planning Controls

The subject site is located in the Knox City Council Residential Growth Zone 2 (RGZ1). One planning overlays is present:

- Design and Development Overlay – Schedule 6 (DDO6)

### Vegetation Controls

There are currently no vegetation controls for the subject site (Table 1).

**Table 1. Tree Permit Status**

Location	Tree Id	Botanical Name	Permit Required
Onsite	1	<i>Eucalyptus sideroxylon</i>	No
Onsite	2	<i>Eucalyptus sideroxylon</i>	No
Onsite	3	<i>Eucalyptus sideroxylon</i>	No
Onsite	4	<i>Eucalyptus sideroxylon</i>	No
Onsite	5	<i>Eucalyptus sideroxylon</i>	No
Onsite	6	<i>Eucalyptus sideroxylon</i>	No
Onsite	7	<i>Eucalyptus sideroxylon</i>	No
Onsite	8	<i>Eucalyptus sideroxylon</i>	No
Onsite	9	<i>Eucalyptus sideroxylon</i>	No
Onsite	10	<i>Eucalyptus sideroxylon</i>	No
Onsite	11	<i>Eucalyptus sideroxylon</i>	No
Onsite	12	<i>Eucalyptus sideroxylon</i>	No
Onsite	13	<i>Eucalyptus sideroxylon</i>	No
Onsite	14	<i>Eucalyptus sideroxylon</i>	No
Onsite	15	<i>Eucalyptus sideroxylon</i>	No

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## Observations

A total of 15 individual trees were assessed for this report. Detailed observations for individual trees are listed in **Appendix B** and see **Appendix C** for glossary of terms.



Figure 1. Site Overview and tree locations

### Tree Population Overview

The trees assessed are mature (87% of the tree population) and semi mature (13%) in age. All of the trees are *Eucalyptus sideroxylon* (Red Ironbark), a Victorian native species. See **Appendix A** for individual tree locations and **Appendix B** for individual tree data.



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**Health**

The health of the trees is assessed as good (60%) and fair (40%). Most trees are presenting with good leaf size and colour, crown density, and branch elongation; all of which are indicators of fair vigour and vitality.

**Structure**

The structure of the trees is assessed as fair (87%) and poor (13%). Most trees present with strong branch and stem attachments and are generally free of any above-ground defects.

**Tree Retention Value**

No trees were found to have a exceptional retention value, seven trees were found with attributes that warrant a high retention value, while eight trees have a medium retention value (Table 2).

**Table 2. Tree Retention Values**

Retention Value	Tree Id
Exceptional	N/A
High	1, 2, 4, 5, 9, 10, 15
Medium	3, 6, 7, 8, 11, 12, 13, 14,
Low	N/A





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### Tree Protection Zones

A Tree Protection Zone (TPZ), as stated by the Australian Standard AS4970-2009, Protection of trees on development sites, is the principal means of protection of trees on development site. The TPZ is a combination of the root area and crown area requiring protection. It is an area isolated from construction disturbance, so that the tree remains viable.

The Australian Standard AS4970-2009 is being used in assessing the protection areas for each tree as it describes the best practices for the planning and protection of trees on development sites.

**Table 3. Individual TPZ's and SRZ's**

Tree Id	Botanical Name	TPZ Radius (m)	SRZ Radius (m)	Retention Value
1	<i>Eucalyptus sideroxylon</i>	4.92	2.49	High
2	<i>Eucalyptus sideroxylon</i>	6.72	2.73	High
3	<i>Eucalyptus sideroxylon</i>	5.64	2.65	Medium
4	<i>Eucalyptus sideroxylon</i>	6.48	2.83	High
5	<i>Eucalyptus sideroxylon</i>	4.92	2.45	High
6	<i>Eucalyptus sideroxylon</i>	6.84	2.78	Medium
7	<i>Eucalyptus sideroxylon</i>	5.88	2.67	Medium
8	<i>Eucalyptus sideroxylon</i>	5.88	2.63	Medium
9	<i>Eucalyptus sideroxylon</i>	5.64	2.59	High
10	<i>Eucalyptus sideroxylon</i>	7.2	2.81	High
11	<i>Eucalyptus sideroxylon</i>	7.2	2.9	Medium
12	<i>Eucalyptus sideroxylon</i>	2.52	2	Medium
13	<i>Eucalyptus sideroxylon</i>	3.72	2.43	Medium
14	<i>Eucalyptus sideroxylon</i>	7.2	2.83	Medium
15	<i>Eucalyptus sideroxylon</i>	8.52	3.04	High

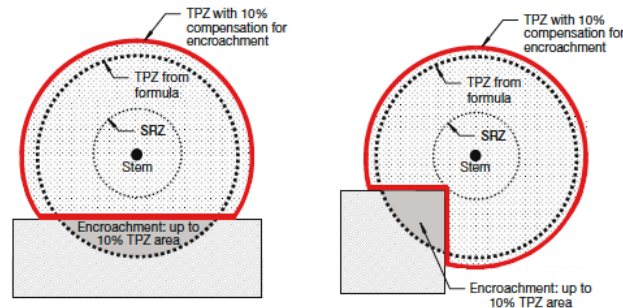
In calculating the radius for the Tree Protection Zones (TPZ), the DBH, measured at 1.4m from the ground, is multiplied by 12. The TPZ requirements are as follows:

- If the TPZ is encroached by less than 10%, the Australian Standard AS4970-2009 states: *detailed root investigations should not be required.*
- If the TPZ is encroached by more than 10%, the Australian Standard AS4970-2009 states: *the project Arborist must demonstrate that the tree(s) would remain viable. The area lost to this encroachment should be compensated for elsewhere and contiguous with the TPZ.*



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The Structural Root Zone (SRZ) is the area around the base of the tree required for stability in the ground. These roots are fundamental for the trees structure and health. The standard states:

*"The area around the base of a tree required for the tree's stability in the ground. The woody root growth and soil cohesion in this area are necessary to hold the tree upright. The SRZ is nominally circular with the trunk at its centre and is expressed by its radius in metres. This zone considers a tree's structural stability only, not the root zone required for a tree's vigour and long-term viability, which will usually be a much larger area." (AS4970)*

To calculate the SRZ, the equation is  $(D \times 50)^{0.42} \times 0.64$ , where D is the Diameter at Base (DAB).

The effects of root loss or damage by any means could include:

- Loss of stability if structural woody roots or even lower order woody roots are cut
- Reduction in water and nutrient uptake
- An eventual loss of leaves, reduced photosynthesis and thus sugar production
- Decay as a result of wounding
- Predisposition to soil borne pathogens

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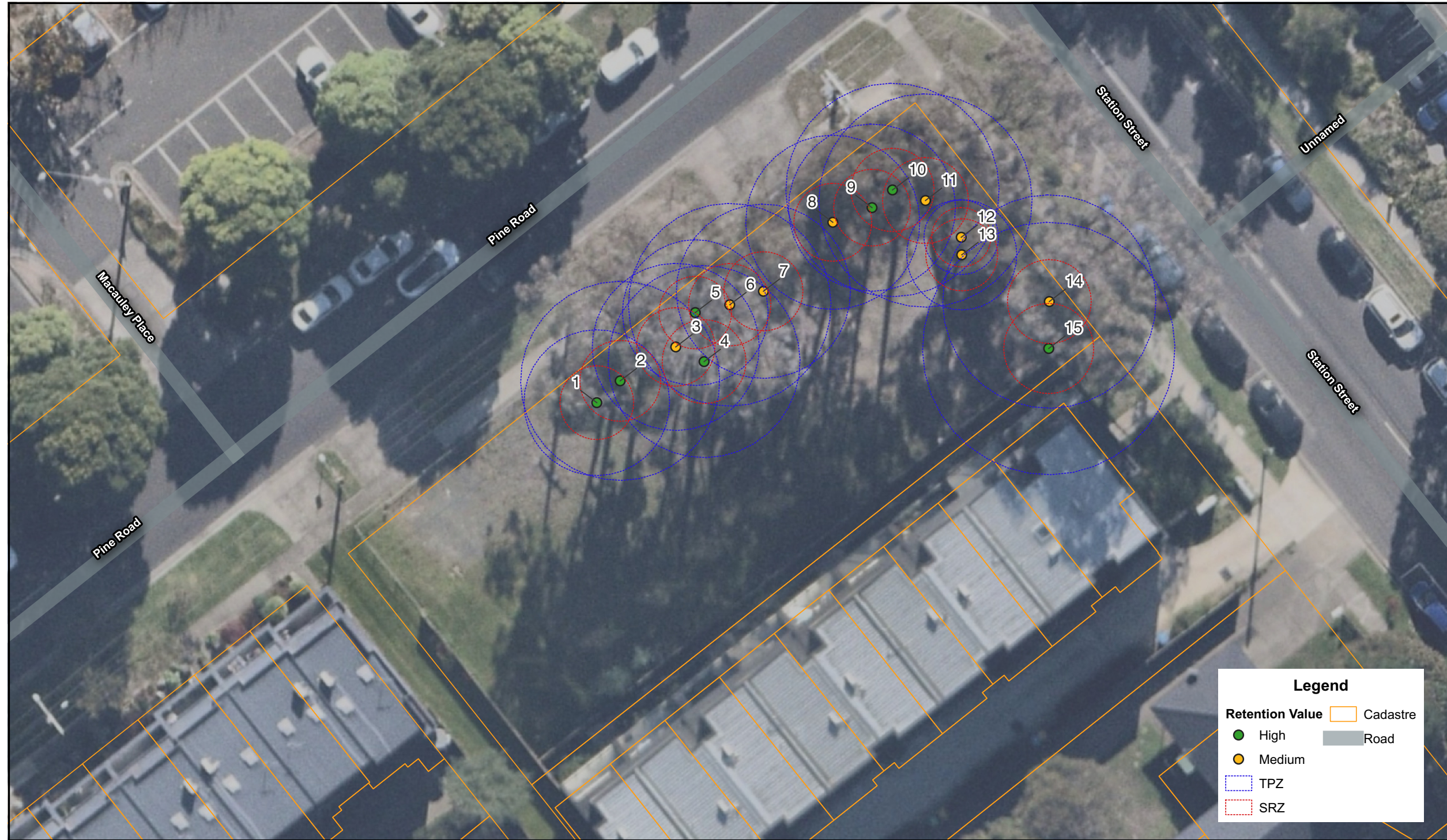
## Conclusion and Recommendations

A total of 15 individual trees were assessed for this report. The main findings of the assessment were:

- The trees generally present with good to fair health.
- No trees were found to warrant a exceptional retention value.
- Seven trees were found to warrant a high retention value.
- Eight trees were found to warrant a medium retention value.

If the subject site is to be developed, it is strongly recommended that an arboricultural impact assessment is undertaken to determine which trees can be retained or removed. It is worth noting that while seven trees were found to warrant a high retention value, no trees were found to warrant a significant retention value, and there are currently no vegetation controls for the subject site.



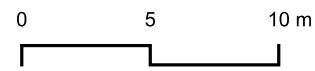


**Preliminary Arboricultural Assessment**

Knox City Council

Site Address  
58-60 Station Street,  
Bayswater  
Prepared By  
Lachlan J Egan  
Melbourne Tree Care

Scale  
1:250 @A3  
Date  
24/07/2024



Melbourne Tree Care PTY LTD  
Richmond, Victoria  
Australia 3121  
Email: [info@melbournetreecare.com.au](mailto:info@melbournetreecare.com.au)





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## Appendix B: Individual Tree Data

<b>Tree ID</b>	1	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	41
<b>Tree Height (m)</b>	15	<b>Canopy Spread (m)</b>	8
<b>Health</b>	Good	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>			
<b>Retention Value</b>	High	<b>TPZ (m)</b>	4.92
<b>Tree ID</b>	2	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	56
<b>Tree Height (m)</b>	16	<b>Canopy Spread (m)</b>	11
<b>Health</b>	Good	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>			
<b>Retention Value</b>	High	<b>TPZ (m)</b>	6.72
<b>Tree ID</b>	3	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	47
<b>Tree Height (m)</b>	16	<b>Canopy Spread (m)</b>	12
<b>Health</b>	Good	<b>Structure</b>	Poor
<b>ULE</b>	Short	<b>Remove/Retain</b>	Retain
<b>Observations</b>	Included codominant stems		
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	5.64





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<b>Tree ID</b>	4	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	54
<b>Tree Height (m)</b>	20	<b>Canopy Spread (m)</b>	13
<b>Health</b>	Fair	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain Onsite
<b>Observations</b>			
<b>Retention Value</b>	High	<b>TPZ (m)</b>	6.48
<b>Tree ID</b>	5	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	41
<b>Tree Height (m)</b>	16	<b>Canopy Spread (m)</b>	9
<b>Health</b>	Good	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>			
<b>Retention Value</b>	High	<b>TPZ (m)</b>	4.92
<b>Tree ID</b>	6	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	57
<b>Tree Height (m)</b>	16	<b>Canopy Spread (m)</b>	10
<b>Health</b>	Good	<b>Structure</b>	Poor
<b>ULE</b>	Short	<b>Remove/Retain</b>	Retain
<b>Observations</b>	Included codominant stems		
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	6.84

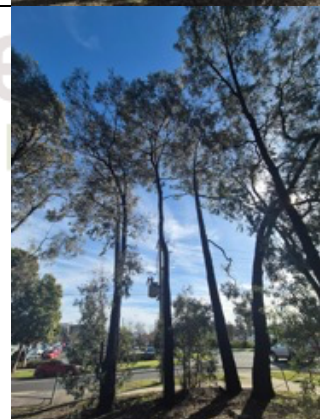




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<b>Tree ID</b>	7	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	49
<b>Tree Height (m)</b>	16	<b>Canopy Spread (m)</b>	12
<b>Health</b>	Fair	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain Onsite
<b>Observations</b>	Suppressed		
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	5.88
<b>Tree ID</b>	8	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	49
<b>Tree Height (m)</b>	15	<b>Canopy Spread (m)</b>	10
<b>Health</b>	Fair	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>	Suppressed. Acute codominant stems		
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	5.88
<b>Tree ID</b>	9	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	47
<b>Tree Height (m)</b>	20	<b>Canopy Spread (m)</b>	13
<b>Health</b>	Good	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>			
<b>Retention Value</b>	High	<b>TPZ (m)</b>	5.64

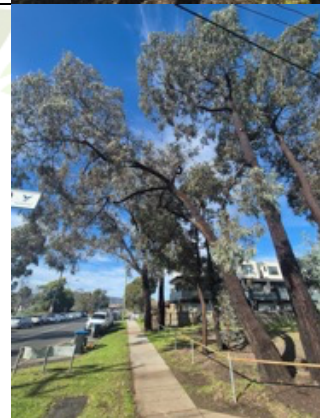
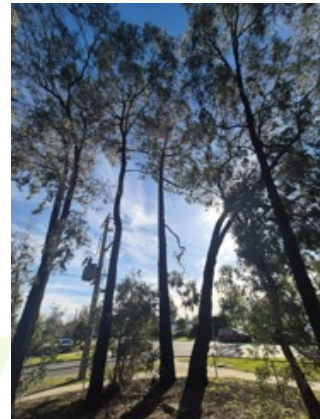




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<b>Tree ID</b>	10	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	60
<b>Tree Height (m)</b>	20	<b>Canopy Spread (m)</b>	12
<b>Health</b>	Fair	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain Onsite
<b>Observations</b>			
<b>Retention Value</b>	High	<b>TPZ (m)</b>	7.2
<b>Tree ID</b>	11	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	60
<b>Tree Height (m)</b>	12	<b>Canopy Spread (m)</b>	14
<b>Health</b>	Fair	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>	Suppressed		
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	7.2
<b>Tree ID</b>	12	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Semi mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	21
<b>Tree Height (m)</b>	9	<b>Canopy Spread (m)</b>	4
<b>Health</b>	Good	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>			
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	2.52





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<b>Tree ID</b>	13	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Semi mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	31
<b>Tree Height (m)</b>	13	<b>Canopy Spread (m)</b>	4
<b>Health</b>	Good	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain Onsite
<b>Observations</b>			
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	3.72
<b>Tree ID</b>	14	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	60
<b>Tree Height (m)</b>	17	<b>Canopy Spread (m)</b>	15
<b>Health</b>	Fair	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>	Wounds. Previous failures. Exudates.		
<b>Retention Value</b>	Medium	<b>TPZ (m)</b>	7.2
<b>Tree ID</b>	15	<b>Origin</b>	Vic. Native
<b>Botanical Name</b>	<i>Eucalyptus sideroxylon</i>	<b>Age</b>	Mature
<b>Common Name</b>	Red Ironbark	<b>DBH (cm)</b>	71
<b>Tree Height (m)</b>	16	<b>Canopy Spread (m)</b>	12
<b>Health</b>	Good	<b>Structure</b>	Fair
<b>ULE</b>	Medium	<b>Remove/Retain</b>	Retain
<b>Observations</b>			
<b>Retention Value</b>	High	<b>TPZ (m)</b>	8.52





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## Appendix C: Glossary of Terms

### Age

Juvenile	Juvenile or recently planted approximately 1-7 years.
Semi Mature	Tree actively growing.
Mature	Tree has reached expected size in situation.
Senescent	Tree is over mature and has started to decline.

### Origin

Victorian native	Trees that are naturally occurring within Victoria
Australian native	Trees that are naturally occurring within Australia
Exotic	Trees that are not naturally occurring to any part of Australia

### USEFUL LIFE EXPECTANCY – ULE

**The useful life of a tree is an estimate of how long a tree is likely to remain in the landscape based on health, amenity and risk.**

**Long ULE** Trees that appear to be retainable with an acceptable level of risk for more than 40 years.

1. Structurally sound trees located in positions that can accommodate future growth.
2. Storm damaged or defective trees that could be made suitable for retention in the long term by remedial tree surgery.
3. Trees of special significance for historical, commemorative or rarity reasons that would warrant extraordinary efforts to secure their long-term retention.

**Medium ULE** Trees that appear to be retainable with an acceptable level of risk for 15 to 40 years.

1. Trees that may only live between 15 and 40 years.
2. Trees that may live for more than 40 years but would be removed to allow the safe development of more suitable individuals.
3. Trees that may live for more than 40 years but would be removed during the course of normal management for safety and nuisance reasons.
4. Storm damage or defective trees that can be made suitable for retention in the medium term by remedial work.

**Short ULE** Trees that appear to be retainable with an acceptable level of risk for 5 to 15 years.

1. Trees that may live for 5 to 15 years.
2. Trees that may live for more than 15 years but would be removed to allow the safe development of more suitable individuals.





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3. Trees that may live for more than 15 years but would be removed during the course of normal management for safety and nuisance reasons.
4. Storm damaged or defective trees that require substantial remedial work to make safe and are only suitable for retention in the short term.

**0-5 Years** Trees with a high level of risk that would need removal within the next 5 years.

1. Dead trees.
2. Dying or suppressed and declining trees through disease or inhospitable conditions.
3. Dangerous trees through instability or recent loss of adjacent trees.
4. Dangerous trees through structural defects including cavities, decay, included bark, wounds or poor form.
5. Damaged trees that are considered unsafe to retain.
6. Trees that will become dangerous after removal of other trees for the above reasons.

### Condition

This is a combined indicator of 'health' and 'structure' based on the following descriptors:

### Health

**Good** Foliage of tree is entire, with good colour, very little sign of pathogens and of good density. Growth indicators are good ie. Extension growth of twigs and wound wood development. Minimal or no canopy die back (deadwood).

**Fair** Tree is showing one or more of the following symptoms; < 25% dead wood, minor canopy die back, foliage generally with good colour though some imperfections may be present. Minor pathogen damage present, with growth indicators such as leaf size, canopy density and twig extension growth typical for the species in this location.

**Poor** Tree is showing one or more of the following symptoms of tree decline; > 25% deadwood, canopy die back is observable, discoloured or distorted leaves. Pathogens present, stress symptoms are observable as reduced leaf size, extension growth and canopy density.

**Dead Structure** No vascular function.



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<b>Good</b>	Trunk and scaffold branches show good taper and attachment with minor or no structural defects. Tree is a good example of the species with a well-developed form showing no obvious root problems or pests and diseases.
<b>Fair</b>	Tree shows some minor structural defects or minor damage to trunk eg. bark missing, there could be cavities present. Minimal damage to structural roots. Tree could be seen as typical for this species.
<b>Poor</b>	There are major structural defects, damage to trunk or bark missing. Co-dominant stems could be present or poor structure with likely points of failure. Girdling or damaged roots obvious. Tree is structurally problematic.

### Retention Value

- **Exceptional** - trees must be retained at all costs
  - A tree has horticultural, social, historical or cultural value.
  - A tree that has outstanding habitat value.
  - A tree that is an outstanding size for the species.
  - A tree that is remnant.
  - A tree species that is endangered.
- **High** - trees should be considered for retention wherever possible
  - A tree that is in good-fair health and structure with a long ULE.
  - A tree that is in good health, with good structure, is semi mature or mature, and with a medium ULE.
  - A tree that has cultural, botanical, or landscape significance.
- **Medium** - trees should be considered for retention wherever possible but should not pose a material constraint to site development
  - A tree that is in fair health and structure, is semi mature, and with a medium ULE.
  - A tree that is in poor health or poor structure, is mature, and with a medium or short ULE.
- **Low** - trees should be removed
  - A tree that is in poor health and structure with a short ULE.
  - Weed species.
- **Third Party** – trees are third party assets and must be retained at all costs.
  - A tree that is located on adjoining properties.



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- A tree that is located on a nature strip.

### Appendix D: Tree Protection Measures

- Signs identifying the TPZ should be placed around the edge of the TPZ and be visible from within the development site.
- Fencing should be erected before any machinery or materials are brought onto the site and before the commencement of works including demolition. Once erected, protective fencing must not be removed or altered without approval by the project arborist. The TPZ should be secured to restrict access.



#### LEGEND:

- 1 Chain wire mesh panels with shade cloth (if required) attached, held in place with concrete feet.
- 2 Alternative plywood or wooden paling fence panels. This fencing material also prevents building materials or soil entering the TPZ.
- 3 Mulch installation across surface of TPZ (at the discretion of the project arborist). No excavation, construction activity, grade changes, surface treatment or storage of materials of any kind is permitted within the TPZ.
- 4 Bracing is permissible within the TPZ. Installation of supports should avoid damaging roots.

Example of fencing (AS4970-2009)

- If the TPZ is to be encroached by construction, manual excavation of the roots is to be carried out under the supervision of the project arborist to identify roots critical to tree stability.
- No roots greater than 25mm are to be cut unless supervised by the project arborist.
- Roots should be pruned with sharp tools such as secateurs, handsaws or chainsaws.

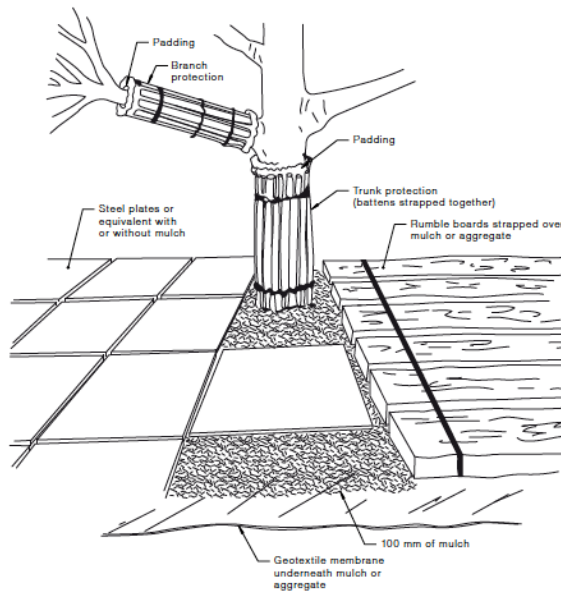


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- No roots within the TPZ are to be cut with machinery such as backhoes or excavators.
- Where roots are exposed, temporary root protection should be installed to prevent them drying out. Hessian sheeting as multiple layers on exposed roots would reduce the loss of moisture.
- All services should be routed outside the TPZ. If underground services are to be routed through the TPZ, they should be installed by directional drilling or manually excavated trenches. Directional boring should be at least 600mm deep.
- If temporary access for machinery is required within the TPZ ground protection measures will be required. The purpose of ground protection is to prevent root damage and soil compaction within the TPZ. Measures may include a permeable membrane such as geotextile fabric beneath a layer of mulch or crushed rock below rumble board.



Ground Protection (AS4970-2009)

- Activities generally excluded from the TPZ include but are not limited to:
  - Machine excavation including trenching
  - Excavation for silt fencing
  - Storage
  - Preparation of chemicals, including preparation of cement products
  - Parking of vehicles and plant
  - Refueling
  - Dumping of waste
  - Wash down and cleaning of equipment



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## Appendix E: References

- Mattheck, C. and Breleor, H., 1994, *The body language of trees*, The Stationery Office, London, UK.
- Standards Australia 2009 SAI Global - *AS4970 Protection of Trees on Development Sites*

## Appendix F: Qualifications and Experience

Lachlan J Egan has the following qualifications and experience:

Diploma of Arboriculture

QTRA (Quantified Risk Assessment) registered user

10+ Years industry experience





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## Appendix G: Report Limitations and Constraints

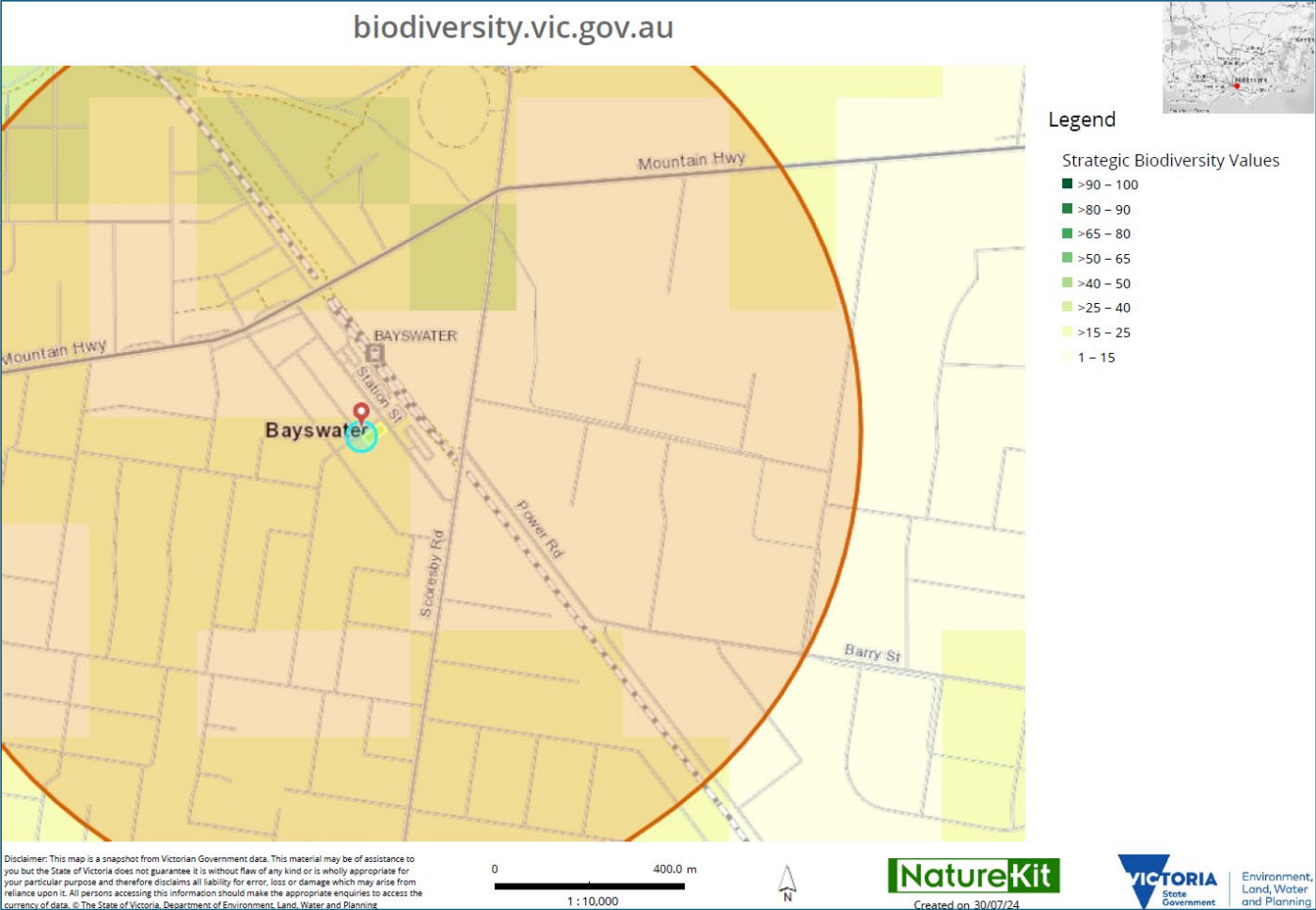
- The report is limited to the time of inspection.
- The report reflects the trees as found on the days of inspection. Any changes to site conditions or surroundings, such as construction works or landscape works may alter the findings of the report subject to conditions and recommendations as set out within the report.
- The report is based on the inspection and the material available at the time of inspection or that information further to the inspection found within the report.
- No soil samples were taken for laboratory analysis.
- Tree roots were not inspected below ground except where previously exposed and/or where otherwise stated within the report.
- Measurements may be approximates only and generally not to scale.
- All images supplied are interpretations only and should not be taken as true at time of inspection or indicative of tree condition or status at time of inspection or time of report release, inclusive of Google images if applicable

## Appendix H: Disclaimer

Although MELBOURNE TREE CARE P.L. uses all due care and skill in providing you the information made available in this report, to the extent permitted by law MELBOURNE TREE CARE P.L. otherwise excludes all warranties of any kind, either expressed or implied. To the extent permitted by law, you agree that MELBOURNE TREE CARE P.L. is not liable to you or any other person or entity for any loss or damage caused or alleged to have been caused (including loss or damage resulting from negligence), either directly or indirectly, by your use of the information (including by way of example, Arboricultural advice) made available to you in this report. Without limiting this disclaimer, in no event will MELBOURNE TREE CARE P.L. be liable to you for any lost revenue or profits, or for special, indirect, consequential or incidental damage (however caused and regardless of the theory of liability) arising out of or related to your use of that information, even if MELBOURNE TREE CARE P.L. has been advised of the possibility of such loss or damage.

Attachment 6

NatureKit Assessment of the subject site, 58-60 Station Street, Bayswater – Image of area for data extract:



**Fauna:** List of Endangered and Critically Endangered Fauna within 1km of the subject site, 58-60 Station Street, Bayswater and the year they were last observed:

Scientific Name	Common Name	Origin	FFG Act	First Year Observed	Last Year Observed	Record Number	EPBC Act Status
<i>Acrodipsas myrmecophila</i>	Small Ant Blue Butterfly		Endangered	1942	1942	1	
<i>Anthochaera phrygia</i>	Regent Honeyeater		Critically Endangered	1924	1924	1	Critically Endangered
<i>Pyrrholaemus sagittatus</i>	Speckled Warbler		Endangered	1901	1901	1	

**Flora:** List of Endangered and Critically Endangered Flora within 1km of the subject site, 58-60 Station Street, Bayswater and the year they were last observed:

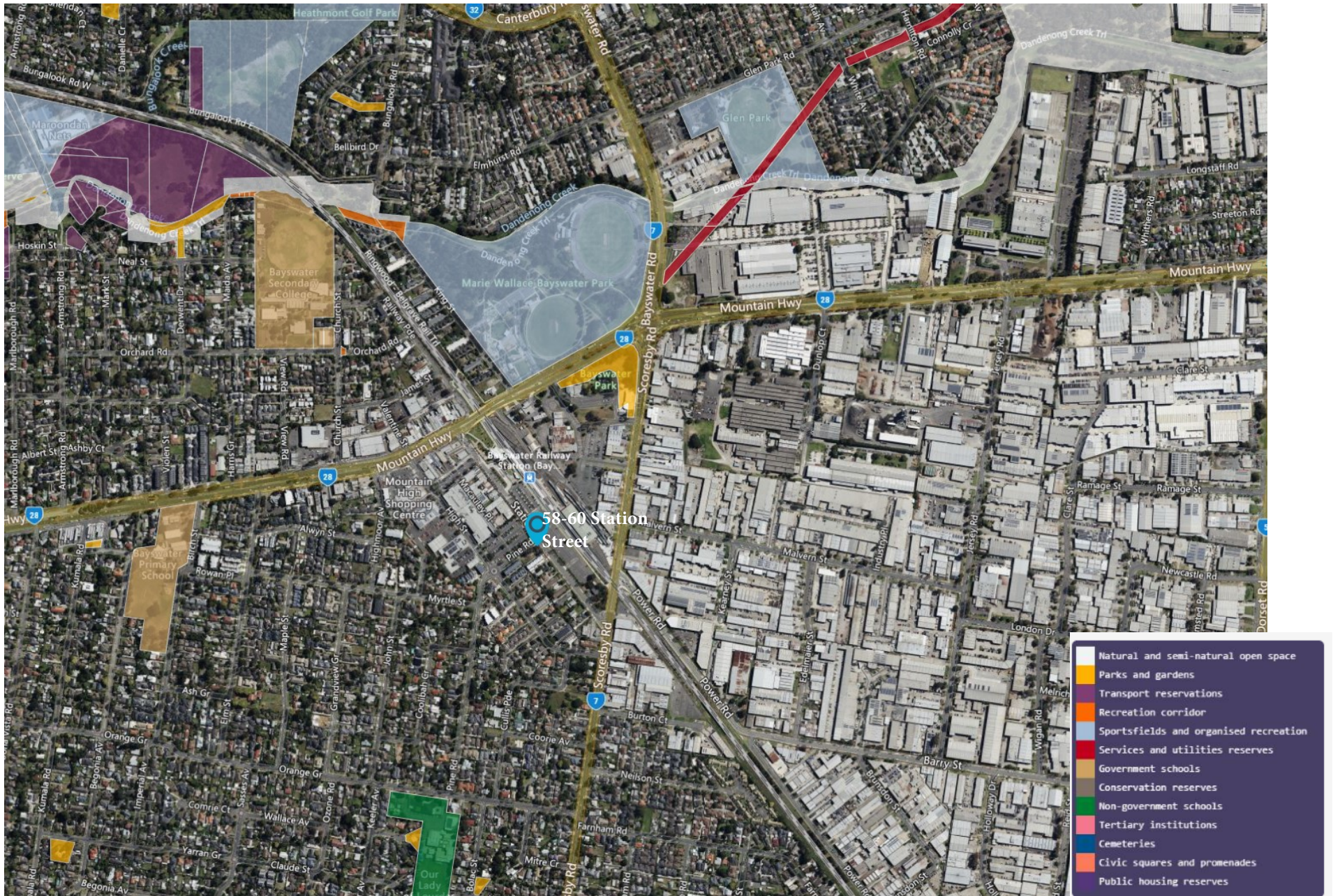
Scientific Name	Common Name	Origin	FFG Act	First Year Observed	Last Year Observed	Record Number	EPBC Act Status
<i>Diuris behrii</i>	Golden Cowslips		Endangered	1943	1943	1	
<i>Caladenia oenochila</i>	Wine-lipped Spider-orchid		Critically Endangered	1943	1943	1	
<i>Prasophyllum lindleyanum</i>	Green Leek-orchid		Endangered	1906	1926	3	
<i>Billardiera scandens s.s.</i>	Velvet Apple-berry		Endangered	1906	1906	1	
<i>Eucalyptus yarraensis</i>	Yarra Gum		Critically Endangered	2001	2001	1	
<i>Pterostylis X ingens</i>	Sharp Greenhood		Vulnerable	1927	1927	1	

Please note, none of these were identified within 500m of the subject site, so the search was expanded to 1000m (1km).



Open space map - Bayswater

Attachment 7



## 4.5 Contract 3302 - Minor Building Works Panel

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Facilities Coordinator,, Nathan Hasankolli
<b>Manager:</b>	Manager Major Projects & Facilities, Monica Micheli
<b>Executive:</b>	Director, Infrastructure, Grant Thorne

### SUMMARY

This Report considers and recommends the appointment of a panel of six (6) Contractors for delivery of services under **Contract No. 3302 – Minor Building Works Panel (Contract 3302)**.

Services delivered under this Contract include emergency construction works and Capital funded programs including:

- Building Renewals (Program 1007)
- Legal Requirement (Program 2000)
- New/Upgrades (Program 4000)

### RECOMMENDATION

That Council resolve to:

1. Accept the tenders submitted by the listed contractors below for *Contract 3302* for schedule of rate work and submissions of Refer for Quotations (RFQ's) relating to the Capital Works legal and Renewal items and Grant Funded Upgrades programs, for an initial period of three (3) years, commencing 1 October 2024 until 30 September 2027.

Tenderer	ABN
<b>Total Construction Maintenance Solutions</b>	18 447 789 560
<b>DQ Construction</b>	52 614 320 188
<b>Building Impressions</b>	79 862 472 790
<b>DBS Construction Group</b>	77 127 049 469
<b>Boongalla Group</b>	49 114 249 286
<b>Leo and Burton Family Trust (Build Technics)</b>	25 698 551 471

2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
3. Authorise the Chief Executive Officer (or such person they nominate) to negotiate and authorise extensions and annual CPI increases; and
4. Advise all tenderers accordingly.

### 1. DISCUSSION

Knox City Council (Council) owns and is responsible for the ongoing maintenance requirements of over three hundred (300) buildings and structures across the Municipality. Council Building Maintenance activities are generally defined under the following four (4) categories:

- Reactive Maintenance – this includes the day-to-day management of buildings and structures to ensure they remain fit for purpose, operational, free from hazards and secure. Council has a 24 hour/7 day a week emergency procedure in place for responding to minor and major incidents, including those associated with Council facilities.

- Routine Maintenance – this includes the periodic and/or regulatory testing and maintenance of building components to ensure that Council’s buildings can operate as per the legal and servicing requirements of relevant service authorities and within the manufacturers recommendations to maintain warranties and best practices in asset management.
- Renewal – this is the cyclical maintenance of building components to ensure Council’s facilities remain fit for purpose and up to current building standards to meet community expectations and needs.
- New/Upgrade Works – typically intended to address opportunities for operational and functional improvements to existing facilities for the needs and requirements of building user groups and the community.

The purpose of Contract 3302 is to provide Council with direct access to a panel of Commercial builders for the following:

- provision of competitive and efficient submissions for minor construction projects through RFQ processes
- emergency construction works through a schedule of rates component of the Contract.

This will support Council in delivering the Capital Works and Grant funded projects and programs that support a significant amount of the above maintenance responsibilities whilst in conjunction, meeting the requirements of the Building Asset Management Plan (BAMP), revised and adopted by Council in 2019. The BAMP provides strategic focus to Council for the lifecycle management of its building assets, incorporating agreed servicing and asset renewal levels to ensure fit for purpose facility provision, enhancing the various community services that operate from within the building assets portfolio.

Operationally, Contract 3302 is critical to afford the Facilities team the time and resources required to operate efficiently in the procurement and delivery of a significant program of works. These works can vary considerably, with the building renewal program and planned minor works projects incorporating both individual and multiple building components across each project. Programming such works across over three hundred (300) Council owned buildings and structures can see significant variables in specifications, environmental considerations, regulatory and/or Council Policy and strategic requirements and the consultation of stakeholders who are ultimately impacted by the works.

The volume of small and large jobs generated across the building renewal program that make up a large portion of these works equates to approximately four hundred (400) jobs per year. The program is informed via five (5) yearly Building Condition Audits across the entire Council building portfolio, of which the most recent audit data is currently being validated. This data will ultimately determine whether the volume of jobs will alter over the next five (5) year period or trend similarly to the level experienced previously.

It has been proven through previous builders Panels that Council’s requirements are suited to smaller businesses, generally local to Council or surrounding suburbs. Larger Construction companies have tendered for this service previously but have not been suited to the requirements, due to low value for money propositions when Council sought quotes from them. There were not any suitable Contracts available for this service through MAV Procurement or Procurement Australia.

It is proposed that Contract 3302 will commence on 1 October 2024, concluding initially on 30 September 2027. Council will have the option to extend the contract based on the satisfactory performance of the panel members for a further two (2) years. This estimated spend on Contract 3302, based on historical spend on previous incarnations of same with added contingencies, sits well within the capital budgets that the Contract is predominantly designed to support. As such, there is minimal risk in Council endorsing the tender submissions that have been recommended by the tender evaluation panel as offering Council the best solutions and value for these works.

This contract will replace Contract 3358E – Provision of General Maintenance and Minor Works - Builders Panel, expiring 30 September 2024.

For the full evaluation report discussing this tender and evaluation process, please refer to confidential Attachment 1.

## **2. ENGAGEMENT**

The Tender was administered by Coordinator Facilities based on previous experience with panel contracts for various facility maintenance services and was built on the specification of previous panel contracts 3358E and 2652. Consultation was undertaken with Council's project managers as relevant stakeholders during tender preparation, and with equivalent officers at City of Monash (*Monash Council*). Public consultation was not considered necessary.

Following the engagement with Monash Council, Council proposed to lead a collaborative tender process in conjunction with Monash Council. The requirements of both Councils aligned across much of the scoping of this tender, lending to a collaborative procurement process that offered both Councils great benefit operationally. The collaboration was executed successfully, offering both Council's the following benefits as a result:

- introduced typical prospective Tenderers to the other Council
- encouraged an increase in value from the market as tenderers were positioned for a discount on rates to be applied if engaged on both panels
- implemented a Deed of Standing Offer for Construction Works as part of this Contract

The tender schedules, specification and Deed of Standing Offer were completed with the input of both Councils, forming collaborative tender documentation. Both Councils were able to publish their own addendums during the tender process if required and formed their own independent tender evaluation panels to select their own preferred suppliers. There will be some benefit in the two parties remaining in contact during the Contract period to share and document learnings from the process and its outcomes for future tenders.

## **3. SOCIAL IMPLICATIONS**

The provision of adequately maintained and safe, fit for purpose, functional and accessible building infrastructure as per the expected outcomes of this contract, delivers a number of social benefits to the community including:

- Maximum usage of community and Council facilities;
- Improved accessibility for all;
- Engagement opportunities within community based projects; and
- Capacity building for local organisations to deliver activities and programs to the community.

Tenderers who are based locally, were able to demonstrate that they employ Knox residents and/or utilise local suppliers and manufacturers were viewed favourably in this tender process.

Tenderers who are also able to demonstrate alignment with Council’s values and prioritise their social connection to the Knox Community were similarly viewed favourably.

**4. CLIMATE CHANGE CONSIDERATIONS**

All preferred contractors are committed to ensuring that considerations to climate change are undertaken as part of their ongoing works. Methods of recycling, reduction of waste, specification of environmentally friendly materials and the phasing out of gas from Council’s buildings to meet sustainability targets will be a regular focus in the projects being completed under this Contract.

As a part of the evaluation process consideration was given to the locality of contractors which will result in reduced travel times and fuel consumption.

**5. ENVIRONMENTAL IMPLICATIONS**

The services provided under this contract will contribute to an enhanced built and environmental amenity of the municipality’s facilities, associated infrastructure and site surrounds.

The nominated panel have provided Environmental Management Systems/Plans, incorporating mitigation on any environmental impacts and commitments to and demonstrable applications of waste minimization/disposal, recycling practices and energy saving initiatives.

**6. FINANCIAL AND RESOURCE IMPLICATIONS**

It is proposed that Contract 3302 will commence on 1 October 2024, concluding initially on 30 September 2027 for an estimated value of \$5,136,075.43 (excluding GST), \$5,649,682.97 (including GST). Council will have the option to extend the contract based on the satisfactory performance of the panel members for a further two (2) years. This would result in a maximum estimated value of \$8,875,685.88 (excluding GST), \$9,763,254.47 (including GST) for the entire proposed five (5) year Contract period.

This estimated spend on Contract 3302, based on historical spend on previous incarnations of same with added contingencies, sits well within the capital budgets that the Contract is predominantly designed to support. As such, there is minimal risk in Council endorsing the tender submissions that have been recommended by the tender evaluation panel as offering the best solutions and value for these works.

The Capital budgets that will fund the works affiliated with this Contract are as follows:

Program/Cost Centre	2024/25	2025/26	2026/27	2027/28	2028/29
Renewal – Program 1007 - Buildings 1 R1000 4006 0000 000	\$5,210,340	\$4,940,617	\$5,307,661	\$5,660,501	\$4,914,246
Legal – Program 2000 345 -Asbestos Removal 1 U0164 4006 0000 000	\$75,000	\$50,000	\$75,000	\$75,000	\$75,000
Legal – Program 2000 229 - BCA Compliance 1 U0150 4006 0000 000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000

Program/Cost Centre	2024/25	2025/26	2026/27	2027/28	2028/29
Legal – Program 2000 492 - Food Act Compliance 1 U0197 4006 0000 000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	<b>\$5,430,340</b>	<b>\$5,135,617</b>	<b>\$5,527,661</b>	<b>\$5,880,507</b>	<b>\$5,134,246</b>

Any works that are captured under this Contract that were initiated as a result of emergency construction requirements will be funded through Facilities Operational budgets. Specifically, Activity 4803 – Unscheduled Repairs. There is a total of \$1,280,272 budgeted for the 2024/25 Financial Year as distributed across the following operational maintenance programs.

Facilities Operational Program	2024/25 Unscheduled Repairs (Activity 4803) Budget
35516. PUBLIC HALLS	\$14,078
35517. MISCELLANEOUS BUILDINGS	\$65,364
35526. CIVIC CENTRE	\$81,299
35527. OPERATIONS CENTRE	\$16,763
35528. LIBRARY SERVICES	\$26,915
35529. FTG COMMUNITY CENTRE	\$14,209
35530. ROWVILLE COMMUNITY CENTRE	\$45,252
35531. KNOX NETBALL CENTRE	\$10,056
35532. BAYSWATER COMMUNITY CENTRE	\$13,709
35533. MOSSFIELD AVE GYMNASIUM	\$6,597
35534. MILLERS HOMESTEAD	\$5,028
35535. STAMFORD HOUSE	\$5,028
35536. AMBLESIDE	\$6,034
35538. KNOX LEISUREWORKS	\$222,237
35539. BORONIA BASKETBALL STADIUM	\$28,660
35540. CARRINGTON PARK LEISURE CENTRE	\$16,090
35544. SENIOR CITIZENS CENTRES	\$21,227
35545. PRE SCHOOLS	\$216,204
35547. MATERNAL CHILD & HEALTH CENTRES	\$35,196
35548. CHILD CARE CENTRES	\$49,767
35549. ILLOURA	\$1,523
35551. RENTAL PROPERTIES	\$3,721
35552. EASTGATE BUILDING	\$15,084
35553. PLACEMAKERS	\$1,207
35558. TOILETS	\$120,672
35559. SPORTS FACILITIES	\$234,330
35578. CARRINGTON PARK MULTI PURPOSE CTR	\$4,022
<b>Total</b>	<b>\$1,280,272</b>

## **7. RISKS**

As this service is predominantly minor project based and works are paid for as they are staged or completed, the financial risk to Council is low. All preferred contractors have either previously worked for Council for extended periods of time, or have been able to demonstrate in their submissions, through financial checks and via reference checks that they can deliver similar services on time and to the required specification.

As this is a Panel Contract, panel members are not guaranteed the award of projects. Council will ensure they are receiving value from this Contract by including all panel members in RFQ events, awarding for each project on its merits and keeping Contractors accountable to the schedule of rates pricing included in their submissions, whilst also monitoring Contractor performance via performance based KPI's.

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

### **Opportunity and Innovation**

- Strategy 1.1 Maximise the local economy by supporting existing businesses and attracting new investment.
- Strategy 1.2 Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

### **Neighbourhoods, housing and infrastructure**

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

### **Natural environment and sustainability**

- Strategy 3.2 Prepare for, mitigate and adapt to the effects of climate change.
- Strategy 3.3 Lead by example and encourage our community to reduce waste.

### **Connection, resilience and wellbeing**

- Strategy 4.1 Support our community to improve their physical, mental and social health and wellbeing.
- Strategy 4.2 Foster inclusivity, equality, belonging and safety within the community.

### **Civic Engagement and Integrity**

- Strategy 5.2 Manage our resources effectively to ensure financial sustainability and improved customer experience.
- Strategy 5.3 Ensure our processes are transparent and decisions are accountable.

## **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**

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- private commercial information, that if released, would unreasonably expose the proposed panel of Contractors to disadvantage because it would release financial information about the business that is not generally available to their competitors.

## **ATTACHMENTS**

Confidential Attachment 1 has been circulated under separate cover



## 4.6 Active Knox Plan

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Leisure Planner, Kate Innocenti
<b>Manager:</b>	Manager Active and Creative Communities, Nicole Columbine
<b>Executive:</b>	Director Connected Communities, Judy Chalkley

### SUMMARY

This report presents the Active Knox Plan (the Plan), a plan initiated from the 2021-2025 Council Plan. The Council Plan identified a commitment to improving health and wellbeing in Knox. To improve the health and wellbeing of the community, it is important to understand the factors that contribute to good health and barriers for participation. To help address the issue of increased inactivity and sedentary behaviour the Council Plan Initiative – Active Participation Plan – Beyond Structured Sport, was developed.

This report summarises the plan for active recreation in Knox and encourages increased physical activity participation in the community. It provides Council with an overview of community feedback collected on the Draft Plan and seeks Council endorsement of the Plan (Attachment 1).

### RECOMMENDATION

That Council resolve to:

1. Note the community feedback received.
2. Adopt the Active Knox Plan as set out in Attachment 1 of the officer's report.

### 1. DISCUSSION

#### 1.1 Council Plan

The Community and Council Plan 2021-2025 identified a commitment to improving health and wellbeing in Knox. The Active Knox Plan has been developed to help address this commitment.

This initiative contributes to the health and well-being of the community, to guide development and implementation of actions and policy to support active participation within Knox. The *State of Knox Report 2024* reaffirms the need to support physical activity, health, and wellbeing, noting that 51% of adults in Knox undertake adequate physical activity to meet national guidelines, where 49% do not.

#### 1.2 Broader Context

The issue of increased inactivity and sedentary behaviour has been highlighted on a global, national, and state level. The World Health Organisation developed an action plan which responded to countries seeking guidance and a framework of effective and feasible policy actions to increase physical activity levels. The World Health Organisation released new research in June 2024 showing that almost one third (31%) of adults worldwide, approximately 1.8 billion people, did not meet the recommended levels of physical activity in 2022. This data points to a worrying trend of physical inactivity.

The Federal Government, to help Australians understand how much activity people need, developed the physical activity and sedentary behaviour guidelines for each age group and pregnancy. The Victorian Government developed the *Active Victoria 2022-2026*, a strategic framework for sport and active recreation in Victoria, as well as the newly developed *Victorian Public Health and Wellbeing Plan 2023-2027* which sets a path towards a future where Victorians are the healthiest people in the world.

Incorporating physical activity into every day is associated with improved mental health, ageing well and increased levels of happiness. Local Government is ideally placed to develop, lead, and implement local policies and strategies to influence determinants of health. Council can take action to encourage physical activity, reduce sedentary behaviour and become a healthier community, a more “Active Knox”.

Neighbourhoods that are walkable to a range of services such as schools, sport and recreation facilities, public transport, and destinations near people’s homes, can encourage higher levels of physical activity. Therefore, the built environment can enable, or be a barrier to, living an active life.

### 1.3 Strategic Planning Framework

The Active Knox Plan aligns with global, national, and state direction for increased physical activity. This Plan aims to guide and influence future policies, strategies, and facility developments for active recreation, including the Municipal Open Space Strategy and the Cycle Action Plan.



As a Local Government Authority, we have a good understanding of the demand for formal sport and recreation within Knox. What we do not understand is the participation and needs “Beyond Sport.” There is insufficient data or analysis on active participation (active recreation) outside traditional sport. We do not have data or evidence on current Knox participation, trends and how the community uses our spaces or would like to use our spaces for unstructured active recreational activities now and into the future.

There is an indication on a national and state level that a proportion of people are moving away from structured club-based sports and activities. However, Council wanted to understand the Knox communities’ needs in this space. Hence, the development of the Active Knox Plan.

#### **1.4 Why Plan for Active Recreation**

The Knox community primarily relies on parks and open spaces for their active recreational pursuits every day and physical activity patterns show that flexible, fun, and non-club-based activities are the preferred model for many residents. Knox has a rich and varied network of parks and venues that host and can host in the future a vast array of activities that help to keep the community physically active.

Most residents (49%), however, do not meet the recommended guidelines for physical activity and the opportunity was identified to increase physical activity levels by encouraging the community to spend more time being active in parks, open spaces and in community facilities.

Active recreation broadens opportunities to be physically active with a focus on fitness and enjoyment. It differs from formal sport in that it is less structured and often requires less skill and training. Active recreation activities can be done in a variety of settings, including parks, trails, and community centres.

#### **1.5 Purpose**

The purpose of “Active Knox” is to guide Council’s planning processes, encourage cross agency, community led initiatives, as well as promoting internal organisational collaboration to maximise the benefits of active recreation for the local community.

#### **1.6 Aims**

The Active Knox Plan aims to increase levels of participation in physical activity by addressing the following challenges and identifying new opportunities:

1. Inequitable participation.
2. Inequitable access to public open space.
3. Access to nature.
4. Managing risk.

#### **1.7 Objectives**

The Active Knox Plan objectives are to:

- **Increase physical activity participation:** promote, create, instigate activities that increase community participation in physical activity.
- **Guide provision of a wider range of active recreation opportunities:** through design and decision making to better accommodate the diverse community needs and preferences.
- **Amplify the value of Council’s existing spaces and assets:** enhance and adapt existing spaces and Facilities to welcome more users to build on strengths without requiring significant new investment.

#### **1.8 What We Wanted to Know**

What we were looking to understand was:

1. How “active” our community is and how people engage in Active Recreation;
2. What activities do they participate in?;
3. Where in Knox do, they participate in these activities? (Places and spaces);
4. Any emerging trends or activities not well catered for within Knox;

5. Understanding our community's barriers to participation;
6. Is there anything especially unique to Knox?; and
7. How can the Council assist the community to be "active"?

### 1.9 What We Heard

During the first phase of consultation, the most regularly mentioned key themes for ideas and barriers to participation were:

- Toilet availability is important for participation in active recreation.
- Promotion and communication are required to raise awareness of the many opportunities Knox has to offer to engage in active recreation and physical activity.
- Spaces need to be well signed, welcoming, and safe. Space can feel unsafe after hours when there is not adequate lighting – especially for women.
- Opportunities to encourage the community to be physically active in natural settings.
- Provide programs to reach all target groups such as culturally diverse communities, people with a disability and socially disadvantaged as a priority.
- Support for and advocate for programs that are organised and run by the community and community organisations.
- Lack of transport is a barrier to participation.
- Programs need to be culturally appropriate to attract diverse attendees.
- Many like to participate in fun informal groups such as yoga. These environments feel safe.

### 1.10 Community Aspirations

We heard community aspirations for spaces that encourage active recreation. When planning and designing parks or public spaces, and during development of policies and strategies, consideration should be given to the following types of spaces and facilities to encourage active recreation:

- **Youth Spaces:** spaces that encourage physical activity, social interaction, and overall well-being among young individuals.
- **Play Equipment:** play equipment offering a range of social developmental, cognitive, and physical benefits.
- **Social Hangouts:** spaces that foster social connections, promote community wellbeing, and create a sense of unity among the community.
- **Bike Facilities:** facilities that cater to users of all skills from beginners to advanced riders and skaters. Connect with like-minded individuals.
- **Active Cities:** connected, safe, and comfortable pathways which link parks, shops, schools, and other community destinations.
- **Placemaking:** places that are reimagined and reinvented to create a welcoming sense of place and social connection.

### 1.11 How Will This be Achieved

The Plan identifies key opportunities that will help us achieve these objectives. The document includes an action and implementation plan that details key actions for Council to aim to deliver over the next five years. The action and implementation plan builds on the key opportunities but also identifies and leverages existing initiatives underway internally and within the community.

### 1.12 Council Policy Context

To provide context to the Plan, a review of local plans and strategies was undertaken. The information obtained through this process has underpinned the development of principles and recommendations.

The table below outlines the most influential partner strategies and the relevant themes and focus areas:

Community and Council Plan  Relevant Theme: Connection, Resilience, and Wellbeing	Municipal Health and Wellbeing (2021-2025)	Open Space Plan (2012-2022) <i>*being reviewed</i>	Connection, Access, Respect, Equality and Safety Strategy (2022-2027)
A more active community	Support our community to improve their physical, mental, and social health and wellbeing.	Open space benefits: improved physical and mental health and wellbeing; socialising and play; protecting and connecting with nature.	Open spaces provide opportunity for connection with nature and supports health and wellbeing through promoting physical activity and mental health.
People feeling safe and secure in the community	Foster inclusivity, equality, belonging and safety within the community.	Highlight the importance of providing multi-use and flexible opportunities in open spaces for active recreation.	Walkable environments encourage active travel such as walking or bike riding. Walkability should consider access for people with restricted mobility, including wheelchairs, scooters, walking frames, impaired vision, or prams.
Increased sense of being valued and empowerment	Support the community to identify and lead community strengthening initiatives.	Open space benefits: improved physical and mental health and wellbeing.	A liveable community is one which provides a mix of social infrastructure that is accessible to all.

### 1.13 Key Themes and Areas of Opportunity

Given the role of Council, four key themes identified for opportunity were:

1. **Promote:** seek opportunities to articulate benefits and opportunities for active recreation to encourage physical activity.
2. **Welcome:** encourage the community to make the most of the opportunities that exist and support participation through programming and management activities.

3. **Adapt:** improve infrastructure to accommodate changing needs and trends and provide multiple active recreation options for the diverse community.
4. **Partner:** work alongside community groups and partners to initiate, provide and sustain activities and services.

Under each of the four themes, key areas of opportunity were also identified. What we have heard so far; what the community want to see; community aspirations; current initiatives; key areas of opportunity; decision-making principles and considerations to improve participation in active recreation can be read in Attachment 1 – Active Knox Plan.

## 2. ENGAGEMENT

This project was delivered in partnership with a Council engaged consultant (Emerge Associates) and the leisure planning team. Consultation, through the draft document's development, was a partnership approach where the consultants and leisure planning officers facilitated consultation.

Many focused discussions were held in the development of the Plan. Council's Advisory Groups and internal staff groups were asked to identify barriers to participation in active recreation, what they thought might improve participation and if there were any current trends or opportunities to create and promote options for engaging in active recreation. What we found drove the development of the document and key areas for action.

Key groups we consulted with were:

- Recreation and Leisure Advisory Committee;
- Multicultural Advisory Committee;
- Disability Advisory Committee;
- Active Aging Advisory Committee;
- Youth Summit;
- Community Safety, Health, and Wellbeing Committee;
- Early Years Advisory Committee;
- Project Working Group; and
- Internal staff group.

The second phase of consultation saw the draft Plan put out for public exhibition from Monday, 24 June to Monday 15 July 2024. There were 17 contributors via this platform. Feedback received on the draft Plan was positive and supportive of the Plan. Key themes of the feedback included:

- Safety and Cultural Safety;
- Local Champion Program;
- Lighting;
- Orienteering Activities;
- Food Security;
- Gambling and Social Isolation;
- Utilisation of libraries for other activities outside of library operation hours;
- Outdoor group exercise;
- Cycling, walking and shared paths and Active Transport and general Transport;
- Promotion of what Knox has available in Active Recreation;

- Toilets; and
- Sport and Social Sport.

All of which are mostly outlined within the Plan. The detailed feedback from “Have Your Say” is included in Attachment 2. In addition to this all the advisory committees were re-engaged and invited to comment on the final draft plan including a presentation and workshop with the Youth Advisory Committee and Recreation and Leisure Committee meetings in July 2024.

The draft Plan was well received by all these groups.

### **3. SOCIAL IMPLICATIONS**

Active Recreation supports Knox residents to be healthier, build community and provide social connection. Encouraging our community to be active their own way, every day, and provide opportunities for the community to spend more time in parks, open spaces, and community facilities to encourage and increase active recreation participation.

Given the new data presented by the World Health Organisation, noting a 5% increase in inactivity between 2010 and 2022, and if this trend continues, levels of inactivity are projected to further rise to 35% by 2030, and the world is currently off track from meeting the global targets to reduce physical inactivity by 2030. In addition, the reaffirmation that 49% of adults in Knox do not meet the National Physical Activity guidelines shows that physical inactivity is a real concern.

The research findings highlight the need to reduce cancer and heart disease, improve mental health and wellbeing through increasing physical activity. The Active Knox Plan supports this need to encourage more people within Knox to be active. By renewing commitment to increasing physical activity and prioritising bold action, through policy, and promotion we can try to reverse this worrying trend.

### **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**

This project is to develop a strategic document and therefore has no direct environmental/amenity considerations. However, environmental impacts have been taken into consideration in the development of key action areas throughout the draft document.

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

This Plan has been developed to assist Council and community to assess initiatives and weigh up priorities when planning for community spaces and places that encourage physical activity.

The primary intent is to develop a guidance document that influences other policies, strategies, and developments with minimal additional financial expenditure, rather than developing an extensive list of expensive projects and infrastructure that may not be achievable. Many of the actions focus on change of thinking and considerations when working on future projects or building upon the successes of previous projects.

Many of the suggested actions and approaches in the document can be completed within existing financial resources as new facilities, plans and projects are rolled out. Where actions have been identified that require funding outside the current operational budget, these actions will be reliant on additional funding such as Government grants, external sources, and/or future Council investment.

The document responds to the need for more support for, and value placed on the importance of active recreation and active living. Investing in policies and strategies which promote active recreation and active living can contribute to societal benefits by improving community health and wellbeing including decreased costs in healthcare. It is considered that conversely the positive community health and well-being outcomes balance some increased expenditure into public open space, trails, playgrounds, youth spaces and sports facilities.

## **7. RISKS**

There is minimal risk to the Council in progressing the adoption of this Plan. The Plan does not set community expectations beyond what is achievable and provides a strategic context for future development of facilities and open space.

Any deliverables within the plan are contingent on future budget allocations or incorporation into larger projects. Risk review and risk analysis would also be contingent of any future individual project delivery.

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

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

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

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

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

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

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

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

## **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.

A Gender Impact Assessment has been completed and reviewed by the Health Project Officer, Community Wellbeing.



## **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 - Active Knox Plan 2024 [**4.6.1** - 48 pages]
2. Attachment 2 - Have Your Say Community Feedback - Active Knox Plan - June - July 2024 [**4.6.2** - 6 pages]



# Active Knox

**A Plan for Active Recreation in Knox**

*Encouraging our community to be active their own way, everyday*

## Acknowledgement of traditional land owners

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

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

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

## Community Vision 2031

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



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*Part 1*  
*Setting the Scene*



# 1.1 Introduction

## Purpose of this document

The Knox community rely on parks, open spaces and community facilities for informal active recreation pursuits every day. Physical activity patterns show that flexible, fun and non-club-based activities are the preferred model for many residents.

Knox has a rich and varied network of parks, trails and venues that host a vast array of activities that help to keep the community physically active.

Many residents, however, do not meet the recommended guidelines for physical activity\*. Knox City Council has identified the opportunity to increase physical activity levels by encouraging the community to spend more time being active in parks, open spaces and in community facilities.

The purpose of this document is to guide decision making for active recreation to encourage more community led programming and infrastructure development reflective of the diverse recreation needs of the community.

This plan will focus on actions in the following areas:

**PROMOTE** = highlight what's available

**WELCOME** = support participation through programming and adaptive management

**ADAPT** = Improve and develop infrastructure for flexible facilities

**PARTNER** = support community to create opportunities

\*Physical Activity and Exercise Guidelines for all Australians  
(Federal Department of Health & Aged Care)

## Why do we need this plan?

Traditionally, councils throughout Victoria have provided grants and support for community sports clubs and have the responsibility for upgrading and building new sport and recreation facilities.

Due to the structured nature of organised sport programs, including formalised governance and state association advocacy, Council funding is often directed towards established sports, sports clubs and traditional sporting infrastructure.

**Active recreation broadens the opportunities to be physically active with a focus on fun, fitness and flexibility.**

It differs from formal sport in that it is less structured and often requires less skill and training. Active recreation activities are often more accessible to people of all ages and abilities, and can be done in a variety of non-structured settings, including parks, trails, and community centres.

This Plan aims to break down participation barriers to provide safe and welcoming opportunities for all cultures, genders, ages and abilities. These barriers may include:

- lack of safe and inclusive facilities
- financial barriers
- lack of representation and role models
- lack of awareness and information

This document has been developed to guide Council and the Knox community when planning for and investing in active recreation. It ensures that everyone has opportunities to participate in physical activity in their own way and on their own terms.



# Active Knox Framework

## Objectives

**Increase physical activity participation**

Promote, create, instigate activities that increase community participation in physical activity.

**Guide planning and decision-making for Active Recreation**

Improve planning, design and decision-making to accommodate the diverse and varied needs and preferences of the Knox community.

**Amplify the value of Council's existing spaces and assets**

Enhance and adapt existing spaces and facilities to welcome more users to build on strengths without requiring significant new investment.

## Key themes and areas of opportunity

Promote	Welcome	Adapt	Partner
Seek opportunities to articulate benefits and options available for active recreation to encourage physical activity.	Encourage the community to make the most of the opportunities that exist and support participation through programming and management activities.	Improve infrastructure to accommodate changing needs & trends and provide multiple active recreation options for the diverse community.	Work together with community groups and partners to initiate, provide and sustain activities and services.
<b>Outcomes:</b>	<b>Outcomes:</b>	<b>Outcomes:</b>	<b>Outcomes:</b>
<ul style="list-style-type: none"> <li>A community who is aware of and can find active recreation opportunities in Knox.</li> <li>New projects / initiatives are attractive to external funding bodies and potential partners.</li> <li>A community that feels confident to walk or cycle around their neighbourhood and find places to be active.</li> </ul>	<ul style="list-style-type: none"> <li>Council's spaces and facilities are innovative, active, well utilised and valued.</li> <li>People who use Council's facilities find them convenient, safe, good quality and welcoming.</li> <li>By sharing facilities, diverse community groups will come together to cross promote opportunities to improve community health and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>Changes to existing assets increase community participation in active recreation.</li> <li>The community has access to more varied active recreation opportunities that adapt with community needs and interests.</li> <li>Facilities are inclusive, accessible and safe.</li> </ul>	<ul style="list-style-type: none"> <li>Council builds stronger relationships with community groups and other partners who provide active recreation opportunities.</li> <li>Residents are aware of and have access to the diverse programs run by external parties.</li> <li>Community/sports groups and commercial operators utilising Council's facilities support or offer inclusive and accessible informal activity opportunities.</li> </ul>



# Scope and definitions

This plan defines active recreation as all of the types of activities outlined below.

Promoting and increasing participation in formal, organised sport is also a priority of Council but not addressed in this plan.



## Active Recreation

### Active Living


Physical activity integrated into everyday life




Riding/  
walking  
to work



Walk to  
shops



Walk  
the dog



Walk to  
school

### Active Recreation

Non-competitive physical activity undertaken during leisure time, individually or in groups



Walk  
and talk



Cycling



Running



Outdoor  
fitness

### Play

Unstructured activity for the purpose of fun and enjoyment, particularly by children



Play  
spaces



BMX/  
pump



Nature  
play



Skate  
boarding

### Social Sport

Social, semi-organised, non-competitive sport activity during leisure time



Bocce



Tai Chi



Park  
soccer



Disc Golf

# 1.2 Active Recreation Benefits

## What do we get out of it?

The benefits of participating in regular physical activity either as an individual or as part of a group are well documented with positive impacts on a range of health and wellbeing measures including disease prevention, improved mental health and quality of life.

Both organised sport activities and informal recreation generate these health outcomes.

The following benefits are received through participation in physically activity generally, and are often more likely to be achieved by participating in informal activities.



### Health and Wellbeing

Increased opportunities for participants to lead healthier lifestyles and increase health and wellbeing outcomes.



### Sense of Identity

Opportunity to be yourself without the structured confines of formalised sport. Allowing people to express their individuality and feel comfortable.



### Free or Low Cost

Usually free or low cost. Activities that are low cost or free have been shown to engage and motivate participants, providing more accessibility to those who otherwise might not be able to participate in a structured sport.



### Connection to Nature

Most activities are undertaken outside, fostering a connection to nature.



### Community Connections

Strengthen communities by sharing experiences, passion and hobbies. Activities and connections that create a sense of place.



### Sense of Achievement

Offers opportunities to gain a sense of achievement based on an individual's own skill development.



### Increase in Autonomy

Groups can organise their own time to meet and participate together. Individuals can decide when, where and with whom they participate.



### Participation Year-Round

Unlike traditional sports played seasonally, participation can be a year-round pursuit, allowing participants to schedule activity in their own time based around school, work, social lives, etc.

# How active should we be?

## Physical Activity and Exercise Guidelines for all Australians

*(Australian Government Department of Health & Aged Care)*

### Infants (Under 12 months)

Interactive floor-based play, and at least 30 minutes of tummy time for babies per day.

### Toddlers (1 to 2 years)

At least 3 hours of various physical activities each day, including 1 hour of energetic play.

### Preschoolers (3 to 5 years)

Engage in at least 3 hours of activity each day. This should include 1 hour of energetic play.

### Children (5-13 years)

At least 1 hour of moderate to vigorous physical activity that makes the heart beat faster. At least 3 days per week engage in activities that strengthen muscle and bone in the hour. Several hours of light activities per day.

### Teens/ Adolescents (14-17 years)

At least 1 hour of moderate to vigorous activity involving mainly aerobic activities per day. Vigorous and strengthening activities should be incorporated at least 3 days per week. Several hours of light activities per day.

### Adults (18-64 years)

Be active most days (preferably all), to a weekly total of 2.5 to 5 hours of moderate activity or 1.25 to 2.5 hours of vigorous activity or an equivalent combination of both. Include muscle-strengthening activities at least 2 days each week

### Older Adults (65 years +)

Recommend at least 30 minutes of moderate activity on most (preferably all) days. Vary exercise to include moderate fitness, strength, flexibility, and balancing activities.



# 1.3 Strategic Planning Framework

## The Knox Vision

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

The Community and Council Plan (including the Health and Wellbeing Plan) set the vision for Knox with a strong commitment to improving the health and wellbeing of the Knox community.

There are a number of plans and strategic documents that have or will guide the work to achieve this vision including plans that prioritise the delivery of active recreation, open space, leisure facilities and programs.

Some of these include:

- Open Space, Play and Leisure Plans
- Park, Reserve or Precinct Masterplans
- Child, Youth and Seniors Plan
- Gender Equality Action Plan
- Cycle Action Plan
- Knox CARES strategy



### This Plan

Active Knox responds to the vision and objectives generated from these plans and will be applied where relevant when delivering planned recommendations and actions.

This plan will influence the development of strategies and plans as they are reviewed. This includes the Open Space Plan and Cycling Action Plan that are currently in development.



# Council Policy Context

To provide context to the Plan, a review of existing local plans and strategies was undertaken. The information obtained during this review has underpinned the development of principles and recommendations.

This table outlines the most influential partner strategies and the relevant themes and focus areas:



<b>Community &amp; Council Plan</b> Relevant theme: Connection, resilience and wellbeing	<b>Knox Cycling Action Plan (2024-2035)</b> <i>*Draft under review</i>	<b>Open Space Plan (2012 - 2022)</b> <i>*Currently under review</i>	<b>Connection, Access, Respect, Equality and Safety (Knox Cares) Strategy (2022-2027)</b>
Health and wellbeing links to the natural environment by providing us spaces to enjoy activities, social connections and the various aspects of nature and biodiversity.	Safety systems. Safer ways for the community to move around within the municipality.	Open space benefits: improved physical and mental health and wellbeing; socialising and play; protecting and connecting with nature.	Open spaces provide opportunity for connection with nature, and supports health and wellbeing through promoting physical activity and mental health.
Foster inclusivity, equality, belonging and safety within the community.	Movement and place. Place (land use) and movement (modes of transport and types of transport, including active travel) have an inter-relationship that impacts how systems and places should be designed.	Highlight the importance of providing multi-use and flexible opportunities in open spaces for active recreation.	Walkable environments encourage active travel, such as walking or bike riding. Walkability should consider access for people with restricted mobility, including wheelchairs, scooters, walking frames, impaired vision or prams.
Support the community to identify and lead community strengthening initiatives.	All abilities and all ages. Accomodate and be accessible to all skill levels and ages.	Open space benefits: improved physical and mental health and wellbeing.	A liveable community is one which provides a mix of social infrastructure, that is accessible to all.

## Wider Policy Context

### World Health Organisation

Current global estimates show one in three adults and 81% of adolescents do not do enough physical activity. Furthermore, as countries develop economically, levels of inactivity increase and can be as high as 70% for adults, due to changing transport patterns, increased use of technology for work and recreation, cultural values and increasing sedentary behaviours.

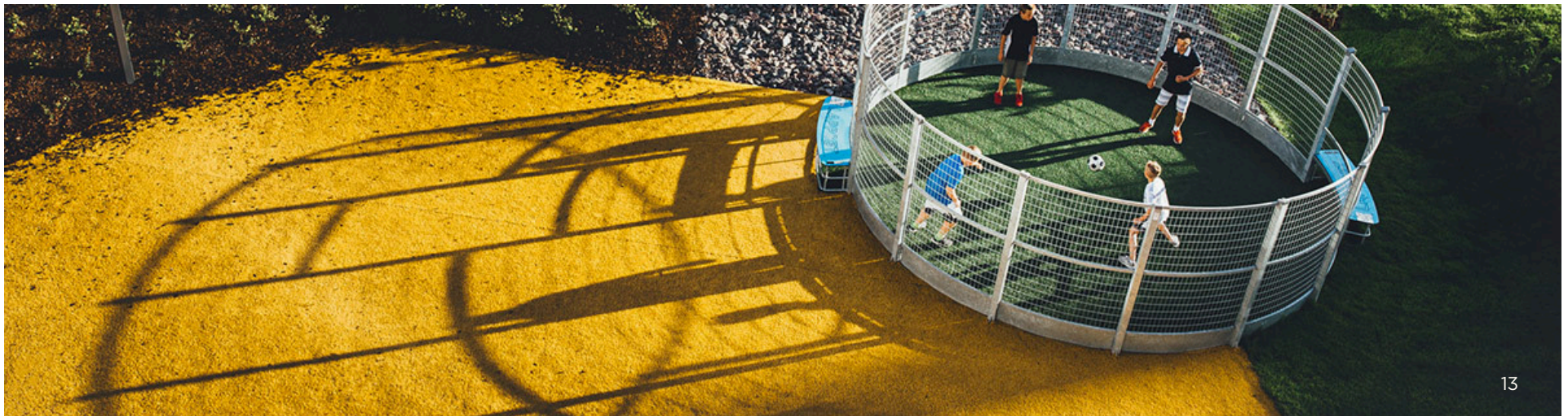
The [WHO Global action plan on physical activity 2018–2030: more active people for a healthier world](#), provides a framework of effective and feasible policy actions which can help support, retain and increase physical activity through cross-government and multisectoral partnerships across all settings. [Promoting physical activity for older people, A toolkit for action](#), delivers on actions recommended within this framework.

### Australian Government

The Australian Government recognises that being physically active and limiting sedentary behaviour is essential for health and wellbeing. **Physical activity participation guidelines** have been developed for infants, toddlers, children, young people, adults and older Australians. The guidelines provide information about the health benefits of leading an active lifestyle, as well as suggestions for how to incorporate physical activity and minimise sedentary behaviour in everyday life.

The Australian Government also has a clear vision for sport in Australia – to ensure we are the world's most active and healthy nation, known for our integrity and sporting success. **Sport 2030** has four key priority areas with the first priority aligning with this plan -

- **Build a more active Australia** – More Australians, more active, more often



## Victorian Government

**Active Victoria 2022-2026** is a strategic framework for sport and active recreation in Victoria. The objective of this document is to ensure all Victorians have access to high-quality environments and appropriate participation opportunities.

### The key directions the State are working towards are:

- Increase and promote opportunities so Victorians can participate in ways that suit them.
- Target efforts towards individuals and communities who participate less.
- Improve community sport and active recreation infrastructure coordination to better meet demand, with a focus on areas and populations who need it most.
- Deliver inclusive, multi-use and sustainable community sport and active recreation infrastructure.
- Implement frameworks to create safe and inclusive sport and active recreation settings.



The **Victorian Public Health and Wellbeing Plan 2023-2027** builds on work across the health sector and government departments. It sets a path towards a future where Victorians are the healthiest people in the world.

The vision for this plan is *“A Victoria free of the avoidable burden of disease and injury, so that all Victorians can enjoy the highest attainable standards of health, wellbeing and participation at every age.”*

The Plan outlines **10 health and wellbeing priorities**, those that are most relevant to the Active Knox Plan are:

- Improving **wellbeing**
- Increasing **healthy eating**
- Increasing **active living**
- Reducing **injury**

**Healthy kids, healthy futures 2021** is the Victorian Government’s five-year action plan to support children and young people to be healthy, active and well. The plan has a strong focus on creating supportive environments for healthy eating and active living, as well as capturing complementary mental wellbeing initiatives.

### The plan will support key priority actions:

- Increasing efforts to reduce the barriers to taking part in sport and active recreation for women and girls.
- Building on the work undertaken through the 20-minute neighbourhood pilot project.
- Creating and connecting 6,500 hectares of open space for Melbourne’s urban kids to play and exercise in and connect with nature.

# 1.4 The Knox Scene

## Health and Wellbeing in Knox

Although significant funding is directed towards parks, recreation, community facilities and infrastructure, there are significant aspects of health and wellbeing that could be improved for the Knox community. Significant numbers of the population have poor physical and/or mental health.

These health indicators may suggest that current recreation provision does not necessarily cater to all residents and that by encouraging more people to participate in more diverse physical activity, more often, the health and wellbeing of Knox residents will improve.



of adults undertake adequate **physical activity** to meet the national guidelines.



of adults rate their **health** as very good or excellent.



of adults in Knox are **overweight** or obese.



of adults suffer from **Psychological distress**.



of young people in Outer Eastern Melbourne have **depressive** symptoms.



of adults definitely believe that **multiculturalism** makes their life better.



of women feel **safe** in their neighbourhood at night compared to 71% of men.



adults in Knox are **socially isolated**.



people in Knox **feel valued** by society.



of women in Outer Eastern Melbourne with **poor mental health**, compared to 20% of men.

Sources:  
Victorian Population Health Survey (2020)  
Community and Council Plan 2021-2031  
State of Knox Report (2024)





## Council's role & influence

As the level of government with the closest connection to their community, local government has an important role to play in creating healthy and connected communities through:

- Engaging and supporting local people, clubs and volunteers through programs and promotion.
- Shaping local places through effective planning and provision of open spaces and recreation facilities, ensuring they are accessible for all.
- Implementing efficient management partnerships and processes through local plans and policies.
- Working collaboratively to achieve community outcomes.
- Providing programs through Community and Leisure Centres.



### Council can seek to influence physical activity levels via these roles:



#### Land/facility owner/ manager

Fund, own, develop and maintain parks, buildings and facilities for a variety of community activities.



#### Funder

Provide grants, funding and subsidies to local clubs, groups and agencies to progress and develop services and infrastructure for individuals and groups.



#### Partner

Partner with state and federal government departments, schools, philanthropic organisations, sports clubs, community groups and Committees of Management to deliver recreation infrastructure and programs.



#### Service Provider

Provide recreation services via Community Centres and contract service providers. i.e. Knox Leisureworks.



#### Facilitator & Leader

Bring together relevant stakeholders to address sport and recreation issues. Assist with developing relationships between relevant parties and strengthening their capacity. Provide leadership across the industry and inspires best practice.



#### Information provider

Provide information to the community about recreation opportunities via promotion and marketing.



#### Advocate

Advocate for state and federal government investment in recreation projects and programs.



#### Regulator

Ensure that recreation facilities and parks/reserves are provided and used in accordance with the local law, policies and procedures.

## Council's partners

Many programs that are designed to increase physical activity and build community connections are delivered by the Knox community.

The following table outlines Council's key partners and the roles. Making active recreation more accessible to the diverse Knox community relies on strengthening these partnerships:

Partner	Service	Council's Role
Leisure Centre	<ul style="list-style-type: none"> <li>Gym &amp; fitness programs</li> <li>Aquatics</li> </ul>	<ul style="list-style-type: none"> <li>Facility owner / manager</li> <li>Contract manager</li> </ul>
Community Groups	<ul style="list-style-type: none"> <li>Various Community programs &amp; events</li> </ul>	<ul style="list-style-type: none"> <li>Administers community grants</li> <li>Subsidises facilities</li> <li>Lease / License manager</li> <li>Advocacy</li> </ul>
Recreation and Sports Clubs	<ul style="list-style-type: none"> <li>Social, Educational, recreational and Sports programs</li> </ul>	<ul style="list-style-type: none"> <li>Subsidises facilities</li> <li>Landlord</li> <li>Advocacy</li> </ul>
State Government / Parks Victoria / Melbourne Water	<ul style="list-style-type: none"> <li>Land, park and facility owner / manager</li> <li>Funding provider (grants)</li> </ul>	<ul style="list-style-type: none"> <li>Deliver on state wide priorities</li> <li>Manage land on behalf of crown</li> <li>Project Manager</li> </ul>
Committees of Management	<ul style="list-style-type: none"> <li>Park and facility management</li> </ul>	<ul style="list-style-type: none"> <li>Land owner</li> <li>Administrator</li> </ul>
Community Centres	<ul style="list-style-type: none"> <li>Community programs</li> </ul>	<ul style="list-style-type: none"> <li>Information sharing</li> <li>Advocacy</li> </ul>



## What is available in Knox?

The City of Knox hosts a wide range of settings, facilities and infrastructure that encourages and supports the community to increase their levels of physical activity.

At the foot of the Dandenong Ranges, with diverse open spaces, Knox hosts 300 parks including 70 bushland reserves, 200 playgrounds and approx. 100km of off-road shared paths. Compared with other local government areas, Knox has a large amount of open space including both natural spaces and sports fields for organised recreation<sup>1</sup>.

Knox also has many community facilities that are available for casual hire, including:

- sports pavilions
- community halls and centres
- meeting rooms
- neighbourhood houses
- senior citizens halls
- scout and guide halls

This plan focuses on opportunities where Council can better support the community to use existing parks, facilities and infrastructure to increase their levels of physical activity.



### Active Recreation opportunities in Knox (available for community use)

28 outdoor netball courts	300 parks and sports grounds	2 rebound walls 1 parkour park
3 lawn bowling facilities	200 playgrounds 1 beep test station	2 model aircraft fields 3 radio control car tracks
8 tennis clubs with book a court system for casual use	Public tennis courts	1 mini soccer court 1 outdoor futsal court
1 x regional football centre 9 x 5-a-side outdoor football pitches	9 outdoor fitness stations 1 senior outdoor exercise station	1 disc golf course 3 golf practice cages 1 public golf course
25 cricket nets with public access	100km of off-road shared paths	1 mountain bike park (Lysterfield Park)
1 aquatics and leisure centre	1 bocce facility	70 bushland reserves
1 regional netball centre	11 bike repair stations	1 boat/kayak/canoe launch
1 athletics track	2 skate & BMX parks, 1 pump track	2 fishing platforms
1 State basketball stadium	Community gardens	8 community halls * 2 community centres
2 full outdoor basketball courts	24 half court basketball	Baseball/Softball diamonds

*\*may require hire fee*

<sup>1</sup> Knox Open Space Strategy Background Report Draft 2023




# 1.5 Community Engagement

## Previous engagement

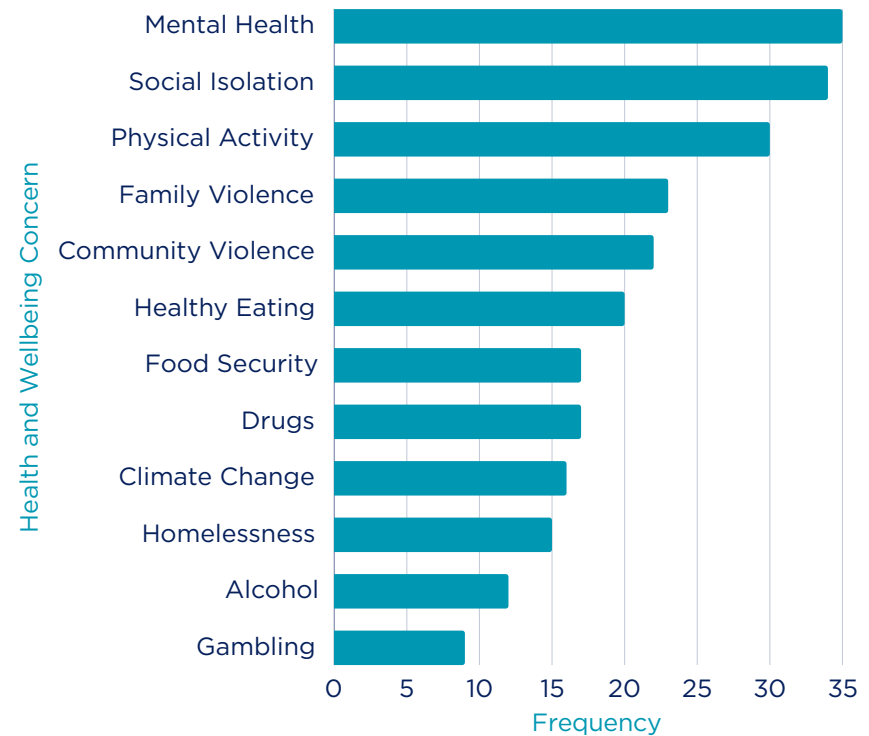
To prepare this Plan, we analysed community feedback received in recent years along with focused discussions with Council’s Advisory Groups.

Mental Health, Social Isolation and Physical Activity were the top mentioned priorities all of which can be addressed by active recreation.

### Key community health priorities identified during development of the Community and Council Plans

<div style="text-align: center;">  <p><b>Mental Health</b></p> </div> <p>Mental health focus differed across cohorts and engagement activities, however, there was an overarching need to improve mental health with particular focus on increasing social connection.</p>	<div style="text-align: center;">  <p><b>Physical Activity</b></p> </div> <p>Overall, physical activity was the most prominent health and wellbeing issue to emerge from engagement activities. Increased physical activity being one change people would like to make for their own wellbeing.</p>	<div style="text-align: center;">  <p><b>Climate Change &amp; Health</b></p> </div> <p>Those in the community workshops were highly concerned about the environment and spoke extensively about how the physical environment of Knox can be addressed to minimise the impact of climate change.</p>
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Most commonly identified health and wellbeing priorities:



Source: Health & Wellbeing Engagement Report (2021)

# Focused discussions with stakeholders

Project stakeholders, including various advisory groups, youth and Council officers were asked to identify barriers to participation, initiatives that might improve participation options, opportunities and promote physical activity.

## Focus Groups

- Recreation & Leisure Committee
- Multicultural Advisory Committee
- Active Aging Advisory Committee
- Youth Summit
- Project Working Group
- Community Safety, Health and Wellbeing Committee
- Early Years Advisory Committee
- Disability Advisory Committee

"Promoting a full list of public outdoor spaces offered by Council would be useful eg the Disc Golf at Llewellyn Reserve, various Golf Cage locations, Knox Nature Passport etc."

"Sport and rec facilities are overwhelmingly male focused. This does not encourage women/girls to feel connected to these facilities."

"Promotion via council of low cost, fun and social activities, chair yoga, walking groups etc. These could be facilitated by community houses, community health centres etc"

"Promotion of safe, open spaces where informal exercise can be enjoyed with plenty of grass, shade and safety measures such as CCTV"

"More opportunities for Bush Playgroups in Knox for little ones to engage in play outside"

## Key Themes

The ideas and barriers that were mentioned most regularly during discussions were:



**Toilet availability** is important for active recreation. Sometimes toilets exist but are not always open to the public or in an accessible location.



There are many opportunities for physical activity in Knox but there needs to be better **promotion and communication to raise awareness**.



Spaces need to be **well signed, welcoming and safe**. Spaces can feel unsafe after hours when there isn't adequate lighting, especially for women.



There are many opportunities to encourage the community to be **physically active in natural settings**.



Providing programs to **reach all target groups such as culturally diverse communities, people with disabilities and socially disadvantaged** is a priority.



Support and advocate for **programs that are organised and run by community groups and community organisations**.



Lack of transport is a barrier to participation.



Programs need to be culturally appropriate to attract diverse attendees.



Many like to participate in fun informal groups such as yoga, walking or riding in groups. These environments feel safe.

# 1.6 Community Aspirations

Based on targeted conversations, the following community aspirations were identified. These type of spaces and facilities should be considered when planning and designing parks, public spaces and during the development of policies and strategies to encourage active recreation:

Youth Spaces	Interactive Play	Social Hangouts	Bike Facilities	Active Cities	Placemaking
<p>Spaces which encourage physical activity, social interaction, and overall well-being among young individuals.</p>	<p>Play equipment offering a range of social, developmental, cognitive, and physical benefits.</p>	<p>Spaces that foster social connections, promote community well-being and create a sense of unity among residents.</p>	<p>Facilities that cater to users of all skill levels, and provide connection with like-minded individuals.</p>	<p>Connected, safe, and comfortable pathways which link parks, shops, schools and other community destinations.</p>	<p>Places that are reimagined and reinvented to create a welcoming sense of place and social connection.</p>



# Youth Spaces

Youth outdoor spaces offer a range of benefits, promoting both physical fitness and overall well-being among young individuals.

Spaces such as outdoor gyms and obstacle courses provide access to various exercise equipment designed to improve strength, endurance, flexibility, and cardiovascular fitness. They encourage physical activity, helping young people stay active and maintain a healthy lifestyle. They are freely accessible, making fitness opportunities available to a wider range of individuals, including those who might not have access to traditional indoor gym facilities.

**Youth spaces can become hubs for social interaction and community engagement.**

Infrastructure should be multi-use and flexible i.e. hit up walls that can be used for hand ball & down ball but also double as a graffiti wall for art experimentation. They encourage young people to exercise together, fostering a sense of camaraderie and support among peers.

**Having public spaces like these encourages young people to opt for an active lifestyle, fostering a culture of fitness and health.**

Youth outdoor spaces serve as valuable assets in promoting physical activity, social interaction, and overall well-being among young individuals in a convenient and accessible manner and should be considered in parks, places and spaces.

**Consider:**

- Parkour obstacle courses
- Street workout stations
- Rock climbing equipment
- Graffiti walls
- Basketball/multiuse halfcourts
- Co-design opportunities



# Interactive Play

Interactive equipment encourages movement, which is essential for developing motor skills, coordination, and balance in children. It promotes healthy physical development through activities like climbing, running, jumping, and balancing. Many interactive play structures also incorporate puzzles, mazes, or games that stimulate cognitive abilities, problem-solving skills, and creativity. These activities engage children’s minds while they play.

When children engage with interactive play equipment, they often interact with others, fostering social skills like communication, cooperation, sharing, and teamwork. It encourages them to interact and play together, promoting a sense of community.

**Interactive play equipment offers numerous benefits, particularly for children, by combining physical activity with engagement and fun.**

Can foster family bonding as it often attracts families, providing opportunities for parents or caregivers to interact and bond with their children while participating in play activities together.

In summary, interactive play equipment goes beyond mere entertainment by offering a range of developmental, social, cognitive, and physical benefits for children, making playtime a valuable learning and growth experience and should be considered in future park planning.

**Consider:**

- Interactive dance floors
- Dance and play arches
- Interactive play pillars
- Interactive ball wall
- Interactive DJ booths
- Solar powered screen for exercise programs





# Social Hangout

Social hangout spots (gathering spaces) in parks provide numerous benefits that contribute to both individual well-being and community cohesion. They provide a space where people from all walks of life can come together and feel included in communal activities.

**Social spaces serve as gathering points, fostering connection among diverse groups within the community.**

They create a sense of belonging and facilitate interactions among people of different ages, backgrounds, and interests. Whilst encouraging face-to-face interactions, enabling people to socialize, engage in conversations, and build friendships, in their own way and on their own time.

**Human connection helps combat feelings of isolation and loneliness; park hangout spots are often open to everyone.**

Overall, social hangout spots in parks play a crucial role in fostering social connections, promoting community well-being, encouraging physical activity, and creating a sense of unity among residents.

They can contribute significantly to the overall livability and cohesion (if installed) in Knox parks. There is future opportunity for spaces to be programmable with opportunities for external providers to provide outreach programming in these spaces in the future.

**Consider:**

- Lookout platform (yoga, exercise space)
- Chess tables
- Social seating
- Outdoor fitness equipment/ circuit training stations (including accessible options)



*Boulevard Hill Lookout (yoga platform), Ruffey Lake Park*



## Bike Facilities

BMX jumps, skate parks and pump tracks, which are continuous loops of rollers, berms, and jumps designed for bikes, skateboards, scooters, and more, offer a multitude of benefits.

They improve balance, coordination, and bike and skate handling skills. It allows riders to practice various techniques, such as pumping, manualing, and cornering, which are transferable to other disciplines.

**These facilities cater to users of all skill levels, from beginners to advanced riders and skaters. They provide a safe and unimposing environment for learning and progression.**

They often become community hubs where riders gather, share tips, and build friendships. They foster social interaction and a sense of camaraderie among enthusiasts.

Pump tracks and skate parks are generally low maintenance compared to other sports facilities. Once constructed, they require minimal upkeep, making them a cost-effective option for communities.

In essence, bike and BMX facilities, skate parks and pump tracks offer a range of physical, social, and developmental benefits, providing a space for individuals to improve their skills, stay active, and engage with a community of fellow users and Knox should consider these in appropriate places.

**Consider:**

- Skate Parks
- Pump Tracks
- BMX Jumps
- Mountain Bike Trails
- Skatable elements along pathways



# Active Cities

*"Active cities" refer to urban areas designed to encourage and facilitate physical activity through thoughtful planning, infrastructure and activation initiatives. These cities prioritise active transportation (walking, cycling), recreational opportunities, and access to green spaces, contributing to the overall health and well-being of the population.*

Some key characteristics and elements of active cities that should always be considered when planning for active recreation opportunities in Knox include:

## 1. Active Transportation Infrastructure

- Safe networks of sidewalks, bike lanes, and pedestrian-friendly streets.
- Traffic-calming measures to reduce vehicle speeds and improve safety for walkers and cyclists.

## 2. Access to Green Spaces and Recreation

- A variety of parks, green spaces, and recreational facilities within easy reach of residential areas.
- Well-maintained paths, trails, and green corridors that encourage walking, running, and cycling.

## 3. Community Engagement and Programs

- Initiatives and events that promote physical activity, such as community walks, bike rides, fitness classes, and sports leagues.
- Public awareness campaigns highlighting the benefits of an active lifestyle.

## 4. Safe and Inclusive Design

- Streets and public spaces designed to be safe and accessible for all age groups and abilities
- Good lighting, clear signage, and maintenance of public areas to enhance safety and usability.

### Consider:

- Comfortable walking environments - shade, trees, which don't feel too hot and/or exposed, attractive, clean and enticing settings
- Safety - wide pathways with a buffer between the street and path
- Accessibility of both the path and connections/crossings for people using wheelchairs, mobility scooters and other mobility devices
- Shared pathways to enable walking and cycling where appropriate, or people walking in a group
- Linear open spaces for connectivity through neighbourhoods
- Walking routes that are loops, or link destinations of interest



# Placemaking

*Placemaking effectively improves physical activity levels by creating environments that are inviting, safe, and conducive to movement. With quality design of functional public spaces, we can foster healthier, more active communities.*

**Placemaking can foster more active communities by -**

- Providing attractive dynamic and inclusive settings which encourage participation and engagement.
- Encouraging community activities and events which inspire both purposeful and incidental physical activity.
- Activating streets and neighbourhood, encouraging active, social interaction.

**Placemaking Approach**

- Community-Led Management: the community is the main driver for creating welcoming spaces that build a sense of place and social capital.
- Flexible Use: public spaces are a blank canvas for activity and communities can use simple elements like moveable furniture and community art to attract active participation in pop up or temporary activities.

**Knox already provides numerous opportunities for placemaking and community building within the City.**

Building on these successes and encouraging initiatives that encourage both incidental and purposeful physical activity will play a key role in encouraging the community to be active in Knox.

**Consider:**

- Flexible, multifunctional public spaces which can be used for a variety of activities, events and uses
- Providing a mix of opportunities for play and recreation within a neighborhood
- Providing access to power, water, storage and lighting which can be made available for community events
- Reviewing policies and processes to enable easy, spontaneous placemaking activities
- Slow and closed streets
- Public and community art



# 1.7 Challenges and opportunities

*This document aims to increase levels of participation in physical activity by addressing the following challenges, identifying new opportunities, and encouraging change of thinking.*

## Inequitable participation

Public spaces play a significant role in community life and also provide venues and spaces for active recreation.

There are a number of factors that may influence participation rates due to inequity such as gender, age, socioeconomic status, levels of ability or cultural background.

Providing accessible active recreation options can reduce barriers for participation in physical activity as the location, time and level of ability required can adapt to individual requirements.

When exploring opportunities to increase physical activity levels. It's important to consider:

- Women are more likely to participate in active recreation compared to organised sport.
- Informal participation is popular with communities traditionally underrepresented in organised sport, including newly-arrived and multicultural communities, and individuals from low socioeconomic backgrounds.



## Inequitable access to public spaces

Some barriers that prevent equitable access to public spaces include:

- poor access or transport options
- perceptions of feeling unsafe or vulnerable
- lack of skills or experience
- lack of essential facilities i.e. toilets, drink taps

Evidence shows that women are more likely than men to feel unsafe in public spaces. This is particularly true for women who experience other intersecting forms of marginalisation, such as those who identify as LGBTIQ, women from migrant backgrounds, older women, Aboriginal women and women with a disability.

This document aims to raise the profile of active and informal recreation to enable the diverse community and target groups to have more opportunities to be physically active.

## Access to nature

Natural spaces such as state and local parks or bushland reserves can be ideal places for the community to gather, walk, explore, ride and connect.

There is strong evidence to support time spent in nature builds stronger connection to nature, creating greater awareness and positive stewardship behaviours.

***Activities within parks and reserves are successful when they complement and respect environmental values, avoiding encroachment on conservation objectives.***

Conflict can arise when activities aren't compatible, or community members have differing values and expectations.

For example, dogs off-lead, mountain bike or horse riders can have impacts on sensitive bushland areas, if not managed appropriately.

On the other hand, nature play programs for children may impact bushland areas, however teaching children to love, protect and restore the environment can be highly beneficial.

There are significant opportunities within Knox to identify initiatives that further promote active recreation within natural spaces. Programs include bush walks, bush playgroup, nature exploration etc.



## Managing risk

Some active recreation activities such as dirt bike jumps, Mountain Biking, parkour, skateboarding or tree climbing may be perceived as risky or dangerous.

Community safety is a key consideration for all Council initiatives and policies and may impinge on the contribution of these activities to health and wellbeing. A balance needs to be struck between safety and challenge to ensure that recreation opportunities provide essential skill development and progression whilst providing enticing options for everyone.

It is important to acknowledge that popular common structured sports such as football also carry some risk for participants and can in comparison have higher injury rates than for active recreation pursuits such as cycling or skating.

Risk management can become a barrier for small community groups looking to establish an event or program. Public liability insurance and risk management practices can discourage community members from establishing or participating in activities.

When considering active recreation initiatives for the community, Refer to the International Standard 4980:2023 Benefit-risk assessment for sports and recreational facilities, activities and equipment.





# Part 2 Taking Action

Council can better promote, advocate, welcome, adapt and partner to encourage greater levels of casual, informal physical activity throughout Knox. The following section outlines four key areas for action:

## Promote

Seek opportunities to articulate benefits and options available for active recreation to encourage physical activity.

## Welcome

Encourage the community to make the most of the opportunities that exist and support participation through programming and management activities.

## Adapt

Improve infrastructure to accommodate changing needs and trends and provide multiple active recreation options for the diverse community.

## Partner

Work alongside community groups and partners to initiate, provide and sustain activities and services.

## 2.1 Promote

### Inspire movement & investment through education

Seek opportunities to communicate benefits and options available for active recreation to encourage physical activity.

### What you've told us:

- Trends are changing, new activities such as pickleball are becoming more popular.
- Way finding around Knox needs improvement.
- There is a lack of information available / knowledge of options.
- Some people want to participate but don't know how or where.
- Some culturally diverse groups who don't see value in undertaking physical activity or feel uncomfortable doing so.

### What you'd like to see:

- A community that is aware of and can find active recreation opportunities in Knox.
- New projects / initiatives are attractive to external funding bodies and potential partners.
- A community that feels confident to walk or cycle around their neighbourhood and find places to be active.

## Current Initiatives



### Knox Discovery Passport

A guide to the top 50 bushland reserves in Knox.



### Move Your Way

Free activities across various locations in Knox. Activities such as yoga, basketball, gym classes, tennis, soccer, something for all ages and abilities.



### Explore the Oppy Route

Trail promotion, challenge and information.



### Tag on

Initiative being trialed in schools that encourages active travel participation, monitors numbers and increases safety.



### Knox Tree Trails

discover some of the beautiful and old trees that look after the birds, insects and other creatures in our community.



# Promote

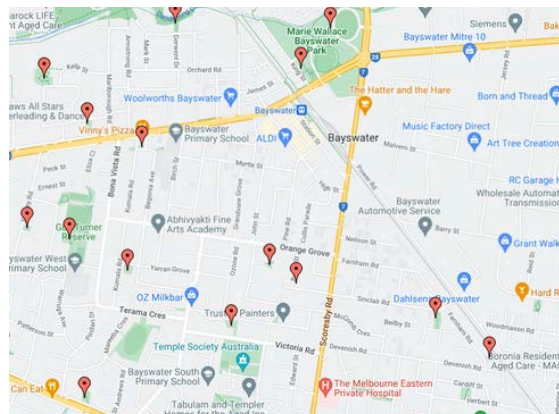
Inspire movement & investment through education

## Key Areas of Opportunity



**Showcase Knox’s local walks and trails, building on the success of the Knox Nature Discovery Passport, Art trails and historical walks.**

Work with the community to better understand the most effective way to promote educate and inspire the community to regularly walk or ride in Knox to improve their health and wellbeing. i.e. walking maps online, printed information or wayfinding signage to identify trail routes.



**Improve availability of information on Council’s website, for active/informal recreation opportunities within Knox.**

Consider updating current mapping on the Knox website to include all infrastructure that supports informal recreation such as fishing, exercise equipment, golf cages community halls, park run etc.

This information can also be provided on Google Maps and Apple Maps.



**Create a resource for Council staff which encourages diversity in use of images including people, activities undertaken, and places for informal play in Knox.**

Reach target groups by promoting and sharing news and images and stories of diverse groups of people of all ages, genders, abilities and from various cultural backgrounds.

## 2.2 Welcome

### Encourage and facilitate use

Encourage the community to make the most of the opportunities that exist and support participation through programming and management activities.

### What you've told us

- Older people prefer to walk in a group, because they feel safer.
- Facilities need to be easy to book.
- Some people don't have access to the equipment needed to participate in an activity.
- It is inconvenient for informal groups to have to bring all their equipment every time.
- Some facilities are only available for formal sports groups to use and should be available for informal groups too.
- It's an inconvenience when public toilets at reserves are only open during training and on game days.
- There are not many small community spaces where groups can meet each other.

### What you'd like to see:

- Council's spaces and facilities are active, well utilised and valued.
- People who use Council's facilities find them convenient, safe and of good quality.
- Community groups come together to cross promote opportunities to improve health and wellbeing through physical activity by sharing facilities.

## Current Initiatives



### Road Safety and Travel Planning

Knox provides many programs and resources to encourage more students to walk and cycle to school including safety incursions with the school crossing mascot, Lottie.



### All-abilities Tennis Program

Partnership between Council, Tennis Victoria and the NDIS to establish an all-abilities tennis program.



### Carrington seniors exercise champions

We have trained some members of our community, called the Senior Champions, to train others how to use the equipment.



Mollusc Sculptures - Boronia Art Trail

### Knox Public Art Trail

The Knox Public Art Trails lead walkers and cyclists on an active journey to visit a variety of creative installations in shopping areas, sports reserves, playgrounds, and open and civic spaces.

# Welcome

Encourage and facilitate use

## Key Areas of Opportunity



**Continue to develop and enhance Public Art and experiential trails to encourage the community to explore the city on foot or by bike.**

Public art can visually connect civic spaces, inspire walkable communities and provide experiential journeys or destinations for walking or cycling.

There are many opportunities to expand Public Art Trails program and explore new artwork themes and locations to encourage walking and or cycling through local neighbourhoods and beyond.



**Review, via the Public Toilet Implementation Plan opening times of public toilets at all Council reserves and facilities to consider possibility of extending hours of operation.**

We know that lack of toilet facilities is a major barrier for a large section of the community. Extending opening hours and making external toilets at sports pavilions publicly accessible may reduce this barrier without significant cost.

This could be undertaken via an update to the Public Toilet Implementation Plan (2017-2022).



**Expand community champion programs to other active recreation pursuits.**

Build on the success of the Carrington Seniors exercise champions to apply learnings to other active recreation pursuits, such as disc golf, and exercise stations.

## 2.3 Adapt

### Improve and develop infrastructure for flexible facilities

Improve infrastructure to accommodate changing needs & trends and provide multiple active recreation options for the diverse community.

## What you've told us

- You feel unsafe when there is no lighting.
- Some of the facilities are not in a central, easy to access location.
- There is a lack of female friendly spaces for women to just be themselves without judgement.
- Connectivity of bike paths, and to trains and/or buses is important for good access.
- Spaces that provide a mix of different opportunities for informal recreation support social interaction and encourage intergenerational use.
- Knox has a wide range of informal recreation opportunities, equipment and amenities and some require some slight changes to make them more accessible or convenient to use.
- Some facilities can't cope with the demand and have limited availability for informal groups.

## What you'd like to see:

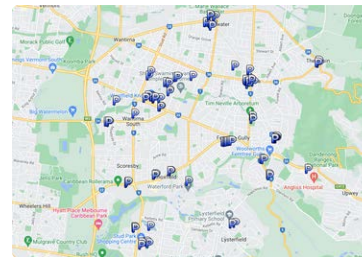
- Changes to existing assets to increase participation in informal recreation by better meeting the needs of the community.
- Residents have access to more and different opportunities as a result of changes made to existing assets.
- Facilities are increasingly inclusive, accessible, welcoming and safe.

## Current Initiatives



### Path around Carrington Oval

Popular for parents to walk laps of while children are training.



### Bike Parking at facilities

Council provides bike parking at facilities and reserves to encourage active transport.



### Fairpark Reserve, Ferntree Gully

The new multipurpose community facility is designed to foster new modes of interaction between users and the broader community, enhance user experience and deliver diverse benefits to the community.



### Daylighting of Blind Creek

Converting 1.65 km of underground concrete drainage channel into a natural waterway, and turning Lewis Park into a cooler, greener space and a haven for biodiversity and recreation.

# Adapt

Upgrade existing assets to diversify options

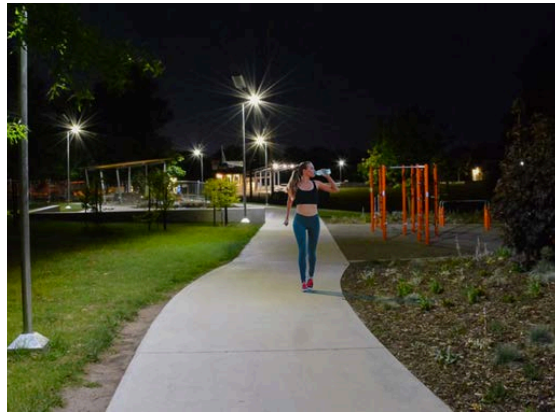
## Key Areas of Opportunity



### Consider retrofitting existing facilities to make them multiuse and more flexible.

For example:

- Knox has underused facilities such as tennis courts and these could host activities such as pickleball, basketball, kids learning to ride or skate, outdoor fitness training etc.
- additional line markings for small-sided games.
- additional goal posts to the side of a formal field or pitch.



### Trial Public lighting of walking/jogging trails

Trial public lighting at key sites such as sporting reserves, skate parks and trails for people to exercise once it gets dark and monitor the increase in participation.

This includes the trial of increasing lighting hours of sports reserves at reduced lux levels to accommodate nighttime active recreation participation.



### Continue Revitalising Creek Trails

Continue to improve the natural amenity of creek linear trails such as the Dandenong Creek.

This includes the installation of recreational amenities such as historical and environmental interpretive signage, park benches and drinking fountains, as well as bushland and waterway restoration.

## 2.4 Partner

### Move and improve together

Work alongside community groups and partners to initiate, provide and sustain activities and services.

### What you've told us

- Social Sport participants have played an important role in sports clubs, however, this has created more work for the club volunteers and can add extra risk for the clubs.
- Lack of All Abilities Sporting Programs in Knox has forced some to travel further away.
- Informal groups often don't get consulted with.
- Public liability concerns were raised for community led group activities.
- Some sport clubs have had negative experiences when the facilities they use are damaged by the community using them for informal activity.
- Tenanted facilities (such as club rooms with public toilets) seem like a good opportunity to provide services to the community informally, but leasees have concerns about costs, capacity and liability.

### What you'd like to see:

- Council has stronger relationships with partners and external operators who provide informal recreation opportunities.
- Residents have access to more programs ran by external parties.
- Partners, community groups and commercial operators utilising Council's facilities supports or offer inclusive and accessible informal activity opportunities.

## Current Initiatives



### Free walks run by the historical society

Opportunities to learn about the history of the local area while walking for up to approx 2 hrs.



### Lewis Park Reserve parkrun

A free, fun, and friendly weekly 5k walk/run community event run by community volunteers.



### This Girl Can

This Girl Can - Victoria celebrates and supports Victorian women to embrace physical activity and Knox has partnered with community groups such as Knox Road Runners to make running more accessible to women.



### Community Training

Knox City Council offers free workshops throughout the year for individuals, community groups, clubs and not-for-profit organisations who provide activities, programs and services in Knox.

# Partner

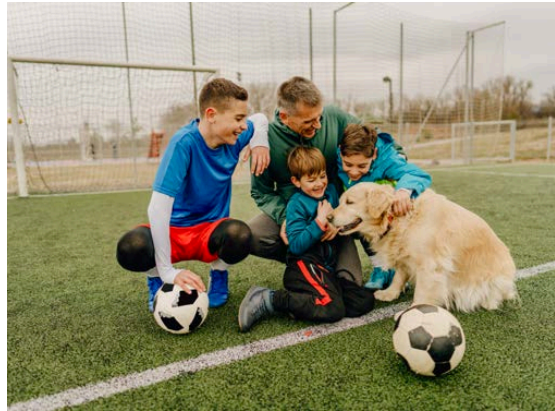
Move and improve together

## Key Areas of Opportunity



**Advocate and advertise on behalf of community groups.**

Expand Council's promotion of events and activities to include programs provided by partners. I.e. Westfield walkers, U3A, etc.



**Work with existing community and sporting groups to encourage increased participation, and resolve issues associated with increasing use of facilities for informal recreation.**

Where possible, partner with peak bodies, clubs, community organisations and private operators to share responsibility for facilitation of active recreation use of shared facilities, and targeting new participants.

Seek opportunities to facilitate opportunities for formal and informal groups to play together to increase social connections.



**Support the inclusion of women, people with a disability, seniors, vulnerable people, culturally diverse and LGBTIQ+ groups in Knox community, sport, and leisure facilities as a way of increasing community participation.**

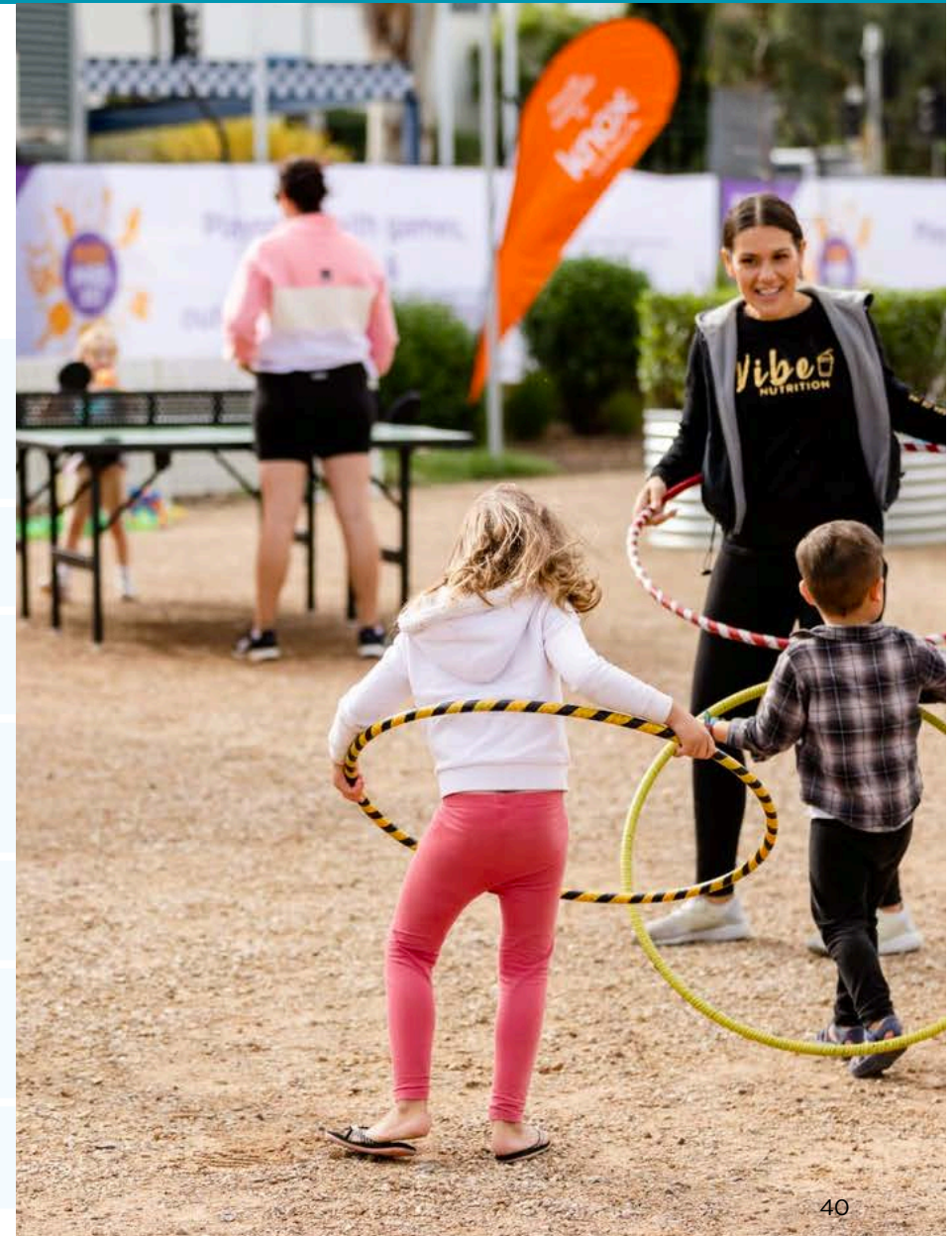
Provide resources, guidance and educational programming for partner organisations to facilitate this outcome.

Continue, expand and diversify club development and active communities programming.

## 2.5 Decision Making

This Plan has been developed to assist Council and community to assess initiatives and weigh up priorities when planning for community spaces that encourage physical activity. The decision-making principles can be applied when developing workplans, capital works programs, master planning, assessing community grants or discussing initiatives with service providers or the community. (Refer Appendix 1: Scorecard)

<b>Inclusive</b>	<i>Activities, facilities and information are accessible and welcoming for people of all abilities, ages, genders and social or cultural background and information is accessible.</i>
<b>Diverse</b>	<i>Provide a wide range of options to allow choice and variety.</i>
<b>Convenient</b>	<i>Activities and facilities are available at times and locations (close to home) that suit the participants.</i>
<b>Connected</b>	<i>Facilities and activities are connected to existing infrastructure, community networks and the local environment.</i>
<b>Good value</b>	<i>Investment is directed towards interventions that have the biggest impact on participation.</i>
<b>Empowering</b>	<i>Support local community initiatives and enable communities to reduce barriers increase control over their lives, leading to sustainable outcomes.</i>
<b>Activated</b>	<i>Optimise recreation facilities and infrastructure by encouraging and supporting programs and events.</i>







# *Appendices*

1. Active Recreation Decision Making Scorecard
2. Action and Implementation Plan



# Appendix 1: Active Recreation Decision Making Scorecard

## Active Recreation Decision Making Scorecard

The Active Knox Plan sets out a framework for building on the current opportunities available in Knox to make Active Recreation for accessible for people of all ages, cultures, abilities and genders. This score card can be used to assist in assessing potential initiatives and their likelihood of success and value for money. Tick the boxes where appropriate and add the number of ticks to determine the score out of 10.

<b>Inclusive:</b> Activities, facilities and information are accessible and welcoming for people of all abilities, ages, genders and social or cultural background and information is accessible.	1	Does the initiative add value to an existing facility?	
	2	Will the initiative encourage an existing facility to be more inclusive and diversify offerings?	
<b>Diverse:</b> Provide a wide range of options to allow choice and variety.	3	Will the program meet community needs is there a process in place to measure success?	
	4	Will the initiative have flexible hours of availability and accessible location?	
<b>Convenient:</b> Activities and facilities are available at times and locations (close to home) that suit the participants.	5	Has the initiative been instigated by the community and/or is there a community group/organisation that will take ownership of the initiative into the future?	
	6	Does the initiative make use of existing facilities?	
<b>Good value:</b> Investment is directed towards interventions that have the biggest impact on participation.	7	Will the initiative target a diverse cross section of the community with the potential to increase physical activity for more than 50 community members?	
	8	Is there a community group/organisation that will take ownership of the initiative into the future?	
<b>Empowering:</b> Support local community initiatives and enable communities to reduce barriers increase control over their lives, leading to sustainable outcomes.	9	Is there a budget for promotion & education?	
	10	Will the project offer clear and accessible information to a broad range of potential users?	

**Score /10**



# Appendix 2: Active Knox Action and Implementation Plan

No.	What? Activity/Initiative (Output)	How? Description	Active Knox Theme	When? (years)
1.	Install new signage which promotes active recreation opportunities.	<p>Install signage on various infrastructure that promotes active recreation and physical activity, and communicates the type of informal activities possible, particularly when they are not immediately obvious.</p> <p>For example: signage to indicate distance in metres around an oval at various points to be used as a jogging track; signage to encourage informal use of cricket nets; use of QR Codes linking to further information, and information in languages other than English.</p>	Promote	Short
2.	Undertake Equity Impact Assessments for all active recreation projects.	<p>Continue to review and improve the Equity Impact Assessment documents to support Council staff in undertaking Equity Impact Assessments for recreation projects which provides additional resources related to active recreation barriers and opportunities for all people of all ages and abilities.</p> <p>Undertake an Equity Impact Assessment for projects that aim to provide active recreation opportunities for the community in line with the Gender Equity Action Plan.</p>	Welcome	Short
3.	Support the delivery of arts, cultural and active recreational activities by diverse groups.	<p>Advocate and support the inclusion of women, LGBTIQ+, culturally and linguistically diverse, people with a disability and First Nations people in Knox leisure facilities, sporting clubs and other community spaces as a way to increase participation.</p> <p>Provide resources, guidance, and educational material for partner organisations to facilitate this outcome.</p>	Partner	Medium
4.	For new playgrounds consider unique and engaging design for all generations i.e. Ninja, older adults' fitness, bouldering wall, graffiti walls.	<p>Consider multi-generational and innovative design and development opportunities when planning for new spaces.</p> <p>Consider the use of new technology where practical, think interactive dance floors, dance and play arches, interactive play pillars, etc.</p>	Adapt	Short



# Action and Implementation Plan

No.	What? Activity/Initiative (Output)	How? Description	Active Knox Theme	When? (years)
5.	Trial the extension of lighting hours at key sites including the athletics track, select ovals, and other sites as selected.	<p>Trial the extension of lighting hours at key sites such as sporting reserves, skate parks and shared paths and trails for people to exercise once it gets dark and monitor the increase in participation.</p> <p>Investigate key sites to trial this initiative for example the Knox Athletics Track, Chandler Reserve, and the Knox Regional Netball Centre. Promote the times when available through Council channels for use only for Active Recreation and not formalised sport use.</p>	Adapt	Short
6.	During project planning consider locations, opening times, and connection for publicly accessible bathrooms.	<p>When delivering active recreation and open space projects ensure accessible bathrooms are available for public use and publicised. Consider the location of accessible bathrooms and connection to and from these to increase participation.</p> <p>Include toilet location (including open hours) map on Council website as well as make edits to Google/Apple maps, National Public Toilet Map (Australian Government Department) app and other apps as created. Update descriptions and data as appropriate. Consider extending opening hours at key sites to encourage participation in Active Recreation.</p>	Welcome	Short
7.	Showcase local walks, to highlight the various bushland reserves and trails within Knox.	<p>Build on the success of the Knox Bike Path Network Map, the Knox Nature Discovery Passport and the Art Trail. Look for new route and communication opportunities.</p> <p>Encourage the Community to walk more regularly around Knox i.e. Walking maps online, printed information, and wayfinding.</p>	Promote	Short
8.	Influence and inform other Council Plans (i.e. Open Space Plan, Mental Health and Wellbeing Plan, and the Cycle Action Plan).	The Active Knox Plan will influence and inform other Council Plans as they are developed. The principles and strategic direction will guide plans to consider new ways of thinking, opportunities for active recreation participation, promote active living, and advocate for future opportunities for example improved trail experiences and connections, new art or experiential trails.	Partner	Short



# Action and Implementation Plan

No.	What? Activity/Initiative (Output)	How? Description	Active Knox Theme	When? (years)
9.	Influence Open Space, Sport and Recreational Projects.	Advocate and influence the use of the Decision-Making tool when planning for new Council projects that promote active recreation.	Adapt	Short
10.	Advocate and advertise active recreation activities and opportunities on behalf of community organisations.	Expand Council's promotion of events and activities to include programs provided by partners i.e. Westfield Walkers, U3A, etc.	Partner	Medium
11.	Activate Council facilities and open spaces (including creative placemaking initiatives) to support the development of social connections.	Leverage off the Knox CARES strategy to identify opportunities to activate Council's open spaces and facilities which promote physical and mental health benefits, encourage active travel and support Community Connections and opportunities for active recreation.	Welcome	Medium
12.	Work with environmental groups to investigate initiatives to promote natural spaces for active recreation.	Partner with and encourage local environmental groups to establish new initiatives that encourage the sensitive use of bushland reserves for physical activity (and or help them promote their groups to increase membership particularly those doing bushland management and land care activities).	Promote	Medium
13.	Trial new MTB and Dirt Jump Opportunities within the Municipality.	Identify appropriate locations and work with community to establish feasible locations to construct and maintain new facilities.	Adapt	Medium to Long
14.	Continue to build and enhance Public Art and Experience Trails to encourage the community to explore the city on foot or by bike.	Investigate and advocate new opportunities for new Public Art Trails and experiential cycling routes.	Welcome	Medium
15.	Co-design, partner and support new active recreation opportunities for young people in Knox.	Work with young people to co-design new active recreation opportunities for young people aged between 12 and 25 years. For example, youth dog walking group; new experience/come and try style opportunities; group programs like just dance, yoga and Thai Chi in community venues like libraries; and group bike riding sessions - including bike repair education.	Partner	Short



# Action and Implementation Plan

No.	What? Activity/Initiative (Output)	How? Description	Active Knox Theme	When? (years)
16.	Promote and improve parks, facilities, and activities which encourage physical activity for older adults.	<p>Partner with community groups, advisory groups, and private operators to continue to promote and improve parks and facilities to encourage physical activity for older adults.</p> <p>For example: Improvements could include additional accessible seating options, information and access to toilet facilities, or intergenerational exercise parks.</p>	Partner	Medium
17.	Improve the communication of active recreation opportunities within Knox.	<p>Improve access to information and awareness of active recreation opportunities through promotion on Council's website and on Google / Apple Maps.</p> <p>Update current mapping on Knox Website to include location of infrastructure that supports active recreation within Knox such as fishing, exercise equipment, golf cages, community halls, park run, public access and tennis courts.</p>	Promote	Medium
18.	Investigate opportunities to communicate and market partner group and organisational active recreation opportunities.	<p>Explore opportunities to utilise Council's Communications Channels to raise awareness and promote:</p> <ul style="list-style-type: none"> <li>• Informal recreation groups</li> <li>• active recreation opportunities delivered by partners.</li> <li>• Informal play activities to inspire and provide ideas.</li> <li>• Participation in wellness practices (yoga, meditation, yarning circles, etc.) with guidance from specific groups</li> <li>• Community Volunteering Opportunities</li> <li>• Culturally inclusive opportunities</li> </ul>	Promote	Medium
19.	Partner with clubs, community organisations and private operators to deliver Active Recreation programs and initiatives in Council parks and reserves.	Promotion of new and existing partner programs through Council communication channels to increase awareness to 'hard to reach' groups (e.g. youth, homeless, language other the English).	Partner	Medium



# Action and Implementation Plan

No.	What? Activity/Initiative (Output)	How? Description	Active Knox Theme	When? (years)
20.	Retrofit existing facilities to make them multi-use, more flexible or to accommodate changing needs of active recreation opportunities.	Consider opportunities to diversify facilities for multi-use. For example: <ul style="list-style-type: none"> <li>• Unused or minimally used public Tennis courts converted to activities such as pickle ball, basketball, kids learn to ride/skate, outdoor fitness training, etc.</li> <li>• Additional line marking for small, sided games.</li> <li>• Additional goal post in reserves for informal football.</li> <li>• Picnic tables into community game tables i.e. chess, checkers, snakes and ladders.</li> </ul>	Promote	Medium
21.	Investigate opportunity to develop a new 'Knox Walking Plan'.	Review the Knox Pedestrian Plan and development of a new Walking Plan to assist Knox to create a 'walkable environment', promote active cities and create a culture of walking including better connections to shops, public transport, youth spaces and active recreation spaces.  Advocate and support the development of the active transport network, particularly connections to parks and reserves. Leverage off Victoria Walks ( <a href="http://victoriawalks.org.au">victoriawalks.org.au</a> ) and create a local Knox Walks.	Promote	Medium
22.	Partner with groups and organisations to encourage increased participation in active recreation.	Where possible, partner with peak bodies, clubs, community organisations and private operators to share responsibility for facilitation of active recreation, use of shared facilities and targeting new participants.  Look for opportunities when reviewing policies, and opportunities to partner with others.	Partner	Medium
23.	Investigate options offered by smart technologies to improve service to the community and improve safety.	Explore opportunities for and consider when delivering Council Recreation Projects, the use of smart technologies.  This includes smart lighting, programmable locks/gates, lockable storage for outdoor equipment, sensors on infrastructure to capture usage data, etc.  This could be for more book a court tennis system, changing timing of lights on ovals, timer lights on public access basketball courts, multi-use courts and skateparks.	Adapt	Medium



# Action and Implementation Plan

No.	What? Activity/Initiative (Output)	How? Description	Active Knox Theme	When? (years)
24.	Expand community champion programs to other active recreation pursuits.	<p>Build on the success as well as increase leadership and advocacy skills among the community to support community active recreation champions for newly installed equipment within the municipality.</p> <p>Build on the success of the Carrington Park Seniors exercise champions to apply learnings to other active recreation pursuits such as disc golf, other exercise stations, etc.</p> <p>Support alternative approaches to activate our facilities and open space. I.e. Pickle Ball, Ninja Warrior Course, Dirt Jumps.</p>	Welcome	Medium
25.	Establish equipment libraries at various locations around the municipality where individuals and groups can borrow equipment.	<p>Investigate opportunities to make equipment available to facilitate convenient access to informal play and physical activity. For example, e-bikes, volleyballs, slack lines or table tennis/pickle ball paddles and balls, and basketballs available for loan near outdoor table or court facility.</p> <p>Trial partnership with Knox Library and Westfield Basketball Court, with Basketball Hire as well as partner with the new Squash Facility to make equipment available for Pickle Ball and other uses within the Carrington Park Precinct.</p>	Welcome	Medium
26.	Data collection on active recreation participation.	<p>Explore the development of a Community Active Recreation CENSUS for Knox. Conduct annual surveys to collect data on active recreation participation and facility usage to inform policies, use in grant funding applications and aid in future facility planning.</p> <p>Explore the utilisation of smart technology to measure use of recreation facilities and equipment with sensors.</p>	Welcome	Long

**Note:** As circumstances/priorities change, trends change, and opportunities arise, the implementation will be adjusted.

**Timing:** Short 0 - 2 Years | Medium 2 - 4 years | Long 3+ years

**Partner Strategic Documents**

- Knox Community Plan
- Knox Council Plan
- Gender Equality Action Plan
- Knox CARES Strategy
- Mental Health and Wellbeing Plan
- Open Space Plan
- Cycle Action Plan
- Public Toilet Implementation Plan
- Integrated Transport Plan
- Footpath and Shared Asset Management Plan
- Arts and Culture Plan
- Climate Response Plan





## Have Your Say Feedback – Active Knox Plan (24 June to 15 July 2024)

What did you think of the Draft Active Knox Plan? Do you have any ideas that could improve the plan?	Theme	How will Council consider this feedback?
<p>Some ideas to improve Knox are to add 3 lanes of turf cricket nets in at least two location around the council. Turf cricket nets provide an opportunity for cricket enthusiast to play the game they love. I myself being a cricket lover want to play on some turf wickets as lots of serious cricket activities are held on turf cricket pitches. I have moved from the City of Monash where 3 turf nets that i know of- Mulgrave reserve, central reserve and Mount Waverly reserve. As they are expensive and need to be maintained try implementing a system where if you have to use them, they have to email the council and make a booking. Have a number coded lock and only tell people who make the booking the number coded lock code. Every weekend have someone roll the pitches for fresh use. Have a few main central turf pitches which can only be used by clubs. Many cricket enthusiasts and clubs will be grateful for this development. Central Turf wickets will help there be a few Jellis Craig shield clubs in Knox Council. These nets will attract a lot more cricket lovers to be active and play cricket rather than contemplating driving ten kilometres to play in turf nets, overall though the synthetic cricket net qualities are quite good and accessible. Especially Carrington Park. Thank You and have a great day.</p>	<p>Sport</p>	<p>Consider as part of future cricket net redevelopments.</p>
<p>Good community feedback has been received and described in the Plan. However, in the Implementation Plan, SAFETY which appears 12 times earlier in the Plan, is only mentioned once in the Implementation Plan and that too in relation to lighting, use of outdoor equipment, spaces, etc. As an older member of the CALD community, I know that culturally diverse groups have their own gathering spaces for social events which are affordable, accessible after hours and culturally friendly. The Knox recreation spaces are not culturally friendly or convey safe and secure leisure/social space for women of CALD background. Social dance activity, competitions and performances, is not mentioned for cultural groups but it is one form of leisure that most cultural groups identify with. Traditional sport events, e.g. cricket, hockey, soccer events bring the whole community together, but the Knox Leisure Centres are located far from the communities in areas not serviced by public transportation, especially at night. Improve public transport access and you will get a better outcome.</p> <p>#22 on the action and implementation plan needs to be moved earlier rather than be put to end of the document. This is a priority area of focus in the Plan document but is left to the end (which conveys how little of a priority it really is for Knox?). Perhaps locate this point after #3.</p>	<p>Safety and Cultural Safety</p>	<p>Safety is important when implementing any new program or initiative and when reviewing Council infrastructure. The word safety may not be specifically listed but many of the actions aim to improve safety for community to participate in active recreation. For example, undertaking Equity Impact Assessments, lighting improvements, location of amenities with parks and reserves.</p> <p>The action list was not compiled in an order of priority rather a list of opportunities to assist in increasing active recreation participation.</p>

## Have Your Say Feedback – Active Knox Plan (24 June to 15 July 2024)

What did you think of the Draft Active Knox Plan? Do you have any ideas that could improve the plan?	Theme	How will Council consider this feedback?
<p>The Championing of other exercise facilities like the Seniors Exercise Park, i.e. Senior champions works well.</p> <p>Lighting or extension of lighting hours in public exercise spaces i.e. ovals - Carrington Park, Tormore Reserve where there are paths around the ovals and Carrington Park Seniors Exercise equipment benefit walkers and those exercising in winter where it is warmer in the twilight hours.</p>	<p>Local Champions and lighting</p>	<p>Feedback noted</p>
<p>Develop an orienteering clue finding games around iconic landmarks around FTG. This will encourage outdoor activity but is more purpose oriented. This can be accessed with short rides or walking that could be targeted for kids, some for teenagers and some for adults.</p>	<p>Orienteering Activities</p>	<p>Consider as part of implementation of the plan.</p>
<p>I think the plan is great, a good balance to help achieve all the required outcomes. Encouraging healthy eating and activity across the board, is a priority which effects everyone. Therefore food security is very important as is safety while undertaking activity.</p> <p>Knox has been extremely proactive in these areas which is great.</p> <p>Gambling and social isolation are a problem, especially older people using gambling venues for social and recreation purposes (as perceived as safe).</p> <p>Serious consideration should be given to a venue that does not have Pokies, where older people can go for company and to undertake fun activities. Perhaps an extension of the Libraries after Dark system with the venues staffed until 10pm. If they included a cafe for refreshments and hot drinks/ snacks that would be great. A large TV screen to show films / Musicals /Operas some occasional sporting activity e.g. Wimbledon- a very welcoming warm and friendly environment, allowing seniors to get out of the house and away from their TVs to meet up with friends etc.</p>	<p>Food Security, Gambling, Social isolation and utilising libraries.</p>	<p>Consider as part of implementation of the plan.</p>

## Have Your Say Feedback – Active Knox Plan (24 June to 15 July 2024)

What did you think of the Draft Active Knox Plan? Do you have any ideas that could improve the plan?	Theme	How will Council consider this feedback?
<p>In an open space (bearing in mind the indemnity insurance side of things/ safety). Circuit training/ tone class could be done. Free in theory due to it being out in the open (things are rarely free). BYO towel/gym mat water and if located in the right place near toilets. I am a member of Knox leisure works and they only have one tone session, and it's during the day 0930 so unless I have term holidays, I cannot use this service. If there was some class like this somewhere after 1730 hrs I think people in the community would use it.</p> <p>Walks in the local community which change to different areas of the community/ different all the time, get people out and about meeting people and people depending on the time of day could have the option of going for a cuppa afterwards-assisting with drawing people out of isolation and withdrawal from society. Again, this may already be a thing.</p> <p>know idea if this is already a thing, but for people who find accessibility (transport wise) hard e.g. don't drive, limited walking, could there be a pickup community bus point for activities. I thought it was great when they did this for the fair and Christmas concert last year. I could have used it, but I live local enough that my parents (I'm 43, student, living at home) could drop me off and pick me up.</p> <p>I do not know where to look for activities in Knox/ not exactly sure where on the council website this might be. I might try the library soon to see if there is free/ low-cost council/ community groups/sessions. As a student, on Austudy I find any service I can utilise to meet people, socialise and be active I'm keen to give a go. I drive to some of the park runs, e.g. Jells Park, birdsland either with a friend or on my own but it is daunting, a women on my own.</p> <p>I have moved back to Australia from over 16 years away and came back last year. I feel myself, that I need options for different types of socialising. So, any suggestions I would look into.</p>	<p>Outdoor Groups Exercise Classes, Knox Leisureworks, local walks, community bus collection for exercise classes, Park Run and other activities can be daunting</p>	<p>Feedback provided to Knox Leisureworks about their programming. Through the implementation of the plan, partner with organisations to deliver outdoor group exercise programs including walking groups, group bike rides and other opportunities.</p> <p>Consideration has been given to utilising libraries as a place for this opportunity.</p>
<p>I'm in support of the Draft &amp; the objectives. I am an active cyclist &amp; walker. Now 59 y/o, over the last 5 years ago I made considerable changes to lifestyle to get more active &amp; healthier. Rather than driving in the local area, I now opt to ride my push bike or walk to where I need to go, including grocery shopping. Any suggestions I may have had to improve the plan appears to have been addressed in the draft.</p>	<p>Cycling and walking</p>	<p>Feedback noted</p>

## Have Your Say Feedback – Active Knox Plan (24 June to 15 July 2024)

What did you think of the Draft Active Knox Plan? Do you have any ideas that could improve the plan?	Theme	How will Council consider this feedback?
<p>I think there are several positives in the draft action plan. I would add that areas of the shared path system throughout Knox could be much more user friendly with added delineation of the path and better lighting of the pedestrian underpasses. Lighting as per the underpass at Henderson Road should be incorporated into all of the underpasses to make them suitable for use in dark periods. The addition of line markings, either on the edges of paths or even one line up the middle of the path would lessen the danger of stepping off the path at night. There are several potential products that could be used from reflective paint to luminescent. If Knox Park is intended as a model, then suitable line marking down to Stud road and up to Glenfern road would give a trial path of nearly 5 km one way or a 10 km lap. (I hesitate to call them bike paths because there are a large number of walkers, runners and others who use the paths. Calling them bike paths implies bike riders have priority on the paths. They don't need that encouragement).</p>	<p>Shared Paths, Lighting</p>	<p>Noted, feedback communicated to Traffic and Transport for consideration in the implementation of the Cycle Action Plan.</p>
<p>Well done on prioritising active lifestyles, much appreciated.</p> <p>The easiest type of exercise is incidental, like walking to shops or taking public transport to work. This is impossible in Rowville / Lysterfield near Napoleon &amp; Kellets Rd. Driving is the only option.</p> <p>My next best way to exercise is to go for a run, the criteria is to be away from cars, not crossing roads and driveways, run in a loop, not down a dead end. That makes Lysterfield Lake and Jells Park my top options. But having to drive there is a major barrier. Ferry Creek Trail is a closer option, but still have to drive there and it comes to a dead end at Stud Rd.</p> <p>Would love to have a running loop within walking distance to Napoleon &amp; Kellets Rd intersection so I don't have to drive. Perhaps we can link up existing green spaces into a car free &amp; uninterrupted loop. And if crossing major roads prove unavoidable maybe build pedestrian bridges.</p> <p>Thanks for your time.</p>	<p>Incidental exercise (Active Transport) is difficult in areas like Rowville and Lysterfield. Running, Running loop</p>	<p>Consider as part of implementation of the plan.</p>

## Have Your Say Feedback – Active Knox Plan (24 June to 15 July 2024)

What did you think of the Draft Active Knox Plan? Do you have any ideas that could improve the plan?	Theme	How will Council consider this feedback?
<p>I would love to know where the unused tennis courts are? How does one find one? The ones we used in summer were all busy.</p> <p>I only just found out about the pump track, more promotion of these are needed.</p> <p>A full list of the summary box of items in Knox, i.e. 300 playgrounds, BMX track? It's knowing where to go to find this.</p>	<p>Promotion of what is in Knox.</p>	<p>Promotion of what is available in Knox is a key action in this plan. Knox has a lot of great opportunities but not very well publicised.</p>
<p>Overall, the Plan is fine. It's the sort of plan that Councils have been producing since the mid '70s. There are quite a few clichés, but that is OK.</p> <p>As a long term resident I appreciate the shared-path network and the green spaces.</p> <p>As a dancer I am not sure that the plan really addresses the continuing maintenance of halls to an acceptable standard.</p> <p>My preference is for an approach that aims for personal incremental improvement in activity - physically, creatively, intellectually, socially, spiritually and civically.</p>	<p>Shared Paths and Open Space, maintenance of halls</p>	<p>Consider as part of implementation of the plan.</p>
<p>The plan provides positive direction to enable planning and focus on implementation to seek funding through all levels of Government and future capital budget funding allocation. Overall responds to community needs.</p> <p>A few opportunities to strengthen are:</p> <ol style="list-style-type: none"> <li>1. Ensuring planning and funding for initiative to improve pathway and trail accessibility;</li> <li>2. Greater acknowledgement of the role and initiatives aquatic facilities play in contributing to the community being active;</li> <li>3. Initiatives that increase and improve accessibility to playgrounds and adult exercise equipment in parks and open spaces;</li> <li>4. Initiatives to create and provide "Changing Places Amenities" in recreation destinations with the municipality;</li> </ol>	<p>Shared paths, funding, aquatics, accessibility,</p>	<p>Consider as part of implementation of the plan. Improvements to amenities and accessibility are noted in many of the actions and opportunities within the plan.</p>
<p>So much is being done and the panel I was part of had a couple of new concepts.</p> <p>My main thoughts are about transport in getting the aged to/from exercise groups such as the excellent ones at Each.</p> <p>Can the City of Knox liaise with aged care residential communities about this?</p>	<p>Transport to activities for those in aged care</p>	<p>Consider as part of implementation of the plan.</p>
<p>I think this is a great plan. The main ideas I have are related to safety. Better lighting mainly and police presence. Also, when I have the kids I always choose to go to parks or places that have a toilet block. If it doesn't have toilets, we won't go there.</p>	<p>Safety, lighting, toilets</p>	<p>Noted and included within the plan. Considerations as part of the implementation.</p>

### Have Your Say Feedback – Active Knox Plan (24 June to 15 July 2024)

What did you think of the Draft Active Knox Plan? Do you have any ideas that could improve the plan?	Theme	How will Council consider this feedback?
<p>Looks like a commonsense plan at face value.</p> <p>Main item is just to ensure that sporting clubs are supported to deliver active recreation outcomes, for example utilities cost rebates if on demand lighting is used outside of sporting club use. \$500 of electricity use has meaningful impacts. For my club this year that would have been 25 size 2 balls for our under 7's. We are keen to support our venue to be a key community asset for all for what it's worth.</p>	<p>Sport</p>	<p>Noted, the cost of extended lighting outside sport club hours would be considered as part of the planning process when implementing.</p>

## 4.7 2023-24 Annual Financial Statements and Performance Statement

<b>Final Report Destination:</b>	Mid Month
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Co-Ordinator Finance Operations, James Morris
<b>Executive:</b>	Chief Financial Officer, Navec Lorkin

### SUMMARY

The 2023-24 Annual Financial Statements and Performance Statement are presented for consideration and adoption in principle. These statements were reviewed by Council's Audit and Risk Committee at its meeting on Thursday 22 August 2024 and the Committee has recommended in principle approval by Council.

### RECOMMENDATION

That Council resolve to:

1. Receive and adopt in principle the draft 2023-24 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2024.
2. Approves in principle the 2023-24 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2024 being provided to the Auditor-General for audit sign off;
3. Authorise the Principal Accounting Officer to make changes to the Financial Statements as determined by the Auditor-General; and that the Audit and Risk Committee members be consulted prior to making any material amendments to these Statements as determined by the Victorian Auditor-Generals office; and that any material amendments be communicated to Council as soon as possible.
4. Nominate and authorise Councillor ..... and Councillor ..... to certify (on behalf of Council) the 2023-24 Annual Financial Statements and the 2023-24 Performance Statement, in their final form.

### 1. DISCUSSION

RSM Australia (agents of the Victorian Auditor-General's Office) has undertaken the external audit of the 2023-24 Annual Financial Statements and Performance Statement.

The Annual Financial Statements, consisting of Financial Statements and Notes (refer Attachment 1), have been prepared in accordance with Australian Accounting Standards and Interpretations, the *Local Government Act 2020* (the Act) and the *Local Government (Planning and Reporting) Regulations 2020* (the Regulations).

The Audit and Risk Committee at its meeting of 22 August 2024, having reviewed the Annual Financial Statements and Performance Statement, recommended that Council adopt the 2023-24 Annual Financial Statements and Performance Statement on an in-principle basis.



Subsequent to the Audit and Risk Committee meeting, the Victorian Auditor-General's Office have given clearance to sign both the 2023-24 Annual Financial Statements and Performance Statement.

In accordance with section 99 of the *Local Government Act 2020*, and sections 13 and 15 of the *Local Government (Planning and Reporting) Regulations 2020*, the completed Annual Financial Statements and Performance Statement are to be certified by the Principal Accounting Officer, Chief Executive Officer and two Councillors (on behalf of Council) having regard to the recommendations, if any, from the Victorian Auditor-General.

### **Annual Financial Statements**

The draft Financial Statements indicate the financial performance for the year and the financial position of Council as at 30 June 2024. On 22 August 2024, the Audit and Risk Committee recommended that Council approve in principle the Financial Statements, and accordingly in principle approval is now being sought from Council. Subsequent to the Audit and Risk Committee meeting, the Victorian Auditor-General's Office have given clearance to sign the 2023-24 Annual Financial Statements.

### *Comprehensive Income Statement*

The reported actual operating result for 2023-24 is a surplus of \$7.250 million, which compares unfavorably to a budgeted surplus of \$24.442M. The unfavorable variance is primarily due to timing variances in the receipt of grant income from the Victoria Local Government Grants Commission, together with timing variances relating to the sale of land and buildings. Overall, after taking into account these timing differences the underlying result is favorable to budget. Key variances timing variances are:

- The 2023-24 Victoria Local Government Grants Commission General Purpose Grant and Local Roads Funding was brought forward and paid prior to 30 June 2023, while none of the 2024-25 General Purpose Grant and Local Roads Funding was received prior to 30 June 2024. Therefore, the total General Purpose Grant received during the 2023-24 financial year was \$10.477 million lower than budget and the total Local Road Funding received during the 2023-24 financial year was \$2.089 million lower than budget. Eighty five percent of the 2024-25 Victorian Local Government Grants Commission funding was received in July 2024.
- Land and building sales were \$12.031 million down on budget, partially offset by the written down value of these sales totaling \$4.198 million.

Council's Comprehensive Income Statement shows a net asset revaluation gain of \$141.772 million. Land and Buildings were revalued as at 30 June 2024, with the value increasing by \$69.861 million since the last revaluation of Land and Buildings which took place as at 30 June 2022. Infrastructure revalued as at 30 June 2024 was Roads (an increase in value of \$71.518 million) and Off Street Car Parks (an increase in value of \$0.393 million). Both of these infrastructure classes were last revalued as at 30 June 2022.

### *Balance Sheet*

The Balance Sheet reflects a satisfactory position with a Working Capital ratio (liquidity) of 1.67:1 or 167% (2022-23 1.63:1 or 163%).

Total cash holdings (cash on hand and term deposits) were \$46.616 million (2022-23 \$56.818 million) at balance date. The decrease in cash holdings is partially offset by a decrease of \$6.655 million for trade and other payables (\$12.842 million in 2023-24 compared to \$19.497 million in 2022-23).

Total trade and other receivables were \$20.778 million (2022-23 \$21.509 million). Rates debtors increased to \$16.989 million in 2023-24 from \$14.528 million in 2022-23, partially due to increased payment plans and arrangements.

### **Performance Statement**

The Performance Statement includes the indicators, measures and results for the prescribed indicators of sustainable capacity, service performance and financial performance. To provide context to the results, the Statement must also contain a description of the municipal district including its size, location and population.

The Performance Statement reports results of indicators established by the Victoria Local Government Performance Reporting Framework (LGPRF). The Performance Statement provides four years of comparatives (2020-21, 2021-22, 2022-23 and 2023-24) to provide trend data.

On 22 August 2024, the Audit and Risk Committee recommended that Council approve in principle the 2023-24 Annual Performance Statement. Subsequent to the Audit and Risk Committee meeting, the Victorian Auditor-General's Office have given clearance to sign the 2023-24 Annual Performance Statement

### **2. ENGAGEMENT**

This report does not require consultation. The 2023-24 Annual Financial Statements and Performance Statement will be publicly available as part of the 2023-24 Annual Report.

### **3. SOCIAL IMPLICATIONS**

This report does not have any social implications for discussion.

### **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**

This report does not have any environmental or amenity issues for discussion.

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

The 2023-24 Annual Financial Statements and Performance Statement report on Council's financial and non-financial performance for the financial year.

## **7. RISKS**

This report does not have any risks for discussion.

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

### **Civic Engagement & Integrity**

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

## **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 - Financial Accounts 2023-24 [4.7.1 - 72 pages]
2. Attachment 2 - Performance Statement 2023-24 [4.7.2 - 18 pages]

**KNOX CITY COUNCIL  
ANNUAL FINANCIAL REPORT**

**For the Year Ended 30 June 2024**

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**Knox City Council  
Financial Report  
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## **Knox City Council Certification of the Financial Statements**

### **Statement by Principal Accounting Officer**

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Navec Lorkin CPA  
Principal Accounting Officer  
XX September 2024  
Wantirna South

### **Statement by Councillors and Chief Executive Officer**

In our opinion, the accompanying financial statements present fairly the financial transactions of Knox City Council for the year ended 30 June 2024 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Cr XX (name)  
XX (i.e. Mayor/Councillor)  
XX September 2024  
Wantirna South

Cr XX (name)  
XXXX (i.e. Deputy Mayor/Councillor)  
XX September 2024  
Wantirna South

Bruce Dobson  
Chief Executive Officer  
XX September 2024  
Wantirna South

**Knox City Council  
VAGO Report**

<Insert VAGO report - page 1>



**Knox City Council  
VAGO Report**

<Insert VAGO report - page 2>

**Knox City Council  
Comprehensive Income Statement  
For the Year Ended 30 June 2024**

	Note	2024 \$'000	2023 \$'000
<b>Income/revenue</b>			
Rates and charges	3.1	146,523	134,583
Statutory fees and fines	3.2	2,932	3,020
User fees	3.3	11,404	15,877
Grants - operating	3.4	19,844	25,668
Grants - capital	3.4	6,020	9,049
Contributions - monetary	3.5	9,714	11,179
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	450	-
Share of net profits (or loss) of associates and joint ventures	6.3	292	-
Other income	3.7	3,664	2,092
<b>Total income/revenue</b>		<b><u>200,843</u></b>	<b><u>201,468</u></b>
<b>Expenses</b>			
Employee costs	4.1	(81,948)	(77,443)
Materials and services	4.2	(74,921)	(70,120)
Depreciation	4.3	(24,784)	(23,973)
Amortisation - intangible assets	4.4	(903)	(647)
Depreciation - right-of-use assets	4.5	(822)	(635)
Allowance for impairment losses	4.6	(305)	(276)
Borrowing costs	4.7	(3,012)	(1,746)
Finance costs - leases	4.8	(132)	(31)
Contributions and donations	4.9	(5,949)	(7,325)
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	-	(26,273)
Share of net profits (or loss) of associates and joint ventures	6.3	-	(90)
Other expenses	4.10	(817)	(805)
<b>Total expenses</b>		<b><u>(193,593)</u></b>	<b><u>(209,364)</u></b>
<b>Surplus/(deficit) for the year</b>		<b><u>7,250</u></b>	<b><u>(7,896)</u></b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation gain/(loss)	9.1	141,772	(25,820)
<b>Total other comprehensive income</b>		<b><u>141,772</u></b>	<b><u>(25,820)</u></b>
<b>Total comprehensive result</b>		<b><u>149,022</u></b>	<b><u>(33,716)</u></b>

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

**Knox City Council  
Balance Sheet  
As at 30 June 2024**

	Note	2024 \$'000	2023 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	36,616	44,318
Other financial assets	5.1	10,000	12,500
Trade and other receivables	5.1	20,778	21,509
Inventories		13	21
Prepayments	5.2	1,340	1,141
Non-current assets classified as held for sale	6.1	4,666	2,072
Contract assets	5.1	2,342	1,008
<b>Total current assets</b>		<b><u>75,755</u></b>	<b><u>82,569</u></b>
<b>Non-current assets</b>			
Property, infrastructure, plant and equipment	6.2	2,299,158	2,142,080
Right-of-use assets	5.8	6,223	1,104
Intangible assets	5.2	2,419	2,742
Investment in Your Library Limited	6.3	2,747	2,455
<b>Total non-current assets</b>		<b><u>2,310,547</u></b>	<b><u>2,148,381</u></b>
<b>Total assets</b>		<b><u>2,386,302</u></b>	<b><u>2,230,950</u></b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	12,842	19,497
Trust funds and deposits	5.3	2,560	2,562
Contract and other liabilities	5.3	2,048	2,694
Provisions	5.5	18,525	18,511
Interest-bearing liabilities	5.4	8,265	6,765
Lease liabilities	5.8	1,032	517
<b>Total current liabilities</b>		<b><u>45,272</u></b>	<b><u>50,546</u></b>
<b>Non-current liabilities</b>			
Provisions	5.5	2,865	3,097
Interest-bearing liabilities	5.4	74,406	67,191
Lease liabilities	5.8	5,215	594
<b>Total non-current liabilities</b>		<b><u>82,486</u></b>	<b><u>70,882</u></b>
<b>Total liabilities</b>		<b><u>127,758</u></b>	<b><u>121,428</u></b>
<b>Net assets</b>		<b><u>2,258,544</u></b>	<b><u>2,109,522</u></b>
<b>Equity</b>			
Accumulated surplus		723,126	698,440
Reserves	9.1	1,535,418	1,411,082
<b>Total equity</b>		<b><u>2,258,544</u></b>	<b><u>2,109,522</u></b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

**Knox City Council**  
**Statement of Changes in Equity**  
**For the Year Ended 30 June 2024**

<b>2024</b>	<b>Note</b>	<b>Total</b>	<b>Accumulated</b>	<b>Revaluation</b>	<b>Other</b>
		<b>\$'000</b>	<b>Surplus</b>	<b>Reserve</b>	<b>Reserves</b>
		<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Balance at beginning of the financial year		2,109,522	698,440	1,374,529	36,553
Surplus for the year		7,250	7,250	-	-
Net asset revaluation gain/(loss)	6.2	141,772	-	141,772	-
Transfers to other reserves	9.1	-	(6,513)	-	6,513
Transfers from other reserves	9.1	-	23,949	-	(23,949)
<b>Balance at end of the financial year</b>		<b>2,258,544</b>	<b>723,126</b>	<b>1,516,301</b>	<b>19,117</b>

<b>2023</b>	<b>Note</b>	<b>Total</b>	<b>Accumulated</b>	<b>Revaluation</b>	<b>Other</b>
		<b>\$'000</b>	<b>Surplus</b>	<b>Reserve</b>	<b>Reserves</b>
		<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Balance at beginning of the financial year		2,143,238	702,718	1,400,349	40,171
Surplus for the year		(7,896)	(7,896)	-	-
Net asset revaluation gain/(loss)	6.2	(25,820)	-	(25,820)	-
Transfers to other reserves	9.1	-	(18,370)	-	18,370
Transfers from other reserves	9.1	-	21,988	-	(21,988)
<b>Balance at end of the financial year</b>		<b>2,109,522</b>	<b>698,440</b>	<b>1,374,529</b>	<b>36,553</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**Knox City Council  
Statement of Cash Flows  
For the Year Ended 30 June 2024**

	Note	2024 Inflows/ (Outflows) \$'000	2023 Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges		143,989	132,254
Statutory fees and fines		2,483	2,762
User fees		14,601	13,075
Grants - operating		18,748	25,564
Grants - capital		5,559	8,839
Contributions - monetary		9,909	11,614
Interest received		1,674	559
Trust funds and deposits taken		19,697	19,970
Other receipts		1,898	1,551
Net GST refund		12,109	12,663
Employee costs		(82,803)	(78,105)
Materials and services		(86,191)	(78,120)
Contributions and donations		(6,530)	(7,916)
Short-term, low value and variable lease payments		(149)	(160)
Trust funds and deposits repaid		(19,699)	(19,915)
Other payments		(789)	(654)
<b>Net cash provided by/(used in) operating activities</b>	9.2	<b><u>34,506</u></b>	<b><u>43,981</u></b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment		(54,780)	(60,214)
Proceeds from sales of property, infrastructure, plant and equipment		5,113	1,601
Payments for investments		(10,000)	(12,500)
Proceeds from sale of investments		12,500	5,000
Proceeds from investment in Your Library Limited		-	924
<b>Net cash provided by/(used in) investing activities</b>		<b><u>(47,167)</u></b>	<b><u>(65,189)</u></b>
<b>Cash flows from financing activities</b>			
Finance costs		(2,913)	(1,720)
Proceeds from borrowings		15,480	29,312
Repayment of borrowings		(6,766)	(4,263)
Interest paid - lease liability		(114)	(30)
Repayment of lease liabilities		(728)	(625)
<b>Net cash provided by/(used in) financing activities</b>		<b><u>4,959</u></b>	<b><u>22,674</u></b>
Net increase/(decrease) in cash and cash equivalents		(7,702)	1,466
Cash and cash equivalents at the beginning of the financial year		44,318	42,852
<b>Cash and cash equivalents at the end of the financial year</b>		<b><u>36,616</u></b>	<b><u>44,318</u></b>
Financing arrangements	5.6		

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

**Knox City Council  
Statement of Capital Works  
For the Year Ended 30 June 2024**

	Note	2024 \$'000	2023 \$'000
<b>Property</b>			
Land		-	453
<b>Total land</b>		<u>-</u>	<u>453</u>
Buildings		14,487	18,441
<b>Total buildings</b>		<u>14,487</u>	<u>18,441</u>
<b>Total property</b>		<u>14,487</u>	<u>18,894</u>
<b>Plant and equipment</b>			
Artworks		245	493
Plant, machinery and equipment		2,464	1,098
Fixtures, fittings and furniture		-	153
Computers and telecommunications		696	947
<b>Total plant and equipment</b>		<u>3,405</u>	<u>2,691</u>
<b>Infrastructure</b>			
Roads		7,855	8,333
Bridges		2,011	893
Footpaths and cycleways		5,394	3,437
Drainage		4,808	4,536
Recreational, leisure and community facilities		11,592	18,762
Off street car parks		1,282	1,779
<b>Total infrastructure</b>		<u>32,942</u>	<u>37,740</u>
<b>Total capital works expenditure</b>		<u>50,834</u>	<u>59,325</u>
<b>Represented by:</b>			
New asset expenditure		6,094	9,193
Asset renewal expenditure		29,225	27,612
Asset expansion expenditure		3,679	5,479
Asset upgrade expenditure		11,836	17,041
<b>Total capital works expenditure</b>		<u>50,834</u>	<u>59,325</u>

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

## Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024

### Note 1 Overview

#### Introduction

Knox City Council was established by an Order of the Governor in Council in 1994 and is a body corporate. The Council's main office is located at 511 Burwood Highway, Wantirna South, Victoria.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

#### Accounting policy information

##### (a) Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)

**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

**Note 1 Overview (cont'd)**

- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

**Goods and Services Tax (GST)**

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.



**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

**Note 2 Analysis of our results****2.1 Performance against budget**

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of greater than ten percent and \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 26 June 2023. The budget was based on assumptions that were relevant at the time of adoption of the budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

**2.1.1 Income/revenue and expenditure**

	<b>Budget 2024 \$'000</b>	<b>Actual 2024 \$'000</b>	<b>Variance \$'000</b>	<b>Variance %</b>	<b>Ref</b>
<b>Income/revenue</b>					
Rates and charges	146,056	146,523	467	0%	
Statutory fees and fines	4,373	2,932	(1,441)	-33%	1
User fees	11,226	11,404	178	2%	
Grants - operating	27,608	19,844	(7,764)	-28%	2
Grants - capital	4,821	6,020	1,199	25%	3
Contributions - monetary	9,931	9,714	(217)	-2%	
Contributions - non-monetary	2,000	-	(2,000)	-100%	4
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	10,223	450	(9,773)	-96%	5
Share of net profits (or loss) of associates and joint ventures	-	292	292	100%	
Other income	1,314	3,664	2,350	179%	6
<b>Total income/revenue</b>	<b>217,552</b>	<b>200,843</b>	<b>(16,709)</b>	<b>-8%</b>	
<b>Expenses</b>					
Employee costs	79,703	81,948	(2,245)	-3%	7
Materials and services	78,031	74,921	3,110	4%	8
Depreciation	23,206	24,784	(1,578)	-7%	
Amortisation - intangible assets	893	903	(10)	-1%	
Depreciation - right of use assets	1,171	822	349	30%	
Allowance for impairment losses	311	305	6	2%	
Borrowing costs	3,058	3,012	46	2%	
Finance costs - leases	293	132	161	55%	
Contributions and donations	5,728	5,949	(221)	-4%	
Other expenses	716	817	(101)	-14%	
<b>Total expenses</b>	<b>193,110</b>	<b>193,593</b>	<b>(483)</b>	<b>0%</b>	
<b>Surplus/(deficit) for the year</b>	<b>24,442</b>	<b>7,250</b>	<b>(17,192)</b>	<b>-70%</b>	

**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

**2.1 Performance against budget (cont'd)**

**(i) Explanation of material variations**

Variance Ref	Item	Explanation
1	Statutory fees and fines	Traffic enforcement fines were down \$0.716 million mainly due to the delayed implementation of parking sensors. Statutory planning application fees were down \$0.391 million which is reflective of development activities, while statutory fees were down \$0.101 million.
2	Grants - operating	The 2023-24 Victoria Local Government Grants Commission General Purpose Grant was brought forward and paid prior to 30 June 2023, while none of the 2024-25 General Purpose Grant was received prior to 30 June 2024. Therefore the total General Purpose Grant received during the 2023-24 financial year was \$10.477 million lower than budget. Unbudgeted operating grants totalling \$3.046 million were received and expended during the year.
3	Grants - capital	The 2023-24 Victoria Local Government Grants Commission Local Road Funding was brought forward and paid prior to 30 June 2023, while none of the 2024-25 Local Road Funding was received prior to 30 June 2024. Therefore the total Local Road Funding received during the 2023-24 financial year was \$2.089 million lower than budget. Capital grants totalling \$1.153 million were received prior to the 2023-24 financial year but expended and recognised in the 2023-24 financial year. This is offset by capital grants totalling \$1.333 million that have been received during the 2023-24 financial year but have been treated as unearned income as they are yet to be expended. Capital grants totalling \$4.335 million were budgeted in prior years but received and recognised as income in 2023-24.
4	Contributions - non-monetary	Non-monetary contributions were down \$2.000 million due to no assets being handed over to Council from developers.
5	Net loss (gain) on disposal of property, infrastructure, plant and equipment	Land and building sales were \$12.031 million down on budget, partially offset by the written down value of these sales totalling \$4.198 million. The variance in land sales are a timing difference and are set to proceed during the 2024-25 financial year. Sale of plant was \$0.468 million down on budget, while unbudgeted infrastructure disposed during the year totalled \$0.831 million.
6	Other income	Interest on investments was \$1.301 million greater than budget due to higher than budgeted cash holdings related to delays in the capital works program, and the increase in interest rates. Reimbursements were \$0.730 million greater than budget, while unbudgeted rebates totalling \$0.144 million were received.
7	Employee costs	The employee costs variance is below the materiality threshold of ten percent, however the \$2.245 million variance is considered material. Employee costs carried out on capital projects totalling \$2.052 million were considered operational in nature and not capitalised; an offsetting reduction is shown in materials and services where these costs were budgeted. The WorkCover premium paid was \$0.895 greater than budget.

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

**2.1 Performance against budget (cont'd)**

Variance Ref	Item	Explanation
8	Materials and services	The materials and services variance is below the materiality threshold of ten percent, however the \$3.110 million variance is considered material. Contributing to the reduction in materials and services was a \$2.639 million reduction in operating projects expenditure relating to capital works carried forward to 2024-25, which is mostly offset through increased employee costs related to this. Other contributors include a \$0.926 million decrease in the kerbside reform transition project (to be carried forward to the 2024-25 financial year), a \$0.838 million reduction in the landfill levy, a \$0.414 million reduction in the landfill rehabilitation provision, and a \$0.510 million reduction in the Chief Information Officer renewal programs (offset by internal labour costs). This is partially offset by the write-off of prior year work in progress totalling \$2.865 million.

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

**2.1 Performance against budget (cont'd)**

**2.1.2 Capital works**

	Budget 2024 \$'000	Actual 2024 \$'000	Variance \$'000	Variance Ref %	
<b>Property</b>					
Buildings	16,038	14,487	1,551	10%	1
<b>Total buildings</b>	<b>16,038</b>	<b>14,487</b>	<b>1,551</b>	<b>10%</b>	
<b>Total property</b>	<b>16,038</b>	<b>14,487</b>	<b>1,551</b>	<b>10%</b>	
<b>Plant and equipment</b>					
Artworks	348	245	103	30%	
Plant, machinery and equipment	3,120	2,464	656	21%	
Computers and telecommunications	8,138	696	7,442	91%	2
<b>Total plant and equipment</b>	<b>11,606</b>	<b>3,405</b>	<b>8,201</b>	<b>71%</b>	
<b>Infrastructure</b>					
Roads	8,239	7,855	384	5%	
Bridges	340	2,011	(1,671)	-491%	3
Footpaths and cycleways	4,713	5,394	(681)	-14%	
Drainage	6,637	4,808	1,829	28%	4
Recreational, leisure and community facilities	23,610	11,592	12,018	51%	5
Off street car parks	1,764	1,282	482	27%	
Other infrastructure	2,714	-	2,714	100%	6
<b>Total infrastructure</b>	<b>48,017</b>	<b>32,942</b>	<b>15,075</b>	<b>31%</b>	
<b>Total capital works expenditure</b>	<b>75,661</b>	<b>50,834</b>	<b>24,827</b>	<b>33%</b>	
<b>Represented by:</b>					
New asset expenditure	7,660	6,094	1,566	20%	
Asset renewal expenditure	42,508	29,225	13,283	31%	
Asset expansion expenditure	4,329	3,679	650	15%	
Asset upgrade expenditure	21,164	11,836	9,328	44%	
<b>Total capital works expenditure</b>	<b>75,661</b>	<b>50,834</b>	<b>24,827</b>	<b>33%</b>	

**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

**2.1 Performance against budget (cont'd)**

**(i) Explanation of material variations**

Variance Ref	Item	Explanation
1	Buildings	Building related capital expenditure is lower than budget by \$1.551 million. The Park Ridge Pavilion Upgrade (\$1.902 million lower than the adopted budget) will be carried forward to the 2024-25 financial year, while the Building Renewal Program was \$1.242 million lower than budget. Capital expenditure deemed operational in nature was not capitalised (\$1.762 million), and there were projects capitalised under different classes (\$0.151 million). This is partially offset by the Westfield Library Upgrade which is \$2.486 million greater than budget due to carry forward expenditure, and the Carrington Park Squash Facility which is \$0.976 million greater than budget due to contributions received.
2	Computers and telecommunications	Capital expenditure is lower than budget due to \$3.609 million in expenditure being deemed to be operational in nature and therefore was not capitalised. The underspend in a number of projects will be carried forward to 2024-25.
3	Bridges	The Stamford Park Development, budgeted under the recreational, leisure and community facilities class, included the capitalisation of bridges totalling \$1.971 million. The Bridges Renewal Program included \$0.237 million in capital expenditure which has been deemed operational in nature and therefore was not capitalised.
4	Drainage	Wetland constructions at Gilbert Reserve, Egan Lee Reserve and Koolunga Reserve totalling \$2.160 million will be carried forward to 2024-25. Capital expenditure totalling \$0.218 million has been deemed operational in nature and therefore not capitalised.
5	Recreational, leisure and community facilities	Capital expenditure is lower than budget partially due to landscaping and planting works being unable to be capitalised (\$1.494 million), and projects being capitalised under different classes (\$5.053 million). The underspend in a number of projects will be carried forward to 2024-25, including the Knox Athletics Track Facility Upgrade (\$2.975 million).
6	Other infrastructure	Capital expenditure is lower than budget partially due to \$0.192 million in expenditure being deemed to be operational in nature and therefore was not capitalised, and projects being capitalised under different classes (\$0.649 million). The underspend in the Major Roads LED Streetlight Replacement Program will be carried forward to 2024-25 (\$1.350 million).

## **Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024**

### **2.2 Analysis of Council results by program**

Knox City Council delivers its functions and activities through the following programs.

#### **2.2.1 CEO**

The office of the CEO incorporates the Chief Executive Office and the Chief Financial Office. CEO responsibilities include establishing and maintaining an appropriate organisational structure for the council, managing interactions between council staff and Councillors, ensuring that Council decisions are implemented promptly, providing timely advice to Council, providing timely and reliable advice to the Council about its legal obligations, and overseeing the daily management of council operations following the Council Plan.

The Chief Financial Office exists to enable Council to comply with statutory requirements, provide strategic financial direction, undertake essential business processes and to support the organisation with business and financial assistance and advice. It provides expertise, guidance and processes for the purchase of goods and services. It also provides expertise for all property matters.

#### **City Liveability**

The City Liveability Directorate incorporates City Safety and Health, City Futures, City Planning and Building, and City Projects. The Directorate's purpose relates directly to Council's purpose to enhance the quality of life of the Knox community.

City Safety and Health promotes and protects the safety, health and amenity of the community through the key functions of Emergency Management, Health Services and Local Laws.

City Futures purpose is to strategically work across the organisation and the community to understand and manage the changing city.

City Planning and Building covers planning and building approvals, subdivisions and enforcement.

City Projects supports Council's strategic direction for the Knox Central Activity Centre which serves a broad cross-section of the community within Knox and across the eastern suburbs of Melbourne. Anchored by the shopping centre it includes retail, residential, industrial, commercial, educational uses, along with significant areas of open space.

#### **Connected Communities**

The Community Services Directorate incorporates Community Wellbeing, Family and Children's Services, Community Access and Support, and Active and Creative Communities. The Directorate is responsible for the management and delivery of a diverse range of community services and programs.

Community Wellbeing works strategically with the community and organisation to enable and contribute to the achievement of health and wellbeing outcomes for Knox.

Family and Children's Services delivers Council's early years services across the municipality.

Community Access and Support aims to make effective use of opportunities to enhance the physical, social and emotional wellbeing of people that enables them active participation in society.

Active and Creative Communities purpose is to make Knox an active, resilient, creative and inclusive community.

## **Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024**

### **2.2 Analysis of Council results by program (cont'd)**

#### **Customer and Performance**

The Customer and Performance Directorate incorporates the Chief People Office, Governance and Risk, the Chief Information Office, Strategy and Transformation, Communications and Customer Service. The Chief People Office provides strategic and operational leadership, services and programs around all aspects of human resource management. Governance and Risk ensure that Council is complying with the statutory requirements associated with municipal elections, Council decisions (Chamber and delegated), information privacy, freedom of information and meeting procedure. It also includes the support services for Council's nine Councillors who have been elected by the residents and ratepayers of the municipality. The Chief Information Office provide a centralised approach to the management and maintenance of Council's Information Technology systems and services. Strategy and Transformation is responsible for the rollout of the organisational continuous improvement program based on Lean thinking and practice. It includes improving outcomes for our customers. Communications supports the organisation through coordinating, facilitating and managing a range of written and verbal media. The department supports consistent branding, delivery and renewal of Council's significant signage, advertising and key publications. Customer Service strive to deliver service excellence and create great customer experiences by providing information, guidance and resolution where possible. They support and enable the delivery of Council services, programs and information to the community.

#### **Infrastructure**

The Infrastructure Directorate incorporates Strategic Infrastructure, Green Spaces and Environment, Engineering Services and Operations, and Major Projects and Facilities. The Directorate is responsible for constructing new infrastructure and maintaining existing infrastructure across a very diverse range of assets that underpin the wellbeing of the community. These assets include capital works engineering services, environment and waste, city works, parks and gardens, emergency management and municipal resources. Strategic Infrastructure is responsible for landscape and environmental design, street and public lighting, local traffic management, the management of the capital works program, and stormwater management. Green Spaces and Environment is responsible for providing strategic direction in biodiversity enhancement, waste management, and the maintenance of Council open space and reserves. Engineering Services and Operations is responsible for asset rehabilitation and for reactive and proactive maintenance. It is also responsible for fleet management. Major Projects and Facilities provides for the delivery of major projects that supplement the full program of capital projects being delivered by the various delivery teams within Council, and is responsible for the maintenance, renewal, upgrade and associated works of Council's buildings.

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

**2.2 Analysis of Council results by program (cont'd)**

**2.2.2 Summary of income/revenue, expenses, assets and capital expenses by program**

	Income / revenue	Expenses	Surplus / (Deficit)	Grants included in income / revenue	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2024</b>					
CEO	120,909	8,664	112,245	324	66,099
City Liveability	14,296	19,809	(5,513)	1,522	49,709
Connected Communities	28,263	54,823	(26,560)	20,342	647,485
Customer and Performance	168	26,317	(26,149)	60	57,712
Infrastructure	37,207	83,980	(46,773)	3,616	1,565,297
	<b>200,843</b>	<b>193,593</b>	<b>7,250</b>	<b>25,864</b>	<b>2,386,302</b>

	Income / revenue	Expenses	Surplus / (Deficit)	Grants included in income / revenue	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2023</b>					
CEO	123,727	7,050	116,677	9,272	74,014
City Liveability	14,208	18,651	(4,443)	1,495	57,467
Connected Communities	22,508	78,006	(55,498)	16,005	610,905
Customer and Performance	197	26,195	(25,998)	-	54,591
Infrastructure	40,738	79,372	(38,634)	7,945	1,433,973
	<b>201,378</b>	<b>209,274</b>	<b>(7,896)</b>	<b>34,717</b>	<b>2,230,950</b>

As part of the Knox Regional Sports Park project, council-owned assets on the site valued at \$25.421 million were transferred to the State Government in July 2022, and are reflected in the Connected Communities expenses in the 2023 financial year.



**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>

**Note 3 Funding for the delivery of our services**

**3.1 Rates and charges**

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV takes into account the total value of a property including all land, buildings and other improvements but excluding fixtures and fittings.

The valuation base used to calculate general rates for 2023-24 was \$62,033 million (2022-23: \$60,857 million). The 2023-24 rate in the CIV dollar was \$0.0015229 (2022-23: \$0.0015307) for the residential rate.

General rates	116,463	111,012
Residential garbage charge	26,272	17,993
Service rates and charges	2,314	3,597
Supplementary rates and rate adjustments	722	1,001
Cultural and recreational	56	58
Interest on rates and charges	696	922
<b>Total rates and charges</b>	<b>146,523</b>	<b>134,583</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2023 and the valuation was first applied in the rating year commencing 1 July 2023.

Annual rates and charges are recognised as revenue when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

**3.2 Statutory fees and fines**

Permits	1,680	1,781
Infringements and costs	768	674
Town planning fees	347	446
Land information certificates	136	114
Court recoveries	-	4
Other statutory fees and fines	1	1
<b>Total statutory fees and fines</b>	<b>2,932</b>	<b>3,020</b>

Statutory fees and fines (including parking fees and fines) are recognised as income when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

**3.3 User fees**

Waste management services	2,952	7,055
Registration and other permits	2,475	2,396
Child care/children's programs	1,854	2,752
Leisure centre and recreation	1,459	1,230
Court recoveries	673	398
Building services	581	664
Aged and health services	517	448
Other fees and charges	893	934
<b>Total user fees</b>	<b>11,404</b>	<b>15,877</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms. All of Knox City Council's user fees are recognised at a point in time.

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>3.4 Funding from other levels of government</b>		
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	10,041	19,900
State funded grants	15,823	14,817
<b>Total grants received</b>	<b>25,864</b>	<b>34,717</b>
<b>(a) Operating grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Family and children - child care	3,662	2,875
General home care	1,155	1,065
Financial Assistance Grants	325	9,162
<b>Recurrent - State Government</b>		
Family and children - kindergarten	6,001	5,582
Family and children - maternal and child health	1,810	1,697
School crossing supervisors	841	805
General home care	798	823
Family and children - child care	741	647
Community safety	352	301
Family and children - youth services	245	267
Community health	120	152
Recreational, leisure and community facilities	6	6
Other	49	45
<b>Total recurrent operating grants</b>	<b>16,105</b>	<b>23,427</b>
<b>Non-recurrent - Commonwealth Government</b>		
Community health	4	8
<b>Non-recurrent - State Government</b>		
Family and children - kindergarten	2,732	812
Recreational, leisure and community facilities	569	88
Environmental planning	79	501
Family and children - child care	56	14
Community health	21	50
Other	278	653
Arts and cultural services	-	85
Community safety	-	27
General home care	-	3
<b>Total non-recurrent operating grants</b>	<b>3,739</b>	<b>2,241</b>
<b>Total operating grants</b>	<b>19,844</b>	<b>25,668</b>

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>3.4 Funding from other levels of government (cont'd)</b>		
<b>(b) Capital grants</b>		
<b><i>Recurrent - Commonwealth Government</i></b>		
Roads to recovery	733	733
Financial Assistance Grants - local roads	65	1,783
<b>Total recurrent capital grants</b>	<b>798</b>	<b>2,516</b>
<b><i>Non-recurrent - Commonwealth Government</i></b>		
Recreational, leisure and community facilities	3,540	3,607
Drainage	322	-
Roads to recovery	183	-
Bridges	100	100
Footpaths and cycleways	(48)	567
<b><i>Non-recurrent - State Government</i></b>		
Recreational, leisure and community facilities	834	1,810
Roads	236	287
Footpaths and cycleways	32	-
Buildings	18	162
Drainage	5	-
<b>Total non-recurrent capital grants</b>	<b>5,222</b>	<b>6,533</b>
<b>Total capital grants</b>	<b>6,020</b>	<b>9,049</b>

**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

	2024 \$'000	2023 \$'000
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**3.4 Funding from other levels of government (cont'd)**

**(c) Recognition of grant income**

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the point in time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

**Income recognised under AASB 1058 Income for Not-for-Profit Entities**

General purpose	325	9,162
Specific purpose grants to acquire non-financial assets	798	2,516
Other specific purpose grants	4,503	3,680

**Revenue recognised under AASB 15 Revenue from Contracts with Customers**

Specific purpose grants	20,238	19,359
	<b>25,864</b>	<b>34,717</b>

**(d) Unspent grants received on condition that they be spent in a specific manner**

**Operating**

Balance at start of year	1,500	1,646
Received during the financial year and remained unspent at balance date	521	1,448
Received in prior years and spent during the financial year	(1,347)	(1,594)

**Balance at year end**

<b>674</b>	<b>1,500</b>
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**Capital**

Balance at start of year	1,194	2,717
Received during the financial year and remained unspent at balance date	1,333	275
Received in prior years and spent during the financial year	(1,153)	(1,798)

**Balance at year end**

<b>1,374</b>	<b>1,194</b>
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Unspent grants are determined and disclosed on a cash basis.

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>3.5 Contributions</b>		
Monetary	9,714	11,179
<b>Total contributions</b>	<u><b>9,714</b></u>	<u><b>11,179</b></u>

Monetary and non-monetary contributions are recognised as income at their fair value when Council obtains control over the contributed asset.

**3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment**

Proceeds of sale	5,188	1,601
Written down value of assets disposed	<u>(4,738)</u>	<u>(27,874)</u>
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<u><b>450</b></u>	<u><b>(26,273)</b></u>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

Buildings and infrastructure relating to the Knox Regional Sports Park totalling \$25.421 million were transferred to the State Government in July 2022 as part of the Knox Regional Sports Park project.

**3.7 Other income**

Interest	1,851	643
Reimbursements	866	490
Rent	593	647
Rebates	144	-
Other	210	312
<b>Total other income</b>	<u><b>3,664</b></u>	<u><b>2,092</b></u>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Note 4 The cost of delivering services</b>		
<b>4.1 (a) Employee costs</b>		
Wages and salaries	58,583	57,017
Annual leave and long service leave	7,784	7,352
Superannuation	7,644	6,800
Agency staff	4,130	3,490
WorkCover	3,531	2,470
Fringe benefits tax	276	314
<b>Total employee costs</b>	<b>81,948</b>	<b>77,443</b>
<b>(b) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	254	259
	<b>254</b>	<b>259</b>
Employer contributions payable at reporting date	-	-
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,305	3,360
Employer contributions - other funds	3,460	3,165
	<b>6,765</b>	<b>6,525</b>
Employer contributions payable at reporting date	578	820

Contributions made exclude amounts accrued at balance date. Refer to Note 9.3 for further information relating to Council's superannuation obligations.

**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>4.2 Materials and services</b>		
<b>Contract payments</b>		
Waste Management	25,103	25,044
Operations - Maintenance	9,041	8,287
Operating Projects Expenditure	8,987	4,491
Active Ageing & Disability	1,319	1,230
Arts & Cultural Services	744	809
Corporate Services	597	960
People & Culture	494	483
Community Laws	456	430
Family & Children's Services	12	697
Other	1,348	584
<b>Total Contract Payments</b>	<b>48,101</b>	<b>43,015</b>
Administration costs	6,809	7,481
Utilities	3,567	3,867
Information technology	3,214	3,106
Consultants	1,901	2,976
Consumable materials and equipment	4,085	2,934
Building maintenance	3,058	2,800
Insurance	2,230	2,046
Finance and legal costs	1,108	1,173
General maintenance	848	722
<b>Total materials and services</b>	<b>74,921</b>	<b>70,120</b>

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

**4.3 Depreciation**

Infrastructure	17,158	17,432
Property	6,119	5,076
Plant and equipment	1,507	1,465
<b>Total depreciation</b>	<b>24,784</b>	<b>23,973</b>

Refer to note 5.2(b), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

**4.4 Amortisation - intangible assets**

Software	903	647
<b>Total amortisation - intangible assets</b>	<b>903</b>	<b>647</b>

**4.5 Depreciation - right of use assets**

Property	316	173
Computers and telecommunications	473	446
Plant and equipment	33	16
<b>Total depreciation - right of use assets</b>	<b>822</b>	<b>635</b>

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>4.6 Allowance for impairment losses</b>		
Parking and animal infringement debtors	303	248
Other debtors	2	28
<b>Total Allowance for impairment losses</b>	<b>305</b>	<b>276</b>
<b>Movement in allowance for impairment losses in respect of debtors</b>		
Balance at the beginning of the year	37	56
New allowances recognised during the year	5	30
Amounts already allowed for and written off as uncollectible	(21)	(47)
Amounts allowed for but recovered during the year	(6)	(2)
<b>Balance at the end of the year</b>	<b>15</b>	<b>37</b>

An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

**4.7 Borrowing costs**

Interest - borrowings	3,012	1,746
<b>Total borrowing costs</b>	<b>3,012</b>	<b>1,746</b>

Borrowing costs are recognised as an expense in the period in which they are incurred.

**4.8 Finance costs - leases**

Interest - lease liabilities	132	31
<b>Total finance costs - leases</b>	<b>132</b>	<b>31</b>

**4.9 Contributions and donations**

Contribution to Your Library Limited	4,312	4,410
Community support payments	1,637	1,679
Contribution to the Knox Regional Sports Park project	-	1,236
<b>Total contributions and donations</b>	<b>5,949</b>	<b>7,325</b>

Council made a \$1.236 million contribution towards the Knox Regional Sports Park project in July 2022. Council-owned assets on the site were transferred to the State Government in July 2022.

**4.10 Other expenses**

Councillors allowances	469	436
Operating lease rentals	135	145
Auditor's remuneration - internal audit	121	150
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	92	74
<b>Total other expenses</b>	<b>817</b>	<b>805</b>



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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Note 5 Investing in and financing our operations</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	4	4
Cash at bank	16,612	36,814
Term deposits	20,000	7,500
<b>Total cash and cash equivalents</b>	<b>36,616</b>	<b>44,318</b>
<b>(b) Other financial assets</b>		
<b>Current</b>		
Term deposits	10,000	12,500
<b>Total current other financial assets</b>	<b>10,000</b>	<b>12,500</b>
<b>Total other financial assets</b>	<b>10,000</b>	<b>12,500</b>
<b>Total cash and cash equivalents and other financial assets</b>	<b>46,616</b>	<b>56,818</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Term deposits are held to maturity and measured at original cost.

Other financial assets include term deposits. Those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

**(c) Trade and other receivables**

**Current**

**Statutory receivables**

Rates debtors	16,989	14,528
Special rate assessment	52	52
Parking and animal infringement debtors	3,253	2,783
Allowance for expected credit loss - infringements	(2,475)	(2,171)
Net GST receivable	1,260	1,601

**Non statutory receivables**

Other debtors	1,714	4,753
Allowance for expected credit loss - other debtors	(15)	(37)
<b>Total current trade and other receivables</b>	<b>20,778</b>	<b>21,509</b>

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>5.1 Financial assets (cont'd)</b>		
<b>(d) Ageing of receivables</b>		
The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:		
Current (not yet due)	797	3,455
Past due by up to 30 days	402	693
Past due between 31 and 180 days	103	160
Past due between 181 and 365 days	68	90
Past due by more than 1 year	344	355
<b>Total trade and other receivables</b>	<b>1,714</b>	<b>4,753</b>

**(e) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$nil (2023: \$nil) were impaired. The amount of the allowance raised against these debtors was \$nil (2023: \$nil). Many of the long outstanding past due amounts have been lodged with the Council's debt collectors or are on payment arrangements.

**(f) Contract assets**

Accrued income	2,342	1,008
<b>Total contract assets</b>	<b>2,342</b>	<b>1,008</b>

Contract assets are recognised when Council has transferred goods or services to the customer but where Council is yet to establish an unconditional right to consideration.

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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>5.2 Non-financial assets</b>		
<b>(a) Other assets</b>		
Prepayments	1,340	1,141
<b>Total other assets</b>	<b>1,340</b>	<b>1,141</b>
<b>(b) Intangible assets</b>		
Software	2,419	2,742
<b>Total intangible assets</b>	<b>2,419</b>	<b>2,742</b>
<b>Gross carrying amount</b>		
Balance at 1 July 2023	7,777	6,961
Additions	580	1,237
Disposals	-	(421)
<b>Balance at 30 June 2024</b>	<b>8,357</b>	<b>7,777</b>
<b>Accumulated amortisation and impairment</b>		
Balance at 1 July 2023	5,035	4,809
Amortisation expense	903	647
Amortisation expense for disposals	-	(421)
<b>Balance at 30 June 2024</b>	<b>5,938</b>	<b>5,035</b>
<b>Net book value at 30 June 2023</b>	<b>2,742</b>	<b>2,152</b>
<b>Net book value at 30 June 2024</b>	<b>2,419</b>	<b>2,742</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>5.3 Payables, trust funds and deposits and contract liabilities</b>		
<b>(a) Trade and other payables</b>		
<b>Current</b>		
<b>Non-statutory payables</b>		
Trade payables	6,003	13,324
Accrued expenses	5,025	4,303
Prepaid income	1,814	1,870
<b>Total current trade and other payables</b>	<b>12,842</b>	<b>19,497</b>
Prepaid income includes \$1.742 million for rates income that has been paid in advance.		
<b>(b) Trust funds and deposits</b>		
<b>Current</b>		
Refundable deposits	1,722	1,651
Fire services levy	702	647
Retention amounts	100	227
Other refundable deposits	36	37
<b>Total current trust funds and deposits</b>	<b>2,560</b>	<b>2,562</b>
<b>(c) Contract liabilities</b>		
<b>Contract liabilities</b>		
<b>Current</b>		
Grants received in advance - operating	674	1,500
Grants received in advance - capital	1,374	1,194
<b>Total contract liabilities</b>	<b>2,048</b>	<b>2,694</b>

*Trust funds and deposits*

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

*Contract liabilities*

Contract liabilities reflect consideration received in advance from customers in respect of operating and capital grants. Contract liabilities are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

**Purpose and nature of items**

Refundable deposits - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire service levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a four-instalment basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>5.4 Interest-bearing liabilities</b>		
<b>Current</b>		
Treasury Corporation of Victoria borrowings - secured	5,907	4,477
Other borrowings - secured	2,358	2,288
<b>Total current interest-bearing liabilities</b>	<b><u>8,265</u></b>	<b><u>6,765</u></b>
<b>Non-current</b>		
Treasury Corporation of Victoria borrowings - secured	57,374	47,801
Other borrowings - secured	17,032	19,390
<b>Total non-current interest-bearing liabilities</b>	<b><u>74,406</u></b>	<b><u>67,191</u></b>
<b>Total</b>	<b><u>82,671</u></b>	<b><u>73,956</u></b>

Borrowings are secured by the general rates revenue of Council.

**(a) The maturity profile for Council's borrowings is:**

Not later than one year	8,265	6,766
Later than one year and not later than five years	34,045	29,932
Later than five years	40,361	37,258
	<b><u>82,671</u></b>	<b><u>73,956</u></b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities based on contractual repayment terms at every balance date.

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**5.5 Provisions**

	<b>Employee</b>	<b>Landfill</b>	<b>Total</b>
	<b>\$'000s</b>	<b>rehabilitation</b>	<b>\$'000s</b>
	<b>\$'000s</b>	<b>\$'000s</b>	<b>\$'000s</b>
<b>2024</b>			
Balance at beginning of the financial year	18,979	2,629	21,608
Additional provisions	7,087	(218)	6,869
Amounts used	(7,040)	(214)	(7,254)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	148	19	167
<b>Balance at the end of the financial year</b>	<b>19,174</b>	<b>2,216</b>	<b>21,390</b>
<i>Provisions - current</i>	18,109	416	18,525
<i>Provisions - non-current</i>	1,065	1,800	2,865
<b>2023</b>			
Balance at beginning of the financial year	19,270	2,149	21,419
Additional provisions	7,421	808	8,229
Amounts used	(6,994)	(253)	(7,247)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(718)	(75)	(793)
<b>Balance at the end of the financial year</b>	<b>18,979</b>	<b>2,629</b>	<b>21,608</b>
<i>Provisions - current</i>	17,848	663	18,511
<i>Provisions - non-current</i>	1,131	1,966	3,097

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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>5.5 Provisions (cont'd)</b>		
<b>(a) Employee provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	2,840	2,925
Long service leave	951	950
Gratuities	63	75
	<u><b>3,854</b></u>	<u><b>3,950</b></u>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	3,787	3,842
Long service leave	9,999	9,525
Gratuities	469	531
	<u><b>14,255</b></u>	<u><b>13,898</b></u>
<b>Total current employee provisions</b>	<u><b>18,109</b></u>	<u><b>17,848</b></u>
<b>Non-current</b>		
Long service leave	1,065	1,131
<b>Total non-current employee provisions</b>	<u><b>1,065</b></u>	<u><b>1,131</b></u>
<b>Aggregate carrying amount of employee provisions:</b>		
Current	18,109	17,848
Non-current	1,065	1,131
<b>Total aggregate carrying amount of employee provisions</b>	<u><b>19,174</b></u>	<u><b>18,979</b></u>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

**Annual leave**

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**Long service leave**

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

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**5.5 Provisions (cont'd)****Gratuity retirement allowance**

A gratuity retirement allowance exists for employees who commenced prior to 3 May 1996, with new employees who commenced after that date not being eligible, and is recognised in the provision for employee benefits as a current liability. Liabilities expected to be wholly settled within 12 months of the reporting date are measured at their nominal values. Liabilities that are not expected to be wholly settled within 12 months of the reporting date are measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

	<b>2024</b>	<b>2023</b>
<b>Key Assumptions - AL:</b>		
• Weighted average discount rate	2.43%	2.44%
• Weighted average index rate	2.50%	1.49%
• Average settlement period (years)	2	2
<b>Key Assumptions - LSL:</b>		
• Weighted average discount rate - current	3.85%	3.60%
• Weighted average discount rate - non-current	4.11%	4.07%
• Weighted average index rate - current	2.50%	2.25%
• Weighted average index rate - non-current	2.50%	2.58%
• Average settlement period (years)	18	17
<b>Key Assumptions - Gratuity:</b>		
• Weighted average discount rate	3.62%	3.72%
• Weighted average index rate	2.50%	2.43%
• Average settlement period (years)	27	26
	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>(b) Landfill rehabilitation</b>		
<b>Current</b>		
Cathies Lane landfill site	281	242
Llewellyn Reserve landfill site	135	421
	<u>416</u>	<u>663</u>
<b>Non-current</b>		
Cathies Lane landfill site	1,309	1,421
Llewellyn Reserve landfill site	491	545
<b>Total non-current provisions</b>	<u>1,800</u>	<u>1,966</u>
<b>Total aggregate carrying amount of landfill rehabilitation provisions</b>	<u>2,216</u>	<u>2,629</u>

Council owns two former landfill sites - Cathies Lane and Llewellyn Reserve. Under the terms of Post Closure Pollution Abatement Notices issued by the Environment Protection Authority (EPA), Council is required to monitor, progressively rehabilitate and conduct rectification works. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken including site aftercare and monitoring costs. The expected cost of works has been estimated based on the current understanding of the work required to progressively rehabilitate the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.



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**5.5 Provisions (cont'd)**

	<b>2024</b>	<b>2023</b>
<b>Key assumptions - Cathies Lane landfill site:</b>		
• Weighted average discount rate	5.20%	5.07%
• Inflation rate	2.61%	2.61%
• Settlement period (years)	10	11
• Estimated cost to rehabilitate	<b>\$1.814m</b>	<b>\$1.905m</b>
<b>Key assumptions - Llewellyn Reserve landfill site:</b>		
• Weighted average discount rate	5.21%	5.16%
• Inflation rate	2.61%	2.61%
• Settlement period (years)	10	11
• Estimated cost to rehabilitate	<b>\$0.711m</b>	<b>\$1.065m</b>

**Cathies Lane landfill site**

Council operated the Cathies Lane landfill site, Wantirna South from 1986 to 2004, under a licence issued by the Environment Protection Authority (EPA). The site is closed as a landfill but a portion of the site is still being used as a resource recovery centre (transfer station) to receive, process and transport waste to other sites for refuse and/or disposal. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice and Council has surrendered the landfill licence.

In the financial report for June 2024, Council has an amount of \$1.590 million as a provision for the restoration of the Cathies Lane landfill site and includes an ongoing commitment of approximately \$0.170 million per annum for site aftercare to meet EPA obligations where restoration works have been completed. This is based on the assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs. Included in the aftercare is the cost to provide a bank guarantee to meet the Financial Assurance requirements imposed by the EPA on Council for thirty years post closure of this site.

**Llewellyn Reserve landfill site**

Council's landfill site at Llewellyn Reserve was closed in 1985. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice.

In the financial report for June 2024, Council has an amount of \$0.626 million as a provision for the restoration of the Llewellyn Reserve landfill site and includes an ongoing commitment of approximately \$0.064 million per annum to cover sampling, testing and reporting requirements as required by the EPA. This is based on an assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs.

**5.6 Financing arrangements**

The Council has the following funding arrangements in place as at 30 June 2024

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Bank overdraft	1,500	1,500
Credit card facilities	200	200
<b>Total facilities</b>	<b>1,700</b>	<b>1,700</b>
Used facilities	27	19
<b>Unused facilities</b>	<b>1,673</b>	<b>1,681</b>

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**5.7 Commitments**

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

**(a) Commitments for expenditure**

2024	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating</b>					
Garbage collection and recycling	1,208	1,213	-	-	2,421
Library services	4,431	4,541	9,426	-	18,398
Infrastructure management	4,244	2,637	1,519	-	8,400
Consultancies	1,118	615	524	-	2,257
Cleaning contracts for council building	130	-	-	-	130
<b>Total</b>	<b>11,131</b>	<b>9,006</b>	<b>11,469</b>	<b>-</b>	<b>31,606</b>
<b>Capital</b>					
Buildings	348	14	3	-	365
Plant and equipment	-	-	-	-	-
Other infrastructure	4,964	174	220	-	5,358
<b>Total</b>	<b>5,312</b>	<b>188</b>	<b>223</b>	<b>-</b>	<b>5,723</b>
<b>2023</b>					
	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating</b>					
Garbage collection and recycling	10,105	1,208	1,213	-	12,526
Library services	4,312	4,543	9,337	-	18,192
Infrastructure management	4,696	1,712	1,226	-	7,634
Consultancies	1,000	481	683	-	2,164
Cleaning contracts for council building	529	131	-	-	660
<b>Total</b>	<b>20,642</b>	<b>8,075</b>	<b>12,459</b>	<b>-</b>	<b>41,176</b>
<b>Capital</b>					
Buildings	5,330	-	-	-	5,330
Plant and equipment	953	-	-	-	953
Other infrastructure	8,194	230	229	-	8,653
<b>Total</b>	<b>14,477</b>	<b>230</b>	<b>229</b>	<b>-</b>	<b>14,936</b>

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**5.7 Commitments (cont'd)****(b) Operating lease receivables**

Council has a number of leases with external entities where they pay for the use of Council land and buildings. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 32 years. A number of these leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Not later than one year	658	564
Later than one year and not later than five years	1,902	1,420
Later than five years	9,069	10,209
	<u><b>11,629</b></u>	<u><b>12,193</b></u>

**5.8 Leases**

At inception of a contract, Council assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- Council has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- Council has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

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**5.8 Leases (cont'd)**

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under *AASB 16 Leases*, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

<b>Right-of-use assets</b>	<b>Property</b>	<b>Computers and Telecommuni cations</b>	<b>Plant and Equipment</b>	<b>Total</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Balance at 1 July 2023</b>	342	729	33	1,104
Additions	5,147	761	33	5,941
Depreciation charge	(316)	(473)	(33)	(822)
<b>Balance at 30 June 2024</b>	<b>5,173</b>	<b>1,017</b>	<b>33</b>	<b>6,223</b>
<b>Balance at 1 July 2022</b>	495	515	49	1,059
Additions	20	660	-	680
Depreciation charge	(173)	(446)	(16)	(635)
<b>Balance at 30 June 2023</b>	<b>342</b>	<b>729</b>	<b>33</b>	<b>1,104</b>
<b>Lease liabilities</b>			<b>2024</b>	<b>2023</b>
Maturity analysis - contractual undiscounted cash flows			<b>\$'000</b>	<b>\$'000</b>
Less than one year			1,316	549
One to five years			2,800	612
More than five years			3,801	-
<b>Total undiscounted lease liabilities as at 30 June</b>			<b>7,917</b>	<b>1,161</b>
Lease liabilities included in Balance Sheet at 30 June:				
Current			1,032	517
Non-current			5,215	594
<b>Total lease liabilities</b>			<b>6,247</b>	<b>1,111</b>

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**5.8 Leases (cont'd)**

**Short-term and low value leases**

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

<b>Expenses relating to:</b>	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Short-term leases	114	124
Leases of low value assets	21	21
<b>Total</b>	<b>135</b>	<b>145</b>

**Non-cancellable lease commitments - short-term and low-value leases**

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:		
Within one year	11	21
Later than one year but not later than five years	3	14
<b>Total lease commitments</b>	<b>14</b>	<b>35</b>

**Knox City Council  
Notes to the Financial Report  
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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Note 6 Assets we manage</b>		
<b>6.1 Non-current assets classified as held for sale</b>		
Buildings	959	227
Land at fair value	3,707	1,845
<b>Total non-current assets classified as held for sale</b>	<u><b>4,666</b></u>	<u><b>2,072</b></u>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of their carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

**Knox City Council  
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**6.2 Property, infrastructure, plant and equipment**

**Summary of property, infrastructure, plant and equipment**

	Carrying amount at fair value 30 June 2023	Carrying amount at cost 30 June 2023	Additions	Contributions	Revaluation	Depreciation	Disposal	Impairment	Transfers	Write offs	Carrying amount at fair value 30 June 2024	Carrying amount at cost 30 June 2024	Total carrying amount 30 June 2024
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000
Land	1,038,888	7,719	-	-	71,809	-	(5,260)	-	-	-	1,105,940	7,216	1,113,156
Buildings	178,787	7,239	11,725	-	141	(6,119)	(2,765)	-	25,831	-	209,573	5,266	214,839
Plant and equipment	-	7,711	2,587	-	-	(1,507)	(533)	-	761	-	-	9,019	9,019
Infrastructure	764,056	80,546	18,178	-	71,911	(17,158)	(831)	-	22,138	-	841,060	97,780	938,840
Work in progress	-	57,134	17,906	-	-	-	-	-	(48,730)	(3,006)	-	23,304	23,304
	<b>1,981,731</b>	<b>160,349</b>	<b>50,396</b>	<b>-</b>	<b>143,861</b>	<b>(24,784)</b>	<b>(9,389)</b>	<b>-</b>	<b>-</b>	<b>(3,006)</b>	<b>2,156,573</b>	<b>142,585</b>	<b>2,299,158</b>

**Summary of work in progress**

	Opening work in progress \$'000	Additions \$'000	Transfers \$'000	Write offs \$'000	Closing work in progress \$'000
Property	27,894	3,359	(25,872)	(2,484)	2,897
Plant and equipment	-	755	-	-	755
Infrastructure	29,240	13,792	(22,858)	(522)	19,652
	<b>57,134</b>	<b>17,906</b>	<b>(48,730)</b>	<b>(3,006)</b>	<b>23,304</b>

The transfer from property work in progress includes \$0.041 million that is included in the opening work in progress for property, but was capitalised as plant and equipment.  
 The transfer from infrastructure work in progress includes \$0.720 million that is included in the opening work in progress for infrastructure, but was capitalised as plant and equipment.  
 The write offs from infrastructure work in progress includes \$0.142 million that is included in the opening work in progress for infrastructure, but has been capitalised as an intangible asset.

**Knox City Council**  
**Notes to the Financial Report**  
**For the Year Ended 30 June 2024**

**6.2 Property, infrastructure, plant and equipment (cont'd)**

**(a) Property**

	Land - specialised	Land - non specialised	Land improvements	Total land	Buildings - specialised	Total buildings	Work in progress	Total property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2023	838,114	200,775	-	<b>1,038,889</b>	320,311	<b>320,311</b>	-	<b>1,359,200</b>
At cost 1 July 2023	4,062	502	3,154	<b>7,718</b>	7,620	<b>7,620</b>	27,894	<b>43,232</b>
Accumulated depreciation at 1 July 2023	-	-	-	-	(141,905)	<b>(141,905)</b>	-	<b>(141,905)</b>
	<b>842,176</b>	<b>201,277</b>	<b>3,154</b>	<b>1,046,607</b>	<b>186,026</b>	<b>186,026</b>	<b>27,894</b>	<b>1,260,527</b>
<b>Movements</b>								
Additions at cost	-	-	-	-	11,725	<b>11,725</b>	3,359	<b>15,084</b>
Revaluation	55,376	16,433	-	<b>71,809</b>	27,029	<b>27,029</b>	-	<b>98,838</b>
Disposal at fair value	(3,171)	(2,089)	-	<b>(5,260)</b>	(6,179)	<b>(6,179)</b>	-	<b>(11,439)</b>
Disposal at cost	-	-	-	-	(483)	<b>(483)</b>	-	<b>(483)</b>
Transfers	38,521	(38,521)	-	-	25,831	<b>25,831</b>	(25,872)	<b>(41)</b>
Write offs	-	-	-	-	-	-	(2,484)	<b>(2,484)</b>
	<b>90,726</b>	<b>(24,177)</b>	<b>-</b>	<b>66,549</b>	<b>57,923</b>	<b>57,923</b>	<b>(24,997)</b>	<b>99,475</b>
<b>Movements in accumulated depreciation</b>								
Depreciation and amortisation	-	-	-	-	(6,119)	<b>(6,119)</b>	-	<b>(6,119)</b>
Accumulated depreciation of disposals	-	-	-	-	3,897	<b>3,897</b>	-	<b>3,897</b>
Revaluation	-	-	-	-	(26,888)	<b>(26,888)</b>	-	<b>(26,888)</b>
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(29,110)</b>	<b>(29,110)</b>	<b>-</b>	<b>(29,110)</b>
At fair value 30 June 2024	928,840	177,100	-	<b>1,105,940</b>	380,484	<b>380,484</b>	-	<b>1,486,424</b>
At cost 30 June 2024	4,062	-	3,154	<b>7,216</b>	5,370	<b>5,370</b>	2,897	<b>15,483</b>
Accumulated depreciation at 30 June 2024	-	-	-	-	(171,015)	<b>(171,015)</b>	-	<b>(171,015)</b>
<b>Carrying amount</b>	<b>932,902</b>	<b>177,100</b>	<b>3,154</b>	<b>1,113,156</b>	<b>214,839</b>	<b>214,839</b>	<b>2,897</b>	<b>1,330,892</b>



**Knox City Council  
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**6.2 Property, infrastructure, plant and equipment (cont'd)**

**(b) Plant and equipment**

	Plant, machinery and equipment	Fixtures, fittings and furniture	Computers and tele- communications	Artworks	Work in progress	<b>Total plant and equipment</b>
	\$'000	\$'000	\$'000	\$'000	\$'000	<b>\$'000</b>
At cost 1 July 2023	13,477	2,291	4,705	537	-	<b>21,010</b>
Accumulated depreciation at 1 July 2023	(7,080)	(2,188)	(4,031)	-	-	<b>(13,299)</b>
	<b>6,397</b>	<b>103</b>	<b>674</b>	<b>537</b>	<b>-</b>	<b>1,314</b>
<b>Movements</b>						
Additions	2,445	-	30	112	755	<b>3,342</b>
Disposal	(1,387)	-	-	-	-	<b>(1,387)</b>
Transfers	-	41	-	720	-	<b>761</b>
	<b>1,058</b>	<b>41</b>	<b>30</b>	<b>832</b>	<b>755</b>	<b>2,716</b>
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation	(1,286)	(48)	(173)	-	-	<b>(1,507)</b>
Accumulated depreciation of disposals	854	-	-	-	-	<b>854</b>
	<b>(432)</b>	<b>(48)</b>	<b>(173)</b>	<b>-</b>	<b>-</b>	<b>(653)</b>
At cost 30 June 2024	14,535	2,332	4,735	1,369	755	<b>23,726</b>
Accumulated depreciation at 30 June 2024	(7,512)	(2,236)	(4,204)	-	-	<b>(13,952)</b>
<b>Carrying amount</b>	<b>7,023</b>	<b>96</b>	<b>531</b>	<b>1,369</b>	<b>755</b>	<b>9,774</b>

**Knox City Council**  
**Notes to the Financial Report**  
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**6.2 Property, infrastructure, plant and equipment (cont'd)**

**(c) Infrastructure**

	Roads	Bridges	Footpaths and cycleways	Drainage	Recreational, leisure and community facilities	Off street car parks	Other infrastructure	Work in progress	Total infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2023	758,770	18,040	165,005	288,196	-	23,473	-	-	1,253,484
At cost 1 July 2023	8,765	-	3,827	-	87,387	1,327	6	29,240	130,552
Accumulated depreciation at 1 July 2023	(240,021)	(4,526)	(86,479)	(151,997)	(20,412)	(6,753)	(6)	-	(510,194)
	527,514	13,514	82,353	136,199	66,975	18,047	-	29,240	873,842
<b>Movements</b>									
Additions at cost	5,287	2,010	4,659	3,111	2,154	957	-	13,792	31,970
Revaluation	103,164	-	-	-	-	(349)	-	-	102,815
Disposal at fair value	(2,708)	-	(1,776)	-	-	-	-	-	(4,484)
Disposal at cost	-	-	-	-	(180)	-	-	-	(180)
Transfers	1,627	581	1,901	906	14,045	3,078	-	(22,858)	(720)
Write offs	-	-	-	-	-	-	-	(522)	(522)
	107,370	2,591	4,784	4,017	16,019	3,686	-	(9,588)	128,879
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	(7,996)	(194)	(2,884)	(3,609)	(2,165)	(310)	-	-	(17,158)
Accumulated depreciation of disposals	2,300	-	1,411	-	122	-	-	-	3,833
Revaluation	(31,646)	-	-	-	-	742	-	-	(30,904)
	(37,342)	(194)	(1,473)	(3,609)	(2,043)	432	-	-	(44,229)
At fair value 30 June 2024	874,905	18,040	163,229	288,196	-	28,486	-	-	1,372,856
At cost 30 June 2024	-	2,591	10,387	4,017	103,406	-	6	19,652	140,059
Accumulated depreciation at 30 June 2024	(277,363)	(4,720)	(87,952)	(155,606)	(22,455)	(6,321)	(6)	-	(554,423)
<b>Carrying amount</b>	<b>597,542</b>	<b>15,911</b>	<b>85,664</b>	<b>136,607</b>	<b>80,951</b>	<b>22,165</b>	<b>-</b>	<b>19,652</b>	<b>958,492</b>

**Knox City Council  
Notes to the Financial Report  
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**6.2 Property, infrastructure, plant and equipment (cont'd)**

**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. Refer also to Note 8.4 for further disclosure regarding fair value measurement.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

<b>Asset recognition thresholds and depreciation periods</b>	<b>Depreciation Period Years</b>	<b>Threshold Limit \$'000</b>
<b>Land and land improvements</b>		
Land	n/a	10
Land improvements	n/a	10
Land under roads	n/a	10
<b>Buildings</b>		
Buildings	20-200	10
<b>Plant and equipment</b>		
Plant, machinery and equipment	3-10	10
Fixtures, fittings and furniture	3-10	10
Computers and telecommunications	3-10	10
Artworks	n/a	10
<b>Infrastructure</b>		
Roads – surfacing	2-50	5
Roads – kerb and channel	70	5
Roads – substructure	30-185	20
Roads – earthworks	n/a	20
Bridges	30-100	5
Footpaths and cycleways	2-50	5
Drainage	80	5
Recreational, leisure and community facilities	15-60	10
Off street car parks	2-185	10
Other infrastructure	7-30	2
<b>Intangible assets</b>		
Software	5	10

**Land under roads**

Land under roads acquired after 30 June 2008 is brought to account at cost. Council does not recognise land under roads that it controlled prior to that date.

**Knox City Council  
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For the Year Ended 30 June 2024**

**6.2 Property, infrastructure, plant and equipment (cont'd)**

**Depreciation and amortisation**

Buildings, plant and equipment, infrastructure and intangible assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Land, land improvements, land under roads, roads - earthworks and artworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are consistent with the prior year unless otherwise stated.

**Repairs and maintenance**

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

**6.2 Property, infrastructure, plant and equipment (cont'd)**

**Valuation of land and buildings**

Valuation of land and buildings were undertaken by Brian Robinson from Westlink Consulting, a qualified independent valuer, registration number 62215. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

The date and type of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2024 are as follows:

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Date of</b>	<b>Type of</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>valuation</b>	<b>valuation</b>
Land	-	177,100	-	June 2024	Full
Specialised land	-	-	928,840	June 2024	Full
Specialised buildings	-	-	209,573	June 2024	Full
<b>Total</b>	<b>-</b>	<b>177,100</b>	<b>1,138,413</b>		

**Valuation of infrastructure**

The valuation of roads and off street car parks has been determined in accordance with a valuation undertaken by Mr Suthan Srimanoharan, B.Sc (Civil Eng), Asset Engineer, Knox City Council.

The date and type of the current valuation is detailed in the following table. The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

A full revaluation of footpaths and cycleways will be conducted in 2024-25, and a full revaluation of bridges and drainage will be conducted in 2025-26.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2024 are as follows:

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Date of</b>	<b>Type of</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>valuation</b>	<b>valuation</b>
Roads	-	-	597,542	June 2024	Full
Bridges	-	-	13,327	June 2023	Full
Footpaths and cycleways	-	-	75,427	June 2022	Full
Drainage	-	-	132,598	June 2023	Full
Off street car parks	-	-	22,165	June 2024	Full
<b>Total</b>	<b>-</b>	<b>-</b>	<b>841,059</b>		

**Knox City Council  
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**6.2 Property, infrastructure, plant and equipment (cont'd)**

**Description of significant unobservable inputs into level 3 valuations**

Specialised land is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between -25% and 55%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$8 and \$1,547 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$225 to \$4,600 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary up to 149 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary up to 185 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Reconciliation of specialised land at fair value</b>		
Parks and reserves	798,754	761,187
Community facilities	34,476	33,467
Civic precinct	45,043	31,315
Transfer station	12,046	12,145
<b>Total specialised land at fair value</b>	<b>890,319</b>	<b>838,114</b>

**Knox City Council  
Notes to the Financial Report  
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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>6.3 Investments in associates, joint arrangements and subsidiaries</b>		
<b>(a) Investment in associates</b>		
Investment in associate accounted for by the equity method is:		
Your Library Limited (formerly Eastern Regional Libraries Corporation)	2,747	2,455
<b>Your Library Limited</b>		
<b>Background</b>		
The principal activity of Your Library Limited is the operation of libraries. Council's ownership interest of Your Library Limited as at 30 June 2024 was 36.39% (2023: 36.39%) based on Council's contribution of the net assets to the entity on its commencement on 1 July 2023. Council's proportion of voting power as at 30 June 2024 was 33.33% (2023: 33.33%).		
On 27 June 2022, Knox City Council, Maroondah City Council and Yarra Ranges Council resolved, pursuant to Section 110(1) of the <i>Local Government Act 2020</i> , to participate in the formation of, and become a founding member of, Your Library Limited (a public company limited by guarantee). The Your Library Agreement reflects the Regional Library Agreement previously in place.		
On 30 June 2023, in accordance with Section 330 of the <i>Local Government Act 2020</i> , Eastern Regional Libraries Corporation was wound up following the transfer of operations, staff, assets and liabilities from the Corporation to Your Library Limited. Your Library Limited commenced operations on 1 July 2023.		
The three member Councils contributed in accordance with the libraries outlined in the Your Library Agreement and have continued as before with the objective of servicing the local community with library services.		
<b>Fair value of Council's investment in Your Library Limited</b>	<b>2,747</b>	<b>2,455</b>
<b>Council's share of accumulated surplus</b>		
Council's share of accumulated surplus at start of year	2,455	3,469
Reported surplus/(deficit) for year	292	(90)
Distribution of accumulated surplus	-	(924)
<b>Council's share of accumulated surplus at end of year</b>	<b>2,747</b>	<b>2,455</b>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	2,455	3,469
Share of surplus/(deficit) for year	292	(90)
Distribution of accumulated surplus	-	(924)
<b>Carrying value of investment at end of year</b>	<b>2,747</b>	<b>2,455</b>
<b>Council's share of expenditure commitments</b>		
Operating commitments	314	228
<b>Council's share of expenditure commitments</b>	<b>314</b>	<b>228</b>

**Knox City Council  
Notes to the Financial Report  
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	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>6.3 Investments in associates, joint arrangements and subsidiaries (cont'd)</b>		

Council directly provides a number of additional resources free of charge to Your Library Limited in relation to the library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches	854	603
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An associate is an entity over which Council has significant influence but not control or joint control. Investment in an associate is accounted for using the equity method of accounting, after initially being recognised at cost.

Changes in the net assets of Your Library Limited are brought to account as an adjustment to the carrying value of the investment.



## Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024

### Note 7 People and relationships

#### 7.1 Council and key management remuneration

##### (a) Related parties

###### Parent Entity

Knox City Council

###### Associates

Your Library Limited. Interests in associates are detailed in Note 6.3.

##### (b) Key management personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Knox City Council. The Councillors, Chief Executive Officer, Directors and Executive Managers are deemed KMP.

Details of KMP at any time during the year are:

###### Councillors

Councillor Marcia Timmers-Leitch (Mayor)	Mayor from 1 July 2023 to 14 November 2023 Councillor from 14 November 2023 to current
Councillor Jude Dwight (Deputy Mayor/Mayor)	Deputy Mayor from 1 July 2023 to 14 November 2023 Mayor from 14 November 2023 to current
Councillor Sorina Grasso (Deputy Mayor)	Councillor from 1 July 2023 to 14 November 2023 Deputy Mayor from 14 November 2023 to current
Councillor Yvonne Allred	Councillor from 1 July 2023 to current
Councillor Meaghan Baker	Councillor from 1 July 2023 to current
Councillor Lisa Cooper	Councillor from 1 July 2023 to current
Councillor Susan Laukens	Councillor from 1 July 2023 to current
Councillor Darren Pearce	Councillor from 1 July 2023 to current
Councillor Nicole Seymour	Councillor from 1 July 2023 to current

###### Chief Executive Officer and other key management personnel

Bruce Dobson – Chief Executive Officer	
Judy Chalkley - Director Connected Communities	
Greg Curcio - Director Customer and Performance	
Matt Kelleher – Director City Liveability	
Navec Lorkin - Chief Financial Officer	
John Rashed - Chief People Officer	1 July 2023 to 19 February 2024
Grant Thorne - Director Infrastructure	

On 19 February 2024 an updated KMP structure was implemented, removing the role of Chief People Officer from the Executive Leadership Team. This role now reports to the Director Customer and Performance. John Rashed was on the Executive Leadership Team up to this date, and ceased his employment at Knox City Council on 26 April 2024.

	2024 No.	2023 No.
Total number of Councillors	9	9
Chief Executive Officer and other key management personnel	7	11
<b>Total key management personnel</b>	<b>16</b>	<b>20</b>

**Knox City Council**  
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**7.1 Council and key management remuneration (cont'd)**

**(c) Remuneration of Key Management Personnel**

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Other long-term employee benefits** include long service leave, other long service benefits or deferred compensation.

**Post-employment benefits** include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Termination benefits** include termination of employment payments, such as severance packages.

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Total remuneration of Key Management Personnel was as follows:		
Short-term employee benefits	2,385	2,508
Other long-term employee benefits	56	43
Post-employment benefits	194	210
Termination benefits	-	146
<b>Total</b>	<b><u>2,635</u></b>	<b><u>2,907</u></b>

The numbers of Key Management Personnel whose total remuneration from Council and any related entities fall within the following bands:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
\$20,000 - \$29,999	-	1
\$30,000 - \$39,999	6	6
\$50,000 - \$59,999	1	1
\$60,000 - \$69,999	1	2
\$90,000 - \$99,999	-	1
\$110,000 - \$119,999	1	-
\$130,000 - \$139,999	-	1
\$170,000 - \$179,999	1	-
\$180,000 - \$189,999	-	1
\$220,000 - \$229,999	-	1
\$230,000 - \$239,999	-	1
\$240,000 - \$249,999	1	1
\$280,000 - \$289,999	-	1
\$300,000 - \$309,999	1	-
\$310,000 - \$319,999	1	-
\$320,000 - \$329,999	-	1
\$330,000 - \$339,999	2	1
\$410,000 - \$419,999	-	1
\$440,000 - \$449,999	1	-
	<b><u>16</u></b>	<b><u>20</u></b>

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**7.1 Council and key management remuneration (cont'd)**

**(d) Remuneration of other senior staff**

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$170,000 (2022-23: \$160,000) and who report directly to a member of the KMP.

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Total remuneration of other senior staff was as follows:		
Short-term employee benefits	2,639	3,077
Other long-term employee benefits	77	24
Post-employment benefits	310	319
Termination benefits	-	100
<b>Total</b>	<b>3,026</b>	<b>3,520</b>

The number of other senior staff are shown below in their relevant income bands:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
<b>Income range</b>		
\$160,000 - \$169,999	-	4
\$170,000 - \$179,999	1	-
\$180,000 - \$189,999	1	2
\$190,000 - \$199,999	7	5
\$200,000 - \$209,999	-	3
\$210,000 - \$219,999	5	1
\$220,000 - \$229,999	-	2
\$230,000 - \$239,999	1	1
	<b>15</b>	<b>18</b>

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**7.2 Related party disclosure**

**(a) Transactions with related parties**

During the period Council entered into the following transactions with related parties.

Contributions to Your Library Limited	<u>4,312</u>	<u>4,500</u>
<b>Total transactions with related parties</b>	<b><u>4,312</u></b>	<b><u>4,500</u></b>

Council directly provides a number of additional resources free of charge to Your Library Limited in relation to library branches in the Knox municipality. The annual operating cost to Council for providing these facilities is as follows:

Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches	854	603
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**(b) Outstanding balances with related parties**

There were no balances outstanding at the end of the reporting period in relation to transactions with related parties.

**(c) Loans to / from related parties**

There were no loans in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

**(d) Commitments to/from related parties**

There were no commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

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**Note 8 Managing uncertainties****8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

**(a) Contingent assets**

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

**Developer contributions**

As a result of development activity within the Knox municipality, Council has identified as a contingent asset the developer contributions of infrastructure assets and open space contributions to be received in respect of subdivisions that are currently under development totalling \$27.400 million (2022-23: \$22.923 million).

**(b) Contingent liabilities**

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
  - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
  - the amount of the obligation cannot be measured with sufficient reliability.

**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. Matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

*Future superannuation contributions*

In addition to the disclosed contributions, Knox City Council has paid unfunded liability payments to Vision Super totalling \$Nil during 2023-24 (2022-23: \$Nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2024. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2025 are \$0.241 million.

**Landfill**

Council has identified a previously unknown former landfill at Wantirna Reserve. An Environment Protection Authority (EPA) appointed auditor has verified an Aftercare Management Plan for the site, with no further investigation works required at the site.

Council continues to manage its two former landfill sites at Cathies Lane and Llewellyn Reserve as required by the newly issued Duty to Manage letter issued by the EPA. Council has been advised that financial assurances are no longer required for these sites, but will continue to put aside appropriate funds for ongoing management at the sites. Council has calculated its ongoing management costs for a period up to 30 June 2034.

## Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024

### 8.1 Contingent assets and liabilities (cont'd)

#### **Knox City Council Depot**

During the 2020 financial year, Council ceased operations at the Knox City Council Depot located in Bridgewood Court, Wantirna South. Council is now managing the rehabilitation of this site. It is expected that these works will be completed by the end of 2024.

#### **Insurance Claims**

As a large local authority with ownership of numerous parks, reserves, roads and other land holdings, the Council is regularly met with claims and demands allegedly arising from an incident that occurs on land belonging to the Council, or allegedly arising from incidents relating to Council business, services or activities. There are seven outstanding insurance claims against the Council in this regard. The Council carries \$600 million of public liability and professional indemnity insurance and has an excess of \$0.020 million per claim on this policy. Therefore, the maximum liability of the Council in any single claim is the extent of its excess. The primary insurer is Liability Mutual Insurance (MAV Insurance). There are no claims that Council is aware of which would fall outside the terms of the Council's policy.

#### **Liability Mutual Insurance**

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

### 8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2024 reporting period. Council assesses the impact of these new standards.

In December 2022 the Australian Accounting Standards Board (AASB) issued *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities* to modify *AASB 13 Fair Value Measurement*. AASB 2022-10 amends *AASB 13 Fair Value Measurement* for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows. The AASB 13 modifications:

- are applicable only to not-for-profit public sector entities;
- are limited to fair value measurements of non-financial assets not held primarily for their ability to generate net cash inflows;
- are to be applied prospectively for annual periods beginning on or after 1 January 2024;
- would not necessarily change practice for some not-for-profit public sector entities; and
- do not indicate that entities changing practice in how they measure relevant assets made an error in applying the existing requirements of AASB 13.

Council will assess any impact of the modifications to AASB 13 ahead of the 2024-25 reporting period.

In December 2022 the Australian Accounting Standards Board (AASB) issued *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*. AASB 2022-6 amends *AASB 101 Presentation of Financial Statements* to improve the information an entity provides in its financial statements about long-term liabilities with covenants where the entity's right to defer settlement of those liabilities for at least twelve months after the reporting period is subject to the entity complying with conditions specified in the loan arrangement. The amendments in AASB 2022-6 are effective for annual periods beginning on or after 1 January 2024. Council will assess any impact of the modifications to AASB 101 ahead of the 2024-25 reporting period.

**Knox City Council**  
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**8.3 Financial instruments****(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank and TCV borrowings. Details of the material accounting policy information and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

Other than the borrowings taken out by Council in May 2024, there has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**Knox City Council**  
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**8.3 Financial instruments (cont'd)****(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any allowance for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements, it will not have sufficient funds to settle a transaction when required, or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has an investment policy which specifies the need to meet Council's cash flow requirements;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.



**Knox City Council**  
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**8.3 Financial instruments (cont'd)****(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next twelve months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 4.629%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**8.4 Fair value measurement*****Fair value hierarchy***

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

## Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024

### 8.4 Fair value measurement (cont'd)

#### **Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than land under roads, recreational, leisure and community facilities, plant and equipment, bus shelters, artworks and intangibles are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. For plant and equipment carrying amount is considered to approximate fair value given short useful lives. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuations are performed either by experienced Council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

<b>Asset Class</b>	<b>Revaluation frequency</b>
Land	2 years
Buildings	2 years
Roads	3 years
Bridges	3 years
Footpaths and cycleways	3 years
Drainage	3 years
Off street car parks	3 years
Other infrastructure	3 years

Where the assets are revalued, the revaluation increments are credited directly to the relevant asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decreases are recognised as an expense except where prior increases are included in the asset revaluation reserve for that class of asset in which case the decrease is taken to the reserve to the extent of the remaining increases. Within the same class of asset, revaluation increments and decrements within the year are offset. Refer to Note 9.1(a) for further information.

#### **Impairment of assets**

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

### 8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

**Knox City Council**  
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**Note 9 Other Matters****9.1 Reserves****(a) Asset revaluation reserve**

	Balance at beginning of reporting period \$'000	Increase (decrease) \$'000	Balance at end of reporting period \$'000
<b>2024</b>			
<b>Property</b>			
Land	850,082	69,720	919,802
Buildings	83,838	141	83,979
	<b>933,920</b>	<b>69,861</b>	<b>1,003,781</b>
<b>Plant and equipment</b>			
Artworks	31	-	31
	<b>31</b>	<b>-</b>	<b>31</b>
<b>Infrastructure</b>			
Roads	324,628	71,518	396,146
Bridges	2,662	-	2,662
Footpaths and cycleways	31,418	-	31,418
Drainage	78,863	-	78,863
Off street car parks	3,007	393	3,400
Other infrastructure	-	-	-
	<b>440,578</b>	<b>71,911</b>	<b>512,489</b>
<b>Total asset revaluation reserve</b>	<b>1,374,529</b>	<b>141,772</b>	<b>1,516,301</b>
<b>2023</b>			
<b>Property</b>			
Land	850,082	-	850,082
Buildings	83,436	402	83,838
	<b>933,518</b>	<b>402</b>	<b>933,920</b>
<b>Plant and equipment</b>			
Artworks	31	-	31
	<b>31</b>	<b>-</b>	<b>31</b>
<b>Infrastructure</b>			
Roads	324,628	-	324,628
Bridges	2,272	390	2,662
Footpaths and cycleways	31,418	-	31,418
Drainage	105,475	(26,612)	78,863
Off street car parks	3,007	-	3,007
Other infrastructure	-	-	-
	<b>466,800</b>	<b>(26,222)</b>	<b>440,578</b>
<b>Total asset revaluation reserve</b>	<b>1,400,349</b>	<b>(25,820)</b>	<b>1,374,529</b>

**Nature and purpose of asset revaluation reserve**

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

**Knox City Council**  
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**9.1 Reserves (cont'd)****(b) Other reserves**

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>2024</b>				
<b>Restricted reserves</b>				
Basketball stadium infrastructure reserve	100	-	(28)	72
Defined benefits reserve	-	500	-	500
Football pitch replacement fund	-	-	-	-
Open space reserve	17,248	5,917	(12,373)	10,792
State Basketball Centre asset renewal fund	-	-	-	-
<b>Total restricted reserves</b>	<b>17,348</b>	<b>6,417</b>	<b>(12,401)</b>	<b>11,364</b>
<b>Unrestricted reserves</b>				
Aged care reserve	2,960	-	(170)	2,790
Blue Hills	-	-	-	-
City futures fund	246	-	(246)	-
HACC capital reserve	512	-	-	512
Library reserve	2,642	-	(1,137)	1,505
Mountain Gate reserve	-	-	-	-
Revegetation net gain	88	65	-	153
Revolving energy fund	-	-	-	-
Scoresby Recreation Reserve	203	31	-	234
Social housing reserve	2,559	-	-	2,559
Stamford Park	1,386	-	(1,386)	-
Unexpended grant reserve (Financial Assistance Grants)	8,609	-	(8,609)	-
<b>Total unrestricted reserves</b>	<b>19,205</b>	<b>96</b>	<b>(11,548)</b>	<b>7,753</b>
<b>Total other reserves</b>	<b>36,553</b>	<b>6,513</b>	<b>(23,949)</b>	<b>19,117</b>

**Knox City Council**  
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**9.1 Reserves (cont'd)**

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>2023</b>				
<b>Restricted reserves</b>				
Basketball stadium infrastructure reserve	100	-	-	100
Defined benefits reserve	-	-	-	-
Football pitch replacement fund	612	-	(612)	-
Open space reserve	17,313	6,183	(6,248)	17,248
State Basketball Centre asset renewal fund	624	-	(624)	-
<b>Total restricted reserves</b>	<b>18,649</b>	<b>6,183</b>	<b>(7,484)</b>	<b>17,348</b>
<b>Unrestricted reserves</b>				
Aged care reserve	3,160	-	(200)	2,960
Blue Hills	3	-	(3)	-
City futures fund	246	-	-	246
HACC capital reserve	545	-	(33)	512
Library reserve	2,000	924	(282)	2,642
Mountain Gate reserve	140	-	(140)	-
Revegetation net gain	476	65	(453)	88
Revolving energy fund	12	-	(12)	-
Scoresby Recreation Reserve	173	30	-	203
Social housing reserve	-	2,559	-	2,559
Stamford Park	8,923	-	(7,537)	1,386
Unexpended grant reserve (Financial Assistance Grants)	5,844	8,609	(5,844)	8,609
<b>Total unrestricted reserves</b>	<b>21,522</b>	<b>12,187</b>	<b>(14,504)</b>	<b>19,205</b>
<b>Total other reserves</b>	<b>40,171</b>	<b>18,370</b>	<b>(21,988)</b>	<b>36,553</b>

**Nature and purpose of other reserves****Basketball stadium infrastructure reserve**

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

**Defined benefits reserve**

The purpose of this reserve is to fund a defined benefits call should it be made.

**Football pitch replacement fund**

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

**Open space reserve**

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**State basketball centre asset renewal fund**

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

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**9.1 Reserves (cont'd)****Aged care reserve**

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

**Blue Hills**

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

**City futures fund**

The purpose of this reserve is to enhance community facilities within Knox municipality.

**HACC capital reserve**

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

**Library reserve**

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

**Mountain Gate reserve**

The purpose of this reserve is to enhance community facilities within Mountain Gate.

**Revegetation net gain**

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

**Revolving energy fund**

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

**Scoresby Recreation reserve**

The purpose of this reserve is to invest the income derived from the lease of this site into the Scoresby Recreation Reserve.

**Social housing reserve**

The purpose of this reserve is to provide funding for the planning, development, construction and/or purchase of social housing for the Knox Community.

**Stamford Park**

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

**Unexpended grant reserve (Victoria Grants Commission)**

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

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Notes to the Financial Report  
For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)</b>		
Surplus/(deficit) for the year	7,250	(7,896)
<b>Non-cash adjustments</b>		
Depreciation	24,784	23,973
Amortisation - intangible assets	903	647
Depreciation - right of use assets	822	635
Allowance for impairment losses	305	276
Borrowing costs	3,012	1,746
Finance costs - leases	132	31
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	(450)	26,273
Increment in investment in associate	(292)	90
<b>Change in operating assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	1,036	(2,691)
(Increase)/decrease in prepayments	(125)	(56)
(Increase)/decrease in contract assets	(1,334)	(984)
Increase/(decrease) in trade and other payables	(679)	3,369
Increase/(decrease) in contract and other liabilities	(646)	(1,669)
Increase/(decrease) in provisions	(218)	189
Increase/(decrease) in other liabilities	(2)	55
(Increase)/decrease in inventories	8	(7)
<b>Net cash provided by/(used in) operating activities</b>	<b><u>34,506</u></b>	<b><u>43,981</u></b>

### 9.3 Superannuation

Knox City Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

#### Accumulation

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2024, this was 11.0% as required under Superannuation Guarantee (SG) legislation (2023: 10.5%)).

#### Defined Benefit

Knox City Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Knox City Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

## Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024

### 9.3 Superannuation (cont'd)

#### **Funding arrangements**

Knox City Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial investigation for the Defined Benefit category as at 30 June 2023 was conducted and completed by 31 December 2023. The vested benefit index (VBI) of the Defined Benefit category as at 30 June 2023 was 104.1%. Council was notified of the 30 June 2023 VBI during August 2023.

The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment	5.7% pa
Salary information	3.5% pa
Price inflation (CPI)	2.8% pa

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2023 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

#### **Employer contributions**

##### **Regular contributions**

On the basis of the results of the 2023 triennial actuarial investigation conducted by the Fund Actuary, Knox City Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2024, this rate was 11.0% of members' salaries (10.5% in 2022-23). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2023 triennial valuation.

In addition, Knox City Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

##### **Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 98% from 26 July 2024 (previously 97%).

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Knox City Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.



## Knox City Council Notes to the Financial Report For the Year Ended 30 June 2024

### 9.3 Superannuation (cont'd)

#### The 2023 triennial actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Knox City Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2023.

The Fund's actuarial investigation identified the following in the Defined Benefit category of which Knox City Council is a contributing employer:

	<b>2023</b>	<b>2022</b>
	<b>Triennial investigation</b>	<b>Interim investigation</b>
A VBI surplus	\$84.7 million	\$44.6 million
A total service liability surplus	\$123.6 million	\$105.8 million
A discounted accrued benefits surplus	\$141.9 million	\$111.9 million

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2023.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2023.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2023.

#### The 2024 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2024 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2024.

The VBI of the Defined Benefit category was 105.4% as at 30 June 2024. The financial assumptions used to calculate the 30 June 2024 VBI were:

Net investment returns	5.6% pa
Salary information	3.5% pa
Price inflation (CPI)	2.7% pa

Knox City Council was notified of the 30 June 2024 VBI during August 2024.

Because the VBI was above 100%, the Defined Benefit category was in a satisfactory financial position at 30 June 2024 and it is expected that the actuarial investigation will recommend that no change will be necessary to the Defined Benefit category's funding arrangements from prior years.

#### The 2020 triennial actuarial investigation

The last triennial actuarial investigation conducted prior to 30 June 2023 was at 30 June 2020. This actuarial investigation was completed by 31 December 2020. The financial assumptions for the purposes of that investigation were:

	<b>2020</b>	<b>2023</b>
	<b>Triennial investigation</b>	<b>Triennial investigation</b>
Net investment returns	5.6% pa	5.7% pa
Salary information	2.5% pa for the first two years, and 2.75% pa thereafter	3.5% pa
Price inflation (CPI)	2.0% pa	2.8% pa

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

**9.3 Superannuation (cont'd)**

**Superannuation contributions**

Contributions by Knox City Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2024 are detailed below:

<b>Scheme</b>	<b>Type of scheme</b>	<b>Rate</b>	<b>2024 \$'000</b>	<b>2023 \$'000</b>
Vision super	Defined Benefit	11.0% (2023: 10.5%)	254	259
Other funds	Defined Benefit	11.0% (2023: 10.5%)	-	-
Vision super	Accumulation Fund	11.0% (2023: 10.5%)	3,305	3,360
Other funds	Accumulation Fund	11.0% (2023: 10.5%)	3,460	3,165

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2024.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2025 is \$0.241 million.

**Knox City Council  
Notes to the Financial Report  
For the Year Ended 30 June 2024**

**Note 10 Change in accounting policy**

There have been no changes to accounting policies in the 2023-24 year.

**Knox City Council**  
**Performance Statement**  
For the year ended 30 June 2024

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## Certification of the Performance Statement

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In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

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Navec Lorkin CPA  
**Principal Accounting Officer**  
XX September 2024

In our opinion, the accompanying performance statement of Knox City Council for the year ended 30 June 2024 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity. At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

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Cr XX  
**XX (i.e. Mayor/Councillor)**  
XX September 2024

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Cr XX (name)  
**XXX (i.e Deputy Mayor/Councillor)**  
XX September 2024

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Bruce Dobson  
**Chief Executive Officer**  
XX September 2024

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**Victorian Auditor – General’s Office Audit Report**

[placeholder 1]

**Victorian Auditor – General’s Office Audit Report**

[placeholder 2]



## **Performance Statement**

**Year ending 30 June 2024**

### **Description of the municipality**

Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from over 140 different countries who speak over 130 languages. The City of Knox has an estimated resident population of 161,766 (as at 30 June 2024) and covers an area of 113.84 square kilometres. The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges. Knox consists of the following suburbs: Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

## Section 2. Service performance indicators

For the year ended 30 June 2024

Service/Indicator/Measure [Formula]	Results					Comments
	2021	2022	2023	2024		
	Actual	Actual	Actual	Target as per budget	Actual	
<b>Aquatic Facilities</b> <b>Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities/Municipal population]	0.85	1.11	2.03	N/A	2.09	Knox Leisureworks received 177,209 visitations during the first six months of 2024 and 337,582 in total over the 2023-24 financial year.
<b>Animal Management</b> <b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions/Number of animal management prosecutions] x100	100%	95%	92%	N/A	100%	Council undertakes prosecutions in relation to more serious incidents that occur under the Domestic Animals Act, as well as in relation to offenders who consistently demonstrate irresponsible pet ownership. In 2023-24 we prosecuted 19 matters, all with successful outcomes.
<b>Food safety</b> <b>Health and safety</b> <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up/Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100	98.04%	96.71%	99.40%	N/A	100.00%	Council's health officers continue to prioritise follow-up inspections to ensure legislative compliance.

Service/Indicator/Measure [Formula]	Results					Comments
	2021	2022	2023	2024		
	Actual	Actual	Actual	Target as per budget	Actual	
<b>Governance</b> <b>Consultation and engagement</b> Satisfaction with community consultation and engagement [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	58	58	53	58	69	Satisfaction with Council's community consultation and engagement increased measurably and significantly in 2024 and represented the highest score recorded for this aspect of governance and leadership since the question was first asked in 2014. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
<b>Libraries</b> <b>Participation</b> Library membership [Number of registered library members / Population] x100	N/A	N/A	N/A	N/A	28.92%	New indicator for 2023-24.
<b>Maternal and Child Health (MCH)</b> <b>Participation</b> Participation in the MCH service [Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x100	75.82%	73.72%	75.84%	N/A	77.21%	We are pleased to see an increase in participation in 2023-24, attributable to additional measures taken to ensure that those families who cannot attend their initial booked appointment are contacted and invited to attend again.
<b>Participation</b> Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100	85.48%	75.81%	85.71%	N/A	81.63%	We continue to focus on improving the way we engage our Aboriginal families.

Service/Indicator/Measure [Formula]	Results					Comments
	2021	2022	2023	2024		
	Actual	Actual	Actual	Target as per budget	Actual	
<b>Roads</b> <b>Condition</b> Sealed local roads below the intervention level [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	93.92%	93.89%	95.28%	94.00%	91.18%	Council has a relatively high service standard for the resealing of its roads and is progressively addressing the backlog of roads requiring renewal. External audits undertaken every four years of the whole road network enable Council to measure its progress.
<b>Statutory Planning</b> <b>Service standard</b> Planning applications decided within required time frames [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100	82.04%	70.73%	71.12%	60.00%	77.55%	77.5% of decisions made within the statutory timeframes is an improvement on the previous year's result.
<b>Waste Collection</b> <b>Waste Diversion</b> Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100	52.10%	51.60%	53.12%	65.00%	72.87%	The introduction of the Food and Garden Organics (FOGO) service and the reduction of rubbish collection frequency has significantly increased diversion rates.

Note: Measures where no target was required for 2024 are noted as "N/A".

### Section 3. Financial performance indicators

For the year ended 30 June 2024

Dimension/Indicator/Measure [Formula]	Results					Forecasts				Material Variations and Comments
	2021	2022	2023	2024		2025	2026	2027	2028	
	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
<b>Efficiency</b>										
<b>Expenditure level</b> <i>Expenses per property assessment</i> [Total expenses/Number of property assessments]	\$2,544.46	\$2,833.93	\$3,034.26	\$2,648.00	\$2,781.51	\$2,883.59	\$2,670.64	\$2,784.90	\$2,756.03	The 2022-23 expenditure includes the one-off transfer of assets totalling \$25.4 million relating to the Knox Regional Sports Park to the State Government, leading to a reduction in the 2023-24 figure.
<b>Revenue level</b> <i>Average rate per property assessment</i> [Total rate revenue (general rates and municipal charges)/Number of property assessments]	\$1,563.94	\$1,573.01	\$1,623.38	N/A	\$1,683.69	\$1,728.45	\$1,768.36	\$1,809.24	\$1,851.17	General rate income was increased by the approved rate cap percentage.
<b>Liquidity</b>										
<b>Working capital</b> <i>Current assets compared to current liabilities</i> [Current assets/Current liabilities] x100	144.58%	148.44%	163.35%	100.00%	167.33%	122.66%	122.70%	126.03%	125.31%	Cash and cash equivalents and other financial assets have decreased by \$10.2 million, partially offset by a \$2.6 million increase in non-current assets classified as held for sale and a \$1.3 million increase in contract assets. Trade and other payables have decreased by \$6.7 million, partially offset by an increase of \$1.5 million in current interest-bearing liabilities.

Dimension/Indicator/Measure [Formula]	Results					Forecasts				Material Variations and Comments
	2021	2022	2023	2024		2025	2026	2027	2028	
	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
<b>Unrestricted cash</b> <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash/Current liabilities] x100	30.88%	35.38%	41.95%	N/A	45.73%	58.44%	69.39%	72.25%	72.95%	Although cash and cash equivalents have decreased by \$7.7 million, this was largely offset by a decrease of \$6.6 million in statutory reserves. Trade and other payables have decreased by \$6.7 million, partially offset by an increase of \$1.5 million in current interest-bearing liabilities.
<b>Obligations</b>										
<b>Loans and borrowings</b> <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings/Rate revenue] x100	0.00%	38.83%	54.95%	N/A	56.42%	63.55%	61.24%	62.05%	64.26%	Borrowings totalling \$15.5 million were taken out in the 2024 financial year, with further borrowings forecast in future years to fund projects within the capital works program.
<b>Loans and borrowings</b> <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings/Rate revenue] x100	0.00%	1.14%	4.45%	N/A	6.61%	8.70%	9.76%	10.34%	11.86%	Borrowings totalling \$15.5 million were taken out in the 2024 financial year, with further borrowings forecast in future years to fund projects within the capital works program.
<b>Indebtedness</b> <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities/Own source revenue] x100	3.25%	33.09%	45.56%	N/A	49.91%	51.98%	52.40%	52.21%	52.36%	Borrowings totalling \$15.5 million were taken out in the 2024 financial year, with further borrowings forecast in future years to fund projects within the capital works program.

Dimension/Indicator/Measure [Formula]	Results					Forecasts				Material Variations and Comments
	2021	2022	2023	2024		2025	2026	2027	2028	
	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
<b>Asset renewal and upgrade</b> Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense/Asset depreciation] x100	150.75%	170.53%	186.26%	100.00%	165.68%	285.46%	157.60%	181.07%	177.45%	Asset renewal and upgrade works were \$3.6 million lower than the 2023 financial year, while depreciation increased by \$0.8 million. While the capitalised asset renewal and upgrade works were down on last year, \$6.6 million worth of renewal and upgrade works were not capitalised and were treated as operational expenditure as per Accounting Standards.
<b>Operating position</b>										
<b>Adjusted underlying result</b> Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/Adjusted underlying revenue] x100	4.66%	-4.56%	-9.13%	N/A	0.28%	3.85%	7.66%	7.41%	7.85%	Council's one-off transfer of assets to the value of \$25.4 million to the State Government relating to the Knox Regional Sports Park project impacted the adjusted underlying surplus (deficit) figure in the 2023 financial year.
<b>Stability</b>										
<b>Rates concentration</b> Rates compared to adjusted underlying revenue [Rate revenue/Adjusted underlying revenue] x100	67.40%	67.63%	70.15%	72.38%	75.47%	71.27%	75.42%	76.44%	75.74%	Rates income, including the residential garbage charge and related service charges, was \$11.9 million greater than the 2023 financial year, largely due to the introduction of the Food Organics Garden Organics (FOGO) bin. There was a decrease in waste management services user fees of

Dimension/Indicator/Measure [Formula]	Results					Forecasts				Material Variations and Comments
	2021	2022	2023	2024		2025	2026	2027	2028	
	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
										\$4.1 million due to the movement of green waste costs into the residential garbage charge.
<b>Rates effort</b> Rates compared to property values [Rate revenue/Capital improved value of rateable properties in the municipality] x100	0.23%	0.24%	0.22%	N/A	0.23%	0.22%	0.22%	0.21%	0.20%	Rates income, including the residential garbage charge and related service charges, was \$11.9 million greater than the 2023 financial year, largely due to the introduction of the Food Organics Garden Organics (FOGO) bin. However property values have increased \$1,138.9 million compared to the 2023 financial year.

Note: Measures where no target was required for 2024 are noted as "N/A".



## Section 4. Sustainable capacity indicators

For the year ended 30 June 2024

Indicator/Measure [Formula]	Results				Comment
	2021	2022	2023	2024	
	Actual	Actual	Actual	Actual	
<b>Population</b>					
<i>Expenses per head of municipal population</i> [Total expenses/Municipal population]	\$1,047.69	\$1,196.12	\$1,313.42	<b>\$1,196.75</b>	The 2022-23 expenditure includes the one-off transfer of assets totalling \$25.4 million relating to the Knox Regional Sports Park to the State Government, leading to a reduction in the 2023-24 figure.
<i>Infrastructure per head of municipal population</i> [Value of infrastructure/Municipal population]	\$6,220.00	\$6,854.05	\$6,872.31	<b>\$7,331.59</b>	The infrastructure value has increased by \$90.5 million on the prior year, with additions of \$50.4 million and a revaluation increase of \$143.9 million being offset by a decrease related to depreciation and disposals. The municipal population has increased by 2,362.
<i>Population density per length of road</i> [Municipal population/Kilometres of local roads]	227.91	224.51	219.87	<b>221.84</b>	The municipal population has increased by 2,362. There has been no change to the length of local roads.
<b>Own-source revenue</b> <i>Own-source revenue per head of municipal population</i> [Own-source revenue/Municipal population]	\$846.27	\$894.33	\$975.96	<b>\$1,021.63</b>	Own-source revenue has increased by \$9.4 million. Rates income, including the residential garbage charge and related service charges, was \$11.9 million greater than the 2023 financial year, largely due to the introduction of the Food Organics Garden Organics (FOGO) bin. This was partially offset by a decrease in waste management services user fees of \$4.1 million due to the movement of green waste costs into the residential garbage charge. The municipal population has increased by 2,362.
<b>Recurrent grants</b> <i>Recurrent grants per head of municipal population</i> [Recurrent grants/Municipal population]	\$174.66	\$194.91	\$162.75	<b>\$104.49</b>	The 2023-24 Victoria Local Government Grants Commission General Purpose Grant and Local Road Funding was brought forward and paid prior to 30 June 2023, while none of the 2024-25 General Purpose Grant and Local Road Funding was received prior to 30 June 2024.

Indicator/Measure [Formula]	Results				Comment
	2021	2022	2023	2024	
	Actual	Actual	Actual	Actual	
<b>Disadvantage</b> <i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	9.00	9.00	9.00	<b>9.00</b>	
<b>Workforce turnover</b> <i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations/Average number of permanent staff for the financial year] x100	15.0%	13.5%	17.7%	<b>15.5%</b>	

## Section 5. Notes to the annual performance statement

### 5.1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed, service performance, financial performance and sustainable capacity indicators and measures together with a description of the municipal district, an explanation of material variations in the results and notes to the accounts. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g., Australian Bureau of Statistics or the Council's satisfaction survey provider).

The performance statement presents the actual results for the current year and the previous three years, along with the current year's target, if mandated by *the Local Government (Planning and Reporting) Regulations 2020*. Additionally, for the prescribed financial performance indicators and measures, the performance statement includes the target budget for the current year and the results forecast for the period 2024-25 to 2027-28 by the council's financial plan.

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its Financial Plan on 24 June 2024. The Financial Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and are aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the general purpose financial statements. The Financial Plan is available on Council's website.

## 5.2. Definitions

Key term	Definition
Aboriginal children	means a child who is an Aboriginal person
Aboriginal person	has the same meaning as in the Aboriginal Heritage Act 2006
adjusted underlying revenue	means total income other than: non-recurrent grants used to fund capital expenditure; and non-monetary asset contributions; and contributions to fund capital expenditure from sources other than those referred to above
adjusted underlying surplus (or deficit)	means adjusted underlying revenue less total expenditure
annual report	means an annual report prepared by a council under section 98 of the Act
asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
asset upgrade expenditure	means expenditure that— (a) enhances an existing asset to provide a higher level of service; or (b) extends the life of the asset beyond its original life
critical non-compliance outcome notification	means a notification received by council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
current assets	has the same meaning as in the Australian Accounting Standards
current liabilities	has the same meaning as in the Australian Accounting Standards
food premises	has the same meaning as in the <i>Food Act 1984</i>
intervention level	means the level set for the condition of a road beyond which a council will not allow the road to deteriorate and will need to intervene
local road	means a sealed or unsealed road for which the council is the responsible road authority under the <i>Road Management Act 2004</i>
major non-compliance outcome notification	means a notification received by a council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
MCH	means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
non-current liabilities	means all liabilities other than current liabilities

own-source revenue	means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
population	means the resident population estimated by council
rate revenue	means revenue from general rates, municipal charges, service rates and service charges
relative socio-economic disadvantage	in relation to a municipal district, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipal district is located according to the Index of Relative Socio-Economic Disadvantage of SEIFA
restricted cash	means cash, cash equivalents and financial assets, within the meaning of the Australian Accounting Standards, not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
SEIFA	means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet site
unrestricted cash	means all cash and cash equivalents other than restricted cash

## 4.8 Quarterly Performance Report for the Quarter Ended 30 June 2024

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Corporate Planning and Reporting Officer, Rod Beecham; and Portfolio Office Lead, Piers Burgoyne
<b>Manager:</b>	Manager Strategy Transformation, Liesl Westberry
<b>Executive:</b>	Chief Financial Officer, Navec Lorkin; and Director Customer and Performance, Greg Curcio

### SUMMARY

The Quarterly Council Plan Progress Report for the period ended 30 June 2024 is presented for consideration and noting.

### RECOMMENDATION

That Council resolve to:

1. Endorses the Quarterly Performance Report for the period ended 30 June 2024 (attachment 1).
2. Approves the closure of Council Plan (Year 3) initiative CP 1.1.3 Research and review supply chain connectivity and networks to enable and advance the circular economy.
3. Receive and note the C&P Monthly Transformation and Capital Works Report June 2024 (attachment 2).

### 1. DISCUSSION

The Council Plan Quarterly Progress Report provides an overview of how we are performing in Year 3 of the Council Plan 2021-2025.

#### Council Plan Progress Report

The Council Plan 2021-25 (incorporating the Municipal Public Health and Wellbeing Plan) was adopted on 25 October 2021 and outlines the Council's contribution to the achievement of the Community Vision.

The Council Plan includes several four-year initiatives, which are broken down into annual milestones. These are described in the format "Initiative – Milestone". Delivery against these milestones is monitored through quarterly progress reports. These are not comprehensive reports on all the Council's activities: they identify the progress the Council has made towards the achievement of the Key Directions of the Council Plan and, ultimately, of the Community Vision.

Attachment 1 provides the Council Plan 2021-25 Year 3 Quarterly Progress Report for the fourth quarter of 2023-24. Also included are the Council Plan Indicators, which tell us whether the work we are doing is contributing to positive change in our community. The progress updates and Council Plan Indicators will be included in Council's 2023-24 Annual Report.

Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. Progress status reflects the status of key milestones, not necessarily the status of the overall initiative, as many of the initiatives run over multiple years. Initiatives that are behind schedule include commentary to explain why we are behind schedule.

Of the 40 initiatives included in 2023-24 (Year 3) of the Council Plan:

- 33 initiatives are complete, with 3 closed during the fourth quarter
- 6 initiatives are behind schedule and require monitoring, and
- 1 initiative is proposed to be closed.

The initiatives currently behind schedule are:

- CP 1.1.1: Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy – Commence preparation of a Spatial Plan for the Bayswater Business Precinct (BBP).
- CP 1.1.4: Continue to monitor the local economy to inform the strategic direction of future economic development initiatives – Develop a draft economic plan informed by data gathered from the evaluation of the reporting framework.
- CP 1.3.9: Coordinate the implementation of Knox’s Retail Activation Strategy – Implement the Year 2 actions of the Retail Activation Strategy.
- CP 2.2.13: Finalise and implement the Bayswater Renewal Strategy – Present the Bayswater Renewal Strategy to Council for endorsement, for the purpose of requesting authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement the recommendations of the Bayswater Renewal Strategy in the Knox Planning Scheme. (Major initiative 2023-24.)
- CP 3.1.3: Develop a Domestic Wastewater Management Plan for Knox.
- CP 4.4.18: Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters – Develop the final draft Community Resilience Plan in a format that will allow broader community consultation.

The following initiative is proposed to be closed:

- CP 1.1.3: Research and review supply chain connectivity and networks to enable and advance the circular economy – Prepare a briefing paper to advise of opportunities to improve supply chain connectivity and support circular economy initiatives.  
Reason for proposed closure: As noted at Q3 2023-24, this milestone will not be reached and the action will not be achieved based on the 2024-25 operating budget for City Futures. Council's in-house economic and demographic resource, REMPLAN, cannot by itself provide the depth of information required to develop a meaningful briefing paper. As noted in the update for Q1 2023-24, Council did not receive funding from Sustainability Victoria to engage specialist resources to supplement REMPLAN. Council has explored other options, including the engagement of senior supply chain students from Swinburne University of Technology, but none of these can provide the expertise required at a manageable cost.

Should Council agree to close this initiative, the decision will be noted in Knox City Council’s 2024-25 Annual Report as per advice from Local Government Victoria.

Also included in this report is the remaining incomplete initiative from Year 2 of the Council Plan 2021-25 (refer Attachment 1, Appendix 1). This initiative was incomplete on 30 June 2023

primarily due to external factors beyond the Council’s control. During Q4 2023-24 this final Year 2 initiative was completed.

### Monthly Transformation Report Update

The Monthly Transformation Report outlines the Capital and Operational projects being delivered for the organisation and its customers as of the end of FY 2023-24, with additional end-of-month updates provided as of 30 June 2024.

### June 2024 End of Month Projects Snapshot

There are currently 60 projects in progress across five reported streams. The table below summarises all in-progress projects in the portfolio (both capex and opex funded), and categorises each project as either red, amber or green status – as defined in Attachment 2. It also shows the number of completed projects in FY 2023-24. Further information on project movements and status changes, as well as “get-to-green” plans to return projects to a healthy status, is also included in Attachment 2 (under “Exception Report”).

Stream	Red	Amber	Green	Total	Completed (FY2023/24)
Technology	1	7	22	30	24
Customer & Digital Experience	1	0	10	11	5
Governance & Risk	0	0	4	4	1
Strategy & Transformation	1	4	2	7	5
People, Culture & Development	0	3	5	8	1
<b>Total</b>	<b>3</b>	<b>14</b>	<b>43</b>	<b>60</b>	<b>36</b>

### June 2024 End of Month Projects commentary

As outlined in Attachment 2, several achievements are noted:

- **Customer and Digital Stream** – Microsoft Teams Calling is live, making our ability to connect with customers and each other more streamlined and effective. A new complaints dashboard is now available to enable us to manage customer complaints effectively. The new Intranet forms and workflows contract is finalised, enabling automated processes. The draft Community Engagement Policy is on track for adoption.
- **Governance and Risk Stream** – The VEC election proposal was presented to the Council and Councillor Induction is tracking as planned, both of which will help us to operate a well-run election.
- **Strategy and Transformation Stream** – The Service Planning program is now being deployed to ensure the delivery of high-quality plans across our 34 services, in alignment with the new Council Health and Wellbeing Plan 2025-29.
- **People Culture and Development Stream** – The Gender Equality Action Plan consultation is complete, and the review of hybrid/flexible working has commenced. The development of a Learning and Development framework is well now positioned to support our staff.
- **Technology Stream** – Our ERP Platform tender has commenced. Our migration to Microsoft Defender is complete, bolstering our cybersecurity capability. The Chris21 upgrade is complete, providing a key source of people data. 31 unused production servers



were decommissioned, enabling us to repurpose the machines in a cost-effective manner. The Erik server was successfully powered off on July 11.

### **2023-24 Projects Financials Summary**

As of end of Financial Year 2023-24:

- Full-year proposed budget was \$8.138m of which \$2.837m was carried forward to 2024-25 to support Core Business Systems, resulting in an allocated \$5.3m 2023-24 budget of which \$4.3m was spent.

Further detail is provided in Attachment 2.

The C&P team will continue to monitor and report on the portfolio, as well as presenting 90 Day Planning outcomes to ELT, enabling effective planning and tracking of the progress of our project portfolio and ensuring ongoing alignment of work to budget throughout this financial year.

The amount of investment expended across C&P capital programs has been a significant increase from previous years, which has provided great value to the organisation and community.

### **2. ENGAGEMENT**

This report does not necessitate community consultation.

Significant community engagement was incorporated into the development of the Council Plan 2021-25 and the Community Plan 2021-31, which incorporates Community Vision. The initiatives identified in the Council Plan 2021-25 Year 3 Quarterly Progress Report (2023-24) support the delivery of the Council Plan 2021-25 and contribute to the achievement of Community Vision.

### **3. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. Several initiatives within Year 3 (2023-24) of the Council Plan 2021-25 seek to have a positive effect within the Knox municipality.

### **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**

This report does not have any environmental or amenity issues for discussion. Several initiatives within Year 3 (2023-24) of the Council Plan 2021-25 seek to have a positive effect on environmental issues within the Knox municipality.

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

This report does not contain any financial and resource implications apart from what is detailed in the discussion in item one above.

### **7. RISKS**

The development of the Financial Performance Report, the Council Plan Progress Report, and the Monthly Transformation Report all prioritised the assessment of risk throughout the process.

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

### **Civic Engagement & Integrity**

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

## **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 recommendations in this report.

## **11. CONFIDENTIALITY**

Parts of Attachment 2 relating to capital spend will be 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:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- b) Security information being information that if released is likely to endanger the security of Council property.

## **ATTACHMENTS**

1. Attachment 1 - Q4 2022-23 Council Plan Year 3 Progress Report [**4.8.1** - 46 pages]
2. Attachment 2 - C&P Monthly Transformation and Capital Works Report June 2024 [**4.8.2** - 19 pages]



## Introduction

On 25 October 2021, Council formally adopted the Community Plan 2021-2031 and Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan). These plans are our commitment to making Knox a great place now and into the future.

### Community Plan 2021-2031

This plan was developed with and for our community. It includes our Community Vision statement, and describes what we, as a collective, will focus on to achieve that vision.

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

### Council Plan 2021-2025

This plan provides direction to the organisation and describes how we're going to contribute to the achievement of the Community Vision. It also demonstrates our commitment to the health and wellbeing of the community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP). We have flagged the initiatives that will contribute to the health and wellbeing of our community with a ♦ symbol.

### Our Key Directions

Both plans contain five Key Directions which describe in further detail what we as a community are going to focus on to achieve our Community Vision. These Key Directions drive the work of Council and ensure we are working towards achieving the Community Vision.



#### Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.



#### Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



#### Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.



#### Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.



#### Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.

## Progress Report Q4, 2023/2024




This report provides an overview of the progress against the Council Plan initiatives under each Key Direction and how we’re making a difference.

### **Initiatives**

The initiatives reported are those that will be delivered or have significant work completed in the given financial year with the commentary detailing the work completed each quarter.

Each Key Direction also has a major initiative(s). The major initiatives are those identified by Council as priorities to be undertaken during the financial year and have “(Major Initiative)” in the title. Major initiatives are the critical pieces of work that deliver on Council’s objectives. In the “Initiative – 2023-24 Milestone” column, the Council Plan action appears first, with the annual Major Initiative following after a hyphen (“-”).

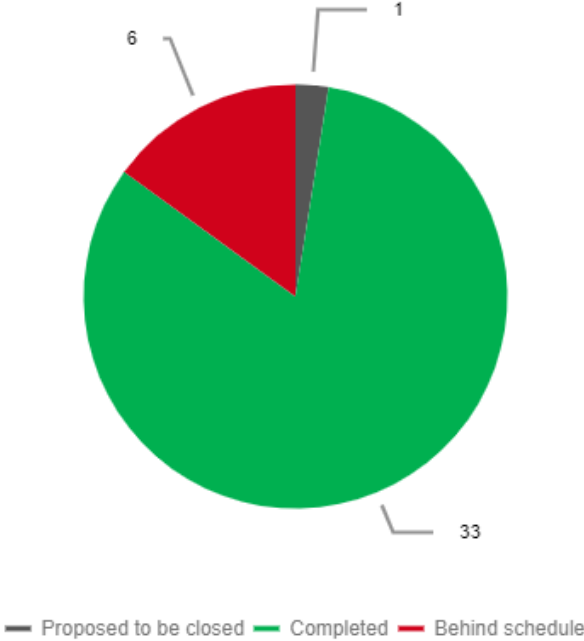
Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. Progress status is reported based on the following colour coding:

Complete	Behind schedule	Proposed to be Closed
		

### **Indicators**

The indicators identified in the Council Plan tell us if the work that we’re doing is contributing to a positive change in our community. They span the four years of the plan and will be reported on every six months. It must be noted however that some data will not change due to different reporting timeframes, and therefore some indicators will still include baseline data. Updated data for these indicators will be reported in future progress reports, as it becomes available. The next report to include indicators will be the Quarter 1 2024-2025 progress report.

### Q4, 2023/2024 - Progress Summary






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The assessment of progress against the milestones relates only to Q4 2023-2024 of the four-year Council Plan 2021-25, with the majority of initiatives spanning multiple years.


## Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.


**Maximise the local economy by supporting existing businesses and attracting new investment.**

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 1.1.1	<b>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy - Commence preparation of a Spatial Plan for the Bayswater Business Precinct (BBP).</b>	Behind schedule	50%	A new Program Coordinator was appointed by the three councils in June 2024. The new Program Coordinator commenced work in Q4 2023-24 on the program to meet with the Project Control Group (comprising staff from Knox, Maroondah, and Yarra Ranges councils) and to develop new timeframes and priorities to progress the Spatial Plan. The Program Coordinator will meet with the planning working group across the three councils in Q1 2024-25 to commence the tender process to engage a consultant to prepare the Spatial Plan.	
CP 1.1.3	<b>Research and review supply chain connectivity and networks to enable and advance the circular economy - Prepare a briefing paper to advise of opportunities to improve supply chain connectivity and support circular economy initiatives.</b>	Proposed to be closed	10%	As noted at Q3 2023-24, this milestone will not be reached and the action will not be achieved based on the 2024-25 operating budget for City Futures. Council's in-house economic and demographic resource, REMPLAN, cannot by itself provide the depth of information required to develop a meaningful briefing paper. As noted in the update for Q1 2023-24, Council did not receive funding from Sustainability Victoria to engage specialist resources to supplement REMPLAN. Council has explored other options, including the engagement of senior supply chain students from Swinburne University of Technology, but none of these can provide the expertise required at a manageable cost.	
CP 1.1.4	<b>Continue to monitor the local economy to inform the strategic direction of future economic development initiatives - Develop a draft economic plan informed by data gathered from the evaluation of the reporting framework.</b>	Behind schedule	20%	A desktop analysis of current economic development and business support projects and operations has been undertaken to determine priority economic development initiatives. Recruitment of an officer specialising in strategic investment did not occur as expected in Q4 2023-24 due to economic development work planning, internal capacity constraints and the need to prioritise other actions. Approval to go to market for the position is pending. However, the economic plan is expected to be completed in Q2 2024-25.	

**Encourage and support opportunities for skills development and lifelong learning for all people in Knox.**

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 1.2.6	<b>Implement Council's decision regarding kindergarten review - Determine Council's future role in kindergarten service provision, and develop and action the Kindergarten Service Review Outcome Implementation Plan. (Major Initiative 2023-24)</b>	Completed	100%	Actions from the Kindergarten Service Review Implementation Plan continue on schedule with anticipated timelines. The Request for Proposal process has been finalised along with lease negotiations with the preferred providers. A report is scheduled to go to Council on 22 July 2024 to award the leases. A transition plan has been developed, alongside the communication plan which will include workforce supports.	

**Support organisations in Knox to navigate recovery and new ways of working.**

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 1.3.9	<b>Coordinate the implementation of Knox's Retail Activation Strategy - Implement the Year 2 actions of the Retail Activation Strategy.</b>	Behind schedule	45%	Council has engaged a digital consulting firm which has commenced work to develop and deliver a 'What's on Knox' platform. It is expected that the platform will be delivered in Q2 2024-25. However, not all Year 2 actions of the Retail Activation Strategy were implemented before the end of Q4 2023-24. An expression of interest for the Business Working Group will be opened in Q1 2024-25 to attract business owners across the retail precincts. The initial delay in the adoption of the strategy has also broadly set back delivery of the actions.	



### The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Maintaining the number of existing businesses in Knox.</b>	The total number of businesses registered in Knox.	Annual	14,046 (2019)	14,077 (2021)	14,778 (2022)	14,859 (2023)	The total number of businesses registered in Knox was 14,859 as at June 2023. It should be noted that the Australian Bureau of Statistics (ABS) advise that unusual reporting during the COVID-19 pandemic led the ABS to conclude that a number of businesses did not engage in any meaningful economic activity as per the ABS definition of a business in the year ending to June 2022. The total count of businesses for that year has been revised from 15,019 (2022) to 14,778 (2022).
<b>An increase in new businesses in Knox.</b>	The total number of new businesses registered in Knox.	Annual	875 (2020-21)	1,174	300	1,038	The total number of newly registered businesses for 2023-2024 was 1,038. This number has been taken from the ABN registration date and not the date of GST registration noted on the Australian Business Register (ABR) data for 2023-2024.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>More residents employed in Knox.</b>	The percentage of Knox residents who work in Knox.	5-yearly	32.2% (2016)	32.1% (2021)	Data not available	Data not available	This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.
<b>More people with need for assistance employed in Knox.</b>	The percentage of Knox residents (community of interest - people with need for assistance) employed.	5-yearly	83.9% (2016)	87.0% (2021)	Data not available	Data not available	This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.  Note: this measure relates to people with a disability who are in the labour force (i.e. working or looking for work) and does not include all people with a disability. This measure also excludes children under 15.
<b>An increase in Knox’s Gross Regional Product/capita.</b>	An estimate of the total value of all final goods and services produced in the economy based on final market value for the end consumer.	Annual	\$65,030 (2018)	\$70,819 (2021)	\$74,416 (2022)	\$76,215 (2023)	The total value of all final goods and services produced in the economy based on the final market value for the end consumer was \$76,215 in 2023. This measure is the definition of Gross Regional Product.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Improved secondary school completion rates.</b>	Percentage of population 15+ years with Year 12 or equivalent.	5-yearly	55.0% (2016)	60.7% (2021)	Data not available	Data not available	This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.
<b>Increased participation in Knox’s Business Education program.</b>	Number of businesses who participated in Knox education programs.	Annual	335 (2020-21)	113	24	393	393 registrations were received from businesses who participated in a variety of business programs, including digital workshops, facilitated networking sessions, and mentoring sessions. It should be noted that a high number of workshops, mentoring, and networking sessions offered in 2023-24 were funded by the Boronia Revitalisation Board as part of the Boronia Placemaking and Activation program.
<b>More community education programs run by Knox.</b>	The number of community training workshops run by Knox.	Half-yearly	12	12	18	16	There continues to be a strong demand for community training workshops throughout 2023-24, with a focus on preparing for the annual Community Development Fund grants program as well as supporting groups to implement their legislative responsibilities around the Child Safe Standards.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Participation in funded 3-year-old kindergarten.</b>	Percentage of eligible children enrolled in Government-funded 3-year-old kindergarten.	Annual	New data set	69.3% (2022)	80.75% (2023)	Data not available	Note: the 2023 figure has been revised by the Department of Education.
<b>Increased participation in funded 4-year-old kindergarten.</b>	Percentage of eligible children enrolled in Government-funded 4-year-old kindergarten.	Annual	85.7% (2020)	91.0% (2022)	91.15% (2023)	Data not available	Note: the 2023 figure has been revised by the Department of Education.

## Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.




*Plan for and support diverse housing to meet changing community needs.*


Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.1.1	<b>Implement the Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox - Update Council's advocacy position to include the targets and definitions adopted in the Social and Affordable Housing Strategy, and commence review of Council's Homeless and Rough Sleeping Policy and Procedure. Explore an audit of Council land and other government owned land to identify potential sites suitable for future social and affordable housing developments. ♦</b>	Completed	100%	In Q4 2023-24, officers from Community Wellbeing, Planning and Building Services, City Futures, and Community Access and Support formed an internal working group to support the delivery of the Social and Affordable Housing Strategy. The Homeless and Rough Sleeping Policy and Procedure review is expected to be completed in Q1 2024-25. A revised protocol has been developed to guide Council officers in their response to reports of rough sleeping. Community engagement is underway to seek feedback on the sale of surplus Council land at 58-60 Station Street, Bayswater, to a social housing provider at less than market value. The land audit identified as an action in the 2023-24 financial year has been placed on hold due to the opportunity to assimilate it to the Strategic Property Prioritisation Framework currently under development with the Property department.	✓
CP 2.1.2	<b>Commence review of the Knox Housing Strategy 2015 - Undertake a preliminary investigation of the Knox Housing Strategy and develop a project scope/brief to commence a review of the strategy. ♦</b>	Completed	100%	This project is on schedule. The State Government released draft housing targets for all councils in Victoria in June 2024. These draft targets will impact the scope of the review of the Knox Housing Strategy 2015. Whilst the business case for the Housing Strategy review was endorsed through the budget process in Q4 2023-24, a consultant has not yet been engaged to complete the review. The focus of Q4 and Q1 of the 2024-25 financial year has and will be to develop a brief to engage a consultant to undertake housing capacity analysis. The analysis will inform Council's submission to the State Government on the draft housing targets for Knox and the Housing Strategy review.	✓

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.1.3	<b>Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA) - Complete the Preventing Homelessness in Older Women research project and commence implementation of the key recommendations. ♦</b>	Completed	100%	The Eastern Affordable Housing Alliance (EAHA) is continuing to focus on the recommendations from the Preventing Homelessness Among Older Women (PHOW) project, including investigating the opportunity to partner with the Deakin University Incubator Hub to design a tool that looks at available land and sites suitable for public housing.	✓



*Create, enhance and maintain places and spaces for people to live, work, play and connect.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.4	<b>Facilitate and support the implementation of the Boronia Renewal program - Adopt Amendment C192knox (implementation of the Boronia Renewal Strategy into the Knox Planning Scheme) and submission of Amendment C192knox to the Minister for Planning for approval.</b>	Completed	100%	The Boronia Renewal Strategy and Amendment C192knox were adopted by Council at its meeting of 27 May 2024 (Q4 2023-24), completing the Strategy and the Council's final decision on the Amendment. Council officers have updated the amendment documentation to reflect Council's resolution on the final form of Amendment C192knox for lodgement with the Minister.	✓


Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.5	<b>Progress implementation of the Knox Central program - Prepare a Planning Scheme Amendment to rezone the Knox Central precinct land.</b>	Completed	100%	Council had prepared a Planning Scheme Amendment for the land in the previous financial year; however, authorisation conditions of the Government meant that the Central Precinct Plan needed to be finalised prior to the progression of an amendment. In addition, legal input has suggested that a Planning Scheme Amendment should be pursued at a later date, more closely aligned with procurement activities. The draft Central Precinct Land Use Plan progressed through Community Engagement in Q4 2023-24. This included consultation on the Knox 'Have Your Say' website, where the community could share their 'Bright Ideas' for the precinct as well as respond to other comments. There was also engagement with nearby sports clubs, business owners, and other key landholders. The Land Use Plan is being finalised following the engagement and is expected to be presented to Council in Q1 2024-25 for adoption. Council's decision will determine next steps, including whether to seek authorisation from the Minister for Planning for a Planning Scheme Amendment at a later date.	
CP 2.2.9	<b>Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years - Apply the Community and Social Infrastructure Modelling (CASIMO) tool and database to support community infrastructure planning. ♦</b>	Completed	100%	Officers reviewed the local area groupings for analysis and condensed the local areas into three groupings. Due to the challenges of undertaking sporting pavilion assessments, officers have conducted fit-for-purpose assessments of pavilions from the perspective of a community user instead of from the club perspective. Officers completed almost half of the assessments for pavilions and focused on this as a priority in Q4 2023-24. Travel accessibility assessment was completed for Libraries and Maternal Child Health Centres.	
CP 2.2.11	<b>Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan - Commence the development of the draft Open Space Plan following completion of Background Research and Initial Community Engagement ♦</b>	Completed	100%	Work on the revised Open Space Plan has commenced. This initiative will continue throughout 2024-25.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.13	<b>Finalise and implement the Bayswater Renewal Strategy - Present the Bayswater Renewal Strategy to Council for endorsement, for the purpose of requesting authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement the recommendations of the Bayswater Renewal Strategy in the Knox Planning Scheme. (Major Initiative 2023-24)</b>	Behind schedule	95%	Presentation of the Bayswater Renewal Strategy to Council is behind schedule. A report will be presented at the Council Meeting scheduled for 26 August 2024 (Q1 2024-25), requesting endorsement of the final Bayswater Renewal Strategy and authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement the recommendations of the strategy in the Knox Planning Scheme.	

*Provide, maintain and advocate for accessible and sustainable ways to move around Knox.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.14	<b>Advocate to State Government for improved public transport and arterial road connectivity in Knox - Develop Project Specific Advocacy material for Council's Transport priorities and advocate for Long Term Public Transport priorities including Rowville Rail, Knox Tram and Trackless Tram proposals. ◆</b>	Completed	100%	Input was presented to the State Government to inform the Strategic Business Case for the Trackless Tram, which is yet to be released. Council officers have submitted a list of strategic bus improvement priorities across Knox to the Department of Transport and Planning and have met with departmental representatives to inform these discussions. Key Knox transport priorities have also been shared with the Eastern Transport Coalition (ETC) for incorporation in their advocacy program, through which Knox officers continue to work with neighbouring Councils to support a coordinated approach to transport advocacy. Council also continues to pursue advocacy through the ETC by identifying priority safe arterial road crossing routes to enhance access to frequent bus services.	
CP 2.3.15	<b>Enhance sustainable transport utilisation through delivery of active transport infrastructure - Deliver the Footpath Program and the Shared Path and On Road Bicycle infrastructure program. ◆</b>	Completed	100%	Works completed include: the Napoleon Road Stage 4 shared path, lighting along the Burwood Highway shared path between Stud Road and the Knox school, intersection treatment works at Scoresby Road, Victoria Road and Devenish Road, and Line treatments at Barmah Drive. Design has been completed for the Mountain Highway, Boronia Road, and Liverpool Road, The Basin.	



Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.17	<b>Provide new and innovative community transport programs for the Knox community - Implement a new community transport pricing structure to provide an affordable service to individuals, seniors, clubs, etc. within the Knox community, as well as to allow cost recovery for other potential users of the service. ♦</b>	Completed	100%	Throughout 2024 there has been notably increased use of the community transport service, which has included the uptake of all day outings and community excursions. Council submitted a grant application to the Commonwealth Government in Q4 2023-24 to apply for Commonwealth Home Supply Program funding in support of this service. The outcome of the grant application will be known in Q2 2024-25.	

**The difference we’re making**

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>More social and rental housing that is affordable to low-income households in Knox.</b>	The proportion of need that can be met with existing local social housing and affordable private rentals.	5-yearly	77% (2020)	77% (2021)	Data not available	Data not available	The Minimum Supply of Social Housing methodology is reviewed periodically in line with the availability of Census and Population and Household forecasts. The 2021 figure remains the most recent available.
<b>A reduction in the median household incomes needed to purchase a typical house.</b>	The average number of household incomes needed to purchase a typical house.	5-yearly	8.9 (2016)	9.7 (2021)	Data not available	Data not available	This measure relies on Census data and cannot be refreshed until after the next Census, which will be held in August 2026.
<b>Increased public transport usage.</b>	Percentage of weekday trips made by public transport.	2-yearly	6.54% (2018)	6.41% (2020)	Data not available	Data not available	This measure relies on data from the Victorian Integrated Survey of Travel and Activity (VISTA) held every two years. Data from the 2022 Survey will not be available until late 2024.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>More one- and two-bedroom dwellings approved for construction in Knox.</b>	The number of one- and two-bedroom dwellings approved for construction in Knox.	Annual	240 (2020-21)	Data not available	174	52	There were 52 dwellings approved for construction in 2023-24. This is significantly fewer than in previous years and reflects difficult economic conditions, including lower dwelling approvals overall.
<b>An increase in the number of cyclists recorded on a typical day at a typical site on Knox’s shared path networks.</b>	The number of cyclists recorded on a typical day at a typical site on Knox’s shared path networks.	Annual	517 (March 2020)	1,090 (March 2022)	1,251 (March 2023)	1,300	These are consistent with the 2023 results, with a slight increase in riders counted.
<b>Improved community satisfaction with recreation facilities.</b>	Community satisfaction score for recreation facilities.	Annual	74 (2021)	73 (2022)	70 (2023)	80 (2024)	The 2024 result is measurably and significantly higher than the result recorded in 2023. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Improved community satisfaction with arts centres and libraries.</b>	Community satisfaction score for arts centres and libraries.	Annual	72 (2021)	70 (2022)	70 (2023)	80 (2024)	Arts centres and libraries were measured separately in Knox City Council's 2024 Community Satisfaction Survey. Arts centres recorded a satisfaction level of 80. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
						85 (2024)	Arts centres and libraries were measured separately in Knox City Council's 2024 Community Satisfaction Survey. Libraries recorded a satisfaction level of 85. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
<b>Improved community satisfaction with appearance of public areas.</b>	Community satisfaction score for appearance of public areas.	Annual	72 (2021)	69 (2022)	63 (2023)	75 (2024)	The 2024 result is measurably higher than the long-term average satisfaction since 2017 of 69. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Improved community satisfaction with sealed local roads.</b>	Community satisfaction score for sealed local roads.	Annual	70 (2021)	68 (2022)	55 (2023)	67 (2024)	The 2024 result is significantly higher than the unusually low 2023 result. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
<b>Improved community satisfaction with planning for population growth.</b>	Community satisfaction score for planning for population growth.	Annual	55 (2021)	56 (2022)	Data not available	70 (2024)	The 2024 result represents a significant improvement on previous years. No statistically significant variation in the result was observed across the municipality. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.

## Natural environment and sustainability

Knox’s natural environment is protected and enhanced to ensure sustainability for future generations.


*Preserve our biodiversity and waterways, and enhance our urban landscape.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 3.1.2	<b>Implement Knox's Biodiversity Resilience Plan - Commence implementation of the Biodiversity Action Plan. ♦</b>	Completed	100%	The Biodiversity Resilience Strategy 2024-2034 was endorsed by Council in January 2024. A 4-year action plan has been mapped out and commencement has been initiated.	
CP 3.1.3	<b>Develop a Domestic Wastewater Management Plan for Knox.</b>	Behind schedule	40%	The State Government has finally released updated guidance to Councils and there is now an official requirement for the Wastewater Management Plan to be completed (Victoria Government Gazette - No. S 226 Tuesday 7 May 2024 from the Environmental Protection Act 2017). With this impediment now removed, a program of audits of all wastewater systems has commenced. Properties are now mapped on Council's Geospatial Information System (GIS), inspections of septic systems are progressively being completed, and desktop audits are being finalised to clean up records, remove duplicates, and finalise any incomplete information. After the audits are completed, a draft Domestic Wastewater Management plan will be developed.	

*Prepare for, mitigate and adapt to the effects of climate change.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 3.2.5	<b>Implement the high priority actions from Years 2-4 of the Climate Response Plan - Implement the high priority Year 3 actions of the Climate Response Plan. ♦ (Major Initiative 2023-24)</b>	Completed	100%	Year 3 actions from the Climate Response Plan completed in Q4 2023-24 include: promoting Round 2 of the Business Power Purchase Agreement program through the Business Renewables Buying Group; installation of two additional Electric Vehicle (EV) charging stations with Jolt Charge in Wantirna South and Mountain Gate; signing a Power Purchase Agreement for all of Council's Buildings to be 100% renewable by 2030; completing a Heat Vulnerability Map for a high-priority precinct in Boronia to understand how to take account of climate risks when planning infrastructure improvement works such as footpath renewal or street-tree planting programs; completing a corporate and community EV car-share feasibility study; and the installation of innovative light-weight flexible solar panels at Rowville Community Workshop (Men's Shed).	✓
CP 3.2.6	<b>Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program - Continue Council's road renewal program to achieve at least 70% recycled content in asphalt. ♦</b>	Completed	100%	Council's road renewal program for 2023-24 has been successfully completed with 90% of projects delivered utilising asphalt products that contain recycled asphalt, plastic, and glass. A highly successful trial also occurred with recycling drainage pit waste, filtering sand and crushed rock for re-use into concrete for footpath projects. Approximately 70% of this concrete is made up of re-claimed drainage waste material. The success achieved with the trial footpath project was extended to a new shared path project along Napoleon Road, delivered in Q4 2023-24. Other recycling initiatives include using crushed concrete in place of crushed rock as bedding material for footpath projects, trialing asphalt for shared-path projects that contains recycled asphalt, plastic, and glass, and encouraging Council's local suppliers to further explore and develop recycling initiatives that Council can trial in maintenance and infrastructure works.	✓

*Lead by example and encourage our community to reduce waste.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 3.3.10	<b>Secure long-term solutions for the treatment and disposal of residual waste streams - Secure a development partner agreement through the Advanced Waste Processing tender phase and participate in the Design Development phase.</b>	Completed	100%	The procurement process for entering into a contract to supply waste to an Energy from Waste plant has been completed. The Special Purpose Vehicle (SPV) Board has made a recommendation, which is now being considered by the nine councils that form the SPV.	



**The difference we’re making**

Progress against the indicators identified in the *Council Plan 2021-25*

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>More houses within 400m of open space.</b>	The percentage of Knox homes within 400m of a public open space of any size.	2-yearly	69% (2018)	76.9% (2021)	Data not available	Data not available	This data is updated every two years by the Australian Urban Observatory with 2023 data due in late 2024.  Note: The Australian Urban Observatory has reduced the 2021 figure from 81.7% to 76.9% after correcting a problem identified with the data.
<b>An increase in tree canopy coverage.</b>	Percentage of Knox’s total area under tree canopy cover.	2-yearly	18% (2018)	Data not available	Data not available	Data not available	The 2018 results for tree canopy cover in Knox remain the most accurate data available to Council.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>A reduction in greenhouse gas emissions.</b>	Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas, and electricity).	Annual (September)	15 (2017)	14.5 (2020-21)	Data not available	Data not available	Note: Additional data and data analysis updates have been applied to the 2020-21 result, which has been amended accordingly. Updates include the addition of Industrial Processes and Product Use (IPPU) as an emissions source and calculation of fugitive emissions (losses, leaks and other releases of gases such as methane and carbon dioxide into the atmosphere that are associated with industries producing natural gas, oil and coal).
<b>An increase in renewable energy usage.</b>	Renewable energy as a percentage of total electricity consumption.	Annual	7.3% (2017)	56% (2021)	47%	48%	The proportion of renewable energy used by Council in 2023-24 has seen a slight increase over 2022-23. It should be noted that the reduction from 2021-22 to 2022-23 was as a result of the introduction of 500 new LED streetlights in Boronia, resulting in a lower amount of energy being required for streetlights, with all streetlights being powered by renewable energy through a Power Purchase Agreement (PPA).

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>A reduction in Council's corporate greenhouse gas emissions.</b>	Council's corporate greenhouse gas emissions.	Annual (September)	9,733 (2020-21)	8,759 (2021-22)	8,671 (2022-23)	8,163	Council's corporate Greenhouse emissions have seen a 5.8% decrease in overall emissions compared to the previous year with the largest reduction being seen in the emissions from the use of electricity.  Note: The 2021-22 and 2022-23 emissions data has been revised and amended with the availability of more accurate data.
<b>An increase in Council's corporate renewable energy usage.</b>	Total Installed capacity of Solar on Council facilities.	Annual	662kW (2020-21)	816kW	916kW	1,108kW	Nearly 200kW of Solar and 82kWh of Battery were added to a further five buildings in Knox. Knox now has a total of 1,100 kW of Solar across 50 buildings (one building with solar panelling was demolished in 2023-24).
<b>A higher annual net gain of trees in Knox.</b>	A higher annual net gain of trees in Knox.	Annual	1,249 (2020-21)	1,420	1,611	1,381	In 2023-24 there were 2,248 trees planted and 867 trees removed, resulting in a net gain of 1,381 trees planted across the municipality.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Improved community satisfaction with waste management.</b>	Community satisfaction score for waste management.	Annual	75 (2021)	76 (2022)	69 (2023)	83 (2024)	The very strong 2024 result indicates that most in the community are very satisfied with Council's management of waste and that the decline recorded in 2023 has been reversed. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
<b>Improved community satisfaction with environmental sustainability.</b>	Community satisfaction score for environmental sustainability.	Annual	65 (2021)	65 (2022)	62 (2023)	71 (2024)	Satisfaction with the performance of Council in meeting its responsibilities towards the environment increased measurably and significantly in 2024. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>An increase in kerbside collection waste diverted from landfill.</b>	Percentage of kerbside collection waste diverted from landfill.	Half-yearly	52.10% (2020-21)	51.60%	53.12%	73.76%	The introduction of the Food and Garden Organics (FOGO) service and the alteration of bin collection frequencies has resulted in an excellent result for Knox in waste diversion. Approximately 1,000 tonnes per month of previously landfilled waste is now being composted via the FOGO service, thanks to the responsiveness and adaptability displayed by the Knox community in using the new service.

## Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

*Support our community to improve their physical, mental and social health and wellbeing.*



Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.2	<b>Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact - Explore the impact of gender on mental health, and deliver Mental Health Month activities in October 2023. ♦</b>	Completed	100%	A summit was held on 16 May 2024, 'When Life Throws You Curve Balls', for community leaders to help build community resilience and positive mental health. The keynote speaker was Peter Miller, Professor of Violence Prevention and Addiction Studies at Deakin University, whose presentation on trauma was very well received by attendees. A facilitated capacity-building session was delivered by the Jesuit Social Services on ground-breaking research into attitudes to manhood and behaviours. The summit concluded with a community leaders' panel discussion of how they have navigated tough times. The Health Masculinities workshops for men in the Knox community have been postponed to later in the year due to low numbers. The focus of the workshops will be changed to engage a broader audience.	✓
CP 4.1.3	<b>Progress implementation of the Children, Youth and Seniors Plan - Implement the Year 3 actions of the Child, Youth and Seniors Plan. ♦</b>	Completed	100%	Year 3 actions have been implemented in support of this plan. The Youth Hive has seen strong activation and utilisation since opening in March 2024. The implementation of school-holiday programming, providing opportunity for connection and development during the break from school, has been well accepted by Knox young people. The most significant event delivered for Knox Seniors was 'Find Your Joy - Resize, Repurpose, Reimagine'. Held at Fairpark Reserve Community Space, this well-attended day of activities provided interactive exhibits, informative presentations, and workshops. A series of other programs and activities to engage Seniors was promoted in Q4 2023-24 through the Autumn and Winter Zest4Life programs, focusing on residents over 55 years old.	✓



Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.4	<b>Develop and implement an Active Participation Plan - Beyond Structured Sport - Complete the development of the Active Participation Plan - Beyond Structured Sport. ♦</b>	Completed	100%	The development of this plan is on track. The Draft Document is out for feedback (due to close on 15 July 2024). Once feedback is received the document will be finalised and presented to Council for adoption in Q1 2024-25.	✓
CP 4.1.5	<b>Review the Sports Club Development Program and usage of Council resources to support club sustainability - Deliver the Club Development Program for 2024 and explore additional opportunities for partnerships in the delivery of this program. ♦</b>	Completed	100%	2023-24 saw a number of Club Development Initiatives delivered to Knox's Sporting Clubs. This included a female participation series of two workshops, a 16 days of activism event, child-safe training, club say no to family violence, champions of change, and other events delivered in partnership with various Council departments. A strong emphasis was placed on sharing relevant information through fortnightly e-newsletters to clubs. The Club Development Program continues to play a key role in building the capacity of local clubs to be inclusive of all members of the Knox community.	✓
CP 4.1.7	<b>Support the creation of new physical activity based programs and community infrastructure across the municipality - Explore and roll out additional programs across Knox's Indoor Leisure Centres. ♦</b>	Completed	100%	Utilisation of the Indoor Leisure Centre's continued to grow steadily during Q4 of 2023-24, predominantly through community hire of the Leisure Centre's. Notable increases included the expanded daytime School training and tournament use of Knox Regional Netball Centre (KRNC) as well the consolidation and continuation of the recently created Boys Netball Competition also at KRNC.	✓
CP 4.1.8	<b>Develop and implement programs to enable older and vulnerable residents to access technology - Continue to support the Knox Digital Connection Stakeholder Group (comprising Bridges Connecting Communities, Community Houses and Your Library, EACH Community Health Services, Services Australia and Swinburne University). ♦</b>	Completed	100%	The Knox Digital Connection Stakeholder Group continues to oversee program delivery in support of older residents learning about technology. In Q4 2023-24 this included events hosted across the Your Library network and Knox University of the Third Age (U3A), as well as a scam-prevention session coordinated by Bridges Connecting Communities in collaboration with the National Anti-Scam Centre in April 2024.	✓



**Foster inclusivity, equality, belonging and safety within the community.**

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.9	<b>Contribute to the collective efforts in preventing and responding to family violence - Deliver family violence prevention and awareness raising activities including a project for 16 Days of Activism against Gender-Based Violence, and deliver training for frontline Council staff and/or community members. ♦</b>	Completed	100%	A range of community events and workshops were delivered during Q4 2023-24, including two webinars: 'Ask, Listen, Believe', with guest speaker Jess Hill for 'Are You Safe at Home? Day' (188 attendees), and an affirmative consent webinar, with guest speaker Chanel Contos (105 attendees). 25 people from sporting clubs attended a workshop in May on 'Clubs Say No to Family Violence'. World Elder Abuse Awareness Day was recognised in June, with 100 people attending the 'Line Up for Line Dancing' event, featuring a guest speaker and information stalls.	✓
CP 4.2.10	<b>Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children - Implement Child Link for Maternal and Child Health Nurses and plan for the implementation of Child Link for Early Childhood Education and Care Staff (dependant on access being made available from the Department of Education). ♦</b>	Completed	100%	All Maternal and Child Health Nurses and Early Childhood Teachers have completed the training and have access to Child Link. The instrument of delegations has been updated to include Early Childhood Teachers.	✓




Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.11	<b>Develop and implement Knox Council's Disability Action Plan incorporated within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-27 - Implement the Year 2 Disability Action Plan actions within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027.</b>	Completed	100%	Year 2 actions implemented. 15 professional development sessions were delivered, increasing the confidence and skills of early-years staff working with children with a disability. Attendance ranged from 22 (in-person) to 124 (webinar) per session. Weekly carer exercise classes were delivered at Knox Leisureworks, providing carers with exercise and social connections. Two-monthly carer walks have been well attended throughout the year, providing an opportunity for carers to connect and learn more about services in Knox. Eight carer webinars and information sessions were delivered. Topics included: school refusal, carer boundaries, understanding autism, and carer payments and subsidies. Attendance ranged from 30 to 80 people per session. Council hosted a 'Carers Mingle' event in partnership with Carers Victoria to acknowledge and celebrate the work of unpaid carers. Disability access and inclusion training was delivered to Knox Council staff. Council coordinated the quarterly Knox Disability Partnership Network, building the capacity of service providers and addressing disability barriers. Access Key accessibility guides for Knox venues and events were updated and promoted to support access and inclusion. The Accessing Knox e-newsletter was distributed regularly, providing relevant disability information to the Knox community.	
CP 4.2.12	<b>Develop and implement the Dementia Friendly Action Plan - Present the Knox Dementia Friendly Action Plan to Council for consideration, implement the plan following its adoption, and continue to support the Knox Dementia Advisory Group. ♦</b>	Completed	100%	Implementation of the Dementia Friendly Action Plan continued with some key events delivered during the quarter. These included an information session, 'Healthy Brains', with Dr Cassandra Szoeko, a consultant neurologist and multi-award-winning clinical researcher, explaining how the brain changes with age and ways to maximise brain health. Two well-attended events were delivered for 'Dancing for Health' in April and June, inviting participants with dementia (and without) to attend. In partnership with Council, Knox Community Baptist Church delivered an event, 'Music Takes Me Back', providing an opportunity to enjoy music from the past and the powerful effect of music on positive ageing and brain health.	


Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.13	<b>Work and partner with the multicultural community and key services to support our diverse communities - Implement visual multilingual installations to acknowledge Council's Refugee Welcome Zone and signatory to the 'Racism, It Stops With Me' campaign, develop guidelines and protocols informed by culturally and linguistically diverse communities for the provision of Council information, and provide four training sessions for Council staff to develop skills for effective communication with culturally diverse communities. ♦</b>	Completed	100%	During the reporting period, Council has progressed work with culturally diverse communities in Knox, to feel included and respected. In October 2023, Council collaborated with Victoria Police and the Victorian Equal Opportunity and Human Rights Commission to facilitate community education sessions on how to report racism to relevant authorities. The sessions were well attended, with over 50 community members from culturally diverse communities. November 2023 saw the roll-out over 5 weeks of our 'Growing Your Community Group' training program to support multicultural community leaders to build their knowledge and skills in governance and grant writing. In February 2024 two workshops were run for staff, focused on increasing knowledge and skills for developing multilingual written material and using interpreters. In March 2024, Council hosted a free, one-day event to celebrate the important contributions many multicultural communities from refugee and migrant backgrounds bring to Knox for Cultural Diversity Week. Over 400 community members enjoyed an afternoon of music, performances, food, activities, and First Nations crafts. In June a communicating with multicultural communities training workshop was held for staff in relation to interpreting and translation services.	
CP 4.2.14	<b>Implement Council's adopted Gender Equality Action Plan - Deliver Year 2 of the Gender Equality Action Plan, ensuring Council meets its obligations under the Gender Equality Act 2020. ♦</b>	Completed	100%	All Year-2 actions of the Gender Equality Action Plan have been completed, including submission of the 2-year progress report to the Gender Equality Commission.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.15	<b>Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox - Develop and deliver programs to address ageism, including a pilot of intergenerational activities at Knox Early Years Services, an Ageism Awareness Exhibition at Millers Homestead, and the development of a resource kit in collaboration with Swinburne University. ♦</b>	Completed	100%	Meeting with our Knox Community to learn more about their interest in developing sustainable Intergenerational Programs was a key focus in Q4 2023-24. A variety of opportunities to meet and share this information was provided to the community, including: a pop-up event to acknowledge Global Intergenerational Week at the Knox Library in April, information sharing at the Knox Primary and Secondary Wellbeing Network Meetings and a 'Find Your Joy' event in May, as well as a presentation to the Knox Disability Advisory Group in June. Strong interest from and partnership opportunities with various kindergartens, primary schools, and secondary schools within the Knox municipality continue to grow. Swinburne University has confirmed launch of the resource kit to support improving community approaches to intergenerational social connection for mid-July 2024. Council looks forward to sharing this information with the broader community in the new financial year. The Basin Community House has expressed interest in exhibiting the 'Voices of Over 55s - Challenging Ageist Stereotypes' photography exhibition in the coming months. This exhibition will be supported and complemented by a number of presentations to the community, further raising awareness of ageism.	
CP 4.2.16	<b>Develop and deliver a range of evidence based community training initiatives to build volunteer capacity - Undertake a review of Council's Community Training Calendar to identify emerging and future needs, and provide a range of workshops and activities that support community groups, clubs, not-for-profit organisations and volunteers in Knox. ♦</b>	Completed	100%	Four community training sessions were delivered in Q4 2023-24, with a total of 74 participants. Topics included governance, succession planning, child-safe standards, and building Aboriginal cultural competency.	

*Honour and integrate First Nations Culture into actions and environments.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.3.17	<b>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation - Implement visual Acknowledgement to Country installations (with consideration for interpretive signage, design/art elements, murals, Yarning Circles, language, and Cultural Gardens in Council's parks, open spaces and reserves), develop statements that outline Council's role in challenging racism and promoting inclusion that support, empower and protect First Nations people and Country in Knox, and deliver four cultural education sessions for the wider community. ♦ (Major Initiative 2023-24)</b>	Completed	100%	Council has taken meaningful action to advance and champion reconciliation and truth-telling in Knox. In August 2023 Council celebrated the launch of our first Reconciliation Action Plan 2023-2025. A key achievement was the installation of Indigenous art in the Civic Centre foyer to celebrate local artists. In October 2023 Council's First Nations Lead supported restorative conversations with the First Nations community, led by Uncle Kutcha Edwards. In November 2023 Council hosted a Cultural Safety and Aboriginal Employment Forum for the Eastern Region group of councils to assist in improving approaches to First Nations employment and cultural safety. In March 2024 First Nations activities and experiences contributed to the success of the Knox Festival. In May 2024 over 150 people attended the Sorry Day Ceremony held at the Civic Centre. Council's First Nations Lead held five cultural education events for the wider community during the reporting period, attended by 40 people, to learn about caring for country, history, and culture. Council's Community Development Fund provided support for a Koorie Basketball Academy clinic for 80 First Nations young people in Knox. Council has incorporated First Nations Cultural Sessions into Citizenship Ceremonies. First Nations work has also focused on providing advice for Open Space Projects and heritage protection.	

*Support the community to identify and lead community strengthening initiatives.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.4.18	<b>Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters - Develop the final draft Community Resilience Plan in a format that will allow broader community consultation.</b>	Behind schedule	40%	Delays in the delivery of the plan have been experienced due to the change over of key personnel in the Emergency Management service. A best practice review is still in progress and further collaboration to occur with the Community Wellbeing team. A stand-alone document is expected to be developed by the end of Q2 2024-25.	

**The difference we're making**

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>A reduction in the number of adults who report high or very high psychological distress.</b>	Percentage of adults who suffer from high psychological distress.	3-yearly	18.25% (2017)	27.50% (2020)	Data not available	Data not available	This measure relies on the Victorian Population Health Survey (Local Government data collected every three years). Data from the 2023 survey has not yet been released to Council.
<b>More residents who report their health as good, very good, or excellent.</b>	Percentage of Knox adults who rate their health as 'very good' or 'excellent'.	3-yearly	40.50% (2017)	41.10% (2020)	Data not available	Data not available	This measure relies on the Victorian Population Health Survey (Local Government data collected every three years). Data from the 2023 survey has not yet been released to Council.  Note: the data for 2017 and 2020 has been updated and rounded to two decimal points for consistency.
<b>An increase in the level of agreement that multiculturalism makes life better.</b>	Percentage of adults that definitely agree that multiculturalism makes life their area better.	3-yearly	48.57% (2017)	59.20% (2020)	Data not available	Data not available	This measure relies on the Victorian Population Health Survey (Local Government data collected every three years). Data from the 2023 survey has not yet been released to Council.  Note: the 2020 data has been updated and rounded to two decimal points for consistency.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Improved perceptions of safety.</b>	Percentage of adults that 'definitely' feel safe at night.	3-yearly	52.20% (2017)	Data not available	Data not available	Data not available	This measure relies on the Victorian Population Health Survey (Local Government data collected every three years). Data from the 2023 survey has not yet been released to Council. This measure is one of several that was not included in the 2020 survey to allow for COVID-19-related data collection. This has resulted in 2017 data being the most recent available.
<b>An increase in the number of adults who feel a sense of belonging.</b>	Percentage of adults that 'definitely' feel valued by society.	3-yearly	41.50% (2017)	46.20% (2020)	Data not available	Data not available	This measure relies on the Victorian Population Health Survey (Local Government data collected every three years). Data from the 2023 survey has not yet been released to Council.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>More adults in Knox who volunteer.</b>	Percentage of adults who definitely or sometimes help out a local group by volunteering.	3-yearly	35.10% (2017)	Data not available	Data not available	Data not available	This measure relies on the Victorian Population Health Survey (Local Government data collected every three years). Data from the 2023 survey has not yet been released to Council. This measure is one of several that was not included in the 2020 survey to allow for COVID-19-related data collection. This has resulted in 2017 data being the most recent available.
<b>More infants and children in the Knox region immunised at Council run immunisation sessions.</b>	Number of children immunised at a Council run immunisation session.	Annual	5,550 (2020-21)	4,002	6,885	4,519	The number for 2023-24 is lower than last year because the 2022-23 result included two years of school vaccinations (they were delayed in 2022). We now have a new booking, encountering, and reporting system and are looking to grow the service. Two schools have delayed in 2023-24 and will be in next year's reporting numbers.

<p><b>Increased participation in key ages and stages Maternal and Child Health visits.</b></p>	<p>Percentage of children participating in the key ages and stages MCH visit.</p>	<p>Half-yearly</p>	<p>96.33% (2020-21)</p>	<p>99.05%</p>	<p>95.44%</p>	<p>100.48%</p>	<p>Participation in the 4-week Key Age and Stage visit has increased in comparison with previous reporting periods. Council has focused on re-engagement of families with younger infants if an appointment is missed.</p> <p>Note: a result of over 100% occurs when we have additional infants transfer into our municipality before a first home visit, and/or the birth notice was initially sent to the incorrect LGA.</p>
<p><b>Improved satisfaction with cultural activities.</b></p>	<p>Community satisfaction score for community and cultural.</p>	<p>Annual</p>	<p>65 (2021)</p>	<p>63 (2022)</p>	<p>65 (2023)</p>	<p>78 (2024)</p>	<p>The 2024 result was significantly higher than the 2023 result and measurably and significantly higher than the long-term average satisfaction since 2017 of 68. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.</p>




<p><b>An increase in the number of opportunities and avenues to include First Nations' culture within Knox.</b></p>	<p>The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council.</p>	<p>Annual</p>	<p>New data set</p>	<p>35 (Jan-Jun 2022)</p>	<p>43</p>	<p>45</p>	<p>Partnership opportunities undertaken included: Knox Festival activities, Move Your Way activity, Koorie Academy Basketball Clinics, NAIDOC activities, Reconciliation Action Plan consultations and launch, Grants Consultations, Mullum Mullum Indigenous Gathering Place (MMIGP) Gala, Traditional Owner formal consultations, Koorie Heritage Trust Education, Cultural Diversity Week activities, and Sorry Day/Reconciliation Week activities.</p>
<p><b>An increase in the number of meals delivered through Meals on Wheels.</b></p>	<p>The number of meals delivered through Meals on Wheels.</p>	<p>Annual</p>	<p>35,194 (2020-21)</p>	<p>31,587</p>	<p>31,138</p>	<p>32,430</p>	<p>During the COVID-19 pandemic, when the baseline was established, the demand for services was greater, probably due to the restrictions of the time. The 2023-24 result demonstrates a small increase of service provision, with close alignment to the past two financial years' results.</p>
<p><b>More clients and community members supported through Council's Community Access and Support (CAS) programs.</b></p>	<p>Number of clients and community members who have participated in CAS programs.</p>	<p>Annual</p>	<p>4,348 (2020-21)</p>	<p>4,656</p>	<p>11,407</p>	<p>11,409</p>	<p>Service levels have been maintained during 2023-24.</p>

<b>Greater sports participation rates.</b>	Number of teams using Council facilities.	Annual	1,157 (2020-21)	2,018	2,457	2,567	The increase is likely to be due to a focus on accurate tracking and pursuing of clubs to start or continue to include female teams and a focus on building female involvement.
	Number of participants by age and gender.		Male - 12,310 Female - 3,745 Junior - 9,248 Senior - 6,807 (2020-21)	Male - 12,450 Female - 3,558 Junior - 9,142 Senior - 6,866	Male - 13,364 Female - 3,819 Junior - 9,639 Senior - 7,544	Male - 11,330 Female - 3,449 Junior - 8,993 Senior - 5,840	This data derives from outdoor leisure clubs, as well as from competitions and social opportunities across Council facilities and reserves. Council officers are constantly engaging with clubs to obtain more accurate data. This is likely to be the primary reason for the decrease in numbers compared with last year.

## Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

*Provide opportunities for all people in Knox to have their say.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 5.1.1	<b>Implement priority actions of the Community Engagement Framework and Action Plan - Review the Community Engagement Framework and develop a new Action Plan.</b>	Completed	100%	Engagement with advisory committees and the wider community to explore the draft Policy has been undertaken, with particular emphasis on the scope of the draft Policy, Council's promise in line with the IAP2 Levels of Engagement, and the Principles of Engagement. The draft was exhibited to the community from 22 April to 20 May 2024. The 'Have Your Say' web-page was viewed by 196 people, with 25 providing feedback on suggested changes. Five people provided feedback at the in-person pop-up held in the foyer prior to a Council meeting to engage people directly interested in Council's decision-making processes. Overall, the community supported the revised Policy and the feedback received informed final adjustments to the draft Policy to reflect community expectations and consider inclusion requirements. The most notable change was the inclusion of a statement to publish a summary engagement plan to demonstrate how the Principles of Engagement will be achieved. The Policy and associated actions have been completed, with formal adoption expected at the Council Meeting of 22 July 2024.	

*Manage our resources effectively to ensure financial sustainability and improved customer experience.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 5.2.2	<b>Implement Our Customer Strategy and Action Plan - Establish a Voice of Customer program, roll out the new complaints procedure and implement the initiatives in the second year of the digital roadmap. (Major Initiative 2023-24)</b>	Completed	100%	Work in Q4 2023-24 focused on: developing an executive dashboard providing oversight of complaints data to identify opportunities for improvement; progressing the technical implementation of a Voice of Customer program that will survey customers on their experience after a service has been delivered; developing e-learning modules to introduce new starters to our customer-first culture and support good complaint-handling practices; and delivering organisation-wide training on good telephone service and establishing call groups for high volume services.	✓
CP 5.2.3	<b>Implement the Transformation Roadmap to ensure Knox Councils services, systems and processes meet our customers' needs and drive organisational financial sustainability - Establish the new Transformation Roadmap, including governance, portfolio office and enterprise change framework, and deliver on Year 1 projects across the Customer and Digital Experiences, Technology, Strategy and Transformation, Governance and Risk, and Data Enablement streams.</b>	Completed	100%	The focus over the past 12 months has been the transition to the new Customer and Performance (C&P) Portfolio and these activities are now settling into a business-as-usual mode. The team have delivered refreshed C&P Project Management Framework and Change Management Toolkit, both supported with templates, procedures, and ongoing support. As part of a refreshed governance model, the first Transformation Governance Committee meeting to oversee the portfolio of work was held in March 2024. A Transformation Roadmap has been developed to assist with organisational visibility of the work in progress. 33 projects were delivered in 2023-24 through our five C&P streams: Customer and Digital Experiences; Technology, Strategy and Transformation; Governance and Risk; and People, Culture and Development. All upcoming projects have been scored against an Executive Leadership Team approved prioritisation model to rank them in terms of strategic connection, risk, benefit, and cost. This informs the order of projects to optimise available resource capacity and budgets. Monthly governance reporting is now well established and aligned to the Quarterly Performance Reporting (QPR) cycle. Council is assessing options for a new Portfolio Management solution which will further enable consistency of outcomes, quality management, and reporting across a broad range of initiatives in 2024-25.	✓

**The difference we're making**

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Improved community satisfaction with decision-making.</b>	Improved community satisfaction with decision-making.	Annual	60 (2021)	58 (2022)	54 (2023)	69 (2024)	Satisfaction with Council decision-making increased measurably and significantly in 2024 and significantly above the long-term average satisfaction from 2014 to 2023 of 58. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
<b>Improved community satisfaction with customer service.</b>	Improved community satisfaction with customer service.	Annual	75 (2021)	73 (2022)	71 (2023)	78 (2024)	Overall satisfaction with Council's customer service increased measurably in 2024 and was measurably higher than the metropolitan Melbourne average of 71. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	Comment
<b>Improved community satisfaction with overall direction.</b>	Community satisfaction score for overall direction.	Annual	54 (2021)	51 (2022)	48 (2023)	69 (2024)	Satisfaction that Council has a sound direction for the future increased measurably and significantly in 2024. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
<b>Improved community satisfaction with overall performance.</b>	Community satisfaction score for overall performance.	Annual	69 (2021)	67 (2022)	62 (2023)	70 (2024)	Satisfaction with the overall performance of Council increased measurably in 2024 and was four per cent higher than the long-term average satisfaction since 2014 of 66. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.
<b>Improved community satisfaction with consultation and engagement.</b>	Community satisfaction score for consultation and engagement.	Annual	58 (2021)	58 (2022)	53 (2023)	69 (2024)	Satisfaction with Council's community consultation and engagement increased measurably and significantly in 2024 and represented the highest score recorded for this aspect of governance and leadership since the question was first asked in 2014. Knox City Council engaged a new survey provider in 2024 that undertook the survey face to face instead of via telephone.

<p><b>More council services with a technology based self-service option.</b></p>	<p>Number of council services with a technology based self-service option.</p>	<p>Annual</p>	<p>434 (2020-21)</p>	<p>439</p>	<p>456</p>	<p>484</p>	<p>Over the past 12 months we have continued to prioritise digital options for customers to self-serve on the Knox website. Increasing the number of Council services on the Knox website with a self-service option is a key direction of the Digital Experience team. The additional Council services with a technology-based self-service option include: waste services special consideration forms, applications to enrol to vote in the 2024 Council elections, customer complaints, community award nominations, expression of interest forms, and tenant compliance with child-safe obligations form.</p>
<p><b>Meet liquidity and indebted targets from the adopted budget.</b></p>	<p>Liquidity result compared to target.</p>	<p>Quarterly</p>	<p>1.0 (2021/22 Adopted Budget)</p>	<p>1.5 (Jun 2022)</p>	<p>1.6 (Jun 2023)</p>	<p>1.7 (Jun 2024)</p>	<p>The June 2024 liquidity result of 1.7% compares favourably to the June 2023 liquidity result of 1.6. Cash and cash equivalents, together with other financial assets, are \$10.2 million lower than last year, partially offset by trade and other payables, which are \$6.7 million lower than last year.</p>
<p><b>Meet liquidity and indebted targets from the adopted budget.</b></p>	<p>Indebted result compared to target.</p>	<p>Quarterly</p>	<p>53.2% (2021/22 Adopted Budget)</p>	<p>38.8% (Jun 2022)</p>	<p>45.6% (Jun 2023)</p>	<p>47.6% (Jun 2024)</p>	<p>To be confirmed when the accounts are finalised. The indebtedness ratio may change slightly depending on Your Library results.</p>



## Appendix 1: Incomplete Year 2 Council Plan Initiatives (2022-23)

At the conclusion of 2022-23 there were nine Year 2 initiatives that were incomplete. The items behind schedule were primarily related to external factors outside of Council’s control.

To ensure we are being fully transparent to our community on the progress of our Year 2 milestones, we have chosen to separate the incomplete initiatives in Year 2 from the Year 3 initiatives and continue to report on these until completion of the Year 2 milestones.

The progress below reflects the status of the key milestones for 2022-23, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. The below Year 2 initiatives will be included in this appendix report until completion.

### Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

*Foster inclusivity, equality, belonging and safety within the community.*

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 4.2.10	<b>Incomplete 2022-23 initiative: Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children - Implement access to Child Link for Early Childhood Educators in 2023 (dependent on advice from the Department of Training), and ongoing monitoring of effectiveness of policies and procedures. ♦</b>	Completed	100%	All Maternal and Child Health Nurses and Early Childhood Teachers have completed the training and have access to Child Link. The instrument of delegations has been updated to include Early Childhood Teachers.	✓



# C&P Detailed Monthly Transformation and Capital Works Report

June 2024

**Note on Project Status:**

If a project is 'red', there is usually a combination of schedule, cost, risks & issues that are behind expectations, which are material to the outcome, and happening now. Treatment plans are regularly reviewed by the Sponsor and the executive member. In some cases, the project will need to be re-baselined, reviewed and/or changed.

'Amber' projects are a warning that either one of schedule, cost, risks, is about to cause a material issue, unless resolved.

'Green' is where the project is on-track and meeting stakeholder expectations to-date.



## Capital Investment - In Progress

Project Name	23/24 FY Budget	23/24 FY Actuals	\$ Variance (FY)	% Variance
Architecture Design & Plan	\$ 260,000	\$ 194,055	-\$ 65,945	-25%
Asset Management Information System	\$ 424,000	\$ 363,214	-\$ 60,786	-14%
Business Analysis	\$ 50,000	\$ 42,204	-\$ 7,796	-16%
Call Systems Upgrade	\$ 570,000	\$ 418,888	-\$ 151,112	-27%
CIO-Project Delivery Management	\$ 250,000	\$ 161,411	-\$ 88,589	-35%
Cloud Solutions	\$ 250,000	\$ 250,550	\$ 550	0%
Corporate Reporting Solutions	\$ 107,000	\$ 118,127	\$ 11,127	10%
Data Platform & Governance	\$ 180,000	\$ 172,017	-\$ 7,983	-4%
Enterprise Integration Platform - Phase 2	\$ 217,962	\$ 89,919	-\$ 128,043	-59%
ePathway Forms UX	\$ 10,000	\$ -	-\$ 10,000	-100%
Intranet Redevelopment	\$ 600,000	\$ 541,579	-\$ 58,421	-10%
IOT Vehicle Cameras POC	\$ 10,000	\$ 10,000	\$ -	0%
Live Chat Trial	\$ 20,500	\$ 33,539	\$ 13,039	64%
Portfolio Office – Transformation Governance	\$ 10,000	\$ 14,870	\$ 4,870	49%
Replacement of PDF forms on the website	\$ 48,800	\$ -	-\$ 48,800	-100%
S&T- Project Delivery Management	\$ -	\$ 320,604	\$ 320,604	0%
Uninterruptible Power and Aircon upgrade	\$ 2,786	\$ -	-\$ 2,786	-100%
Website Customer Request Look-Up	\$ 80,000	\$ 2,080	-\$ 77,920	-97%

Please note: Projects which do not meet the legislative requirements for confidentiality are included in this summary. Confidential projects will be included as a separate attachment.



## Capital Investment - Completed

Project Name	23/ 24 FY Budget	23/ 24 FY Actuals	\$ Variance (FY)	% Variance
Early Years Platform	\$ 8,081	\$ 8,381	\$ 300	4%
Enterprise Integration Platform - Phase 1	\$ 252,038	\$ 262,838	\$ 10,800	4%
Expense Management System	\$ 69,738	\$ 70,534	\$ 796	1%
Information Data Modelling Governance	\$ 110,000	\$ 44,345	-\$ 65,656	-60%
IT Network Security Evaluation and Upgrade	\$ 928	\$ 20,500	\$ 19,572	2109%
Wan Network Enhancements	\$ 62,167	\$ 69,854	\$ 7,687	12%

## Capital Investment (incl. Confidential Items) - Grand Total

	23/ 24 FY Budget	23/ 24 FY Actuals	\$ Variance (FY)	% Variance
<b>Total</b>	<b>\$ 5,300,000</b>	<b>\$ 4,300,437</b>	<b>-\$ 999,565</b>	<b>-19%</b>

Please note: Projects which do not meet the legislative requirements for confidentiality are included in this summary. Confidential projects will be included as a separate attachment.



# Exception Report – Red and Amber Status Summary

RAG Last month	RAG This month	Project Name	% Complete	"Get-to-Green" action
<b>Technology Stream</b>				
At Risk	At Risk	Asset Management Information System (AMIS)	80%	Project to be re-initiated pending prioritisation.
Issue	On Track	Corporate Reporting Solutions	99%	N/A
At Risk	At Risk	Uninterruptible Power Supply (UPS) and Aircon upgrade	10%	On-site infrastructure confirmation required.
On Track	At Risk	Facilities Booking Solution and Point of Sale System.	2%	Resource constraints exist beyond requirements gathering.
Issue	Issue	Near Map Evaluation	0%	Resource constraints exist / confirmation required that scoping activity is needed.
RAG Last month	RAG This month	Project Name	% Complete	"Get-to-Green" action
<b>Strategy and Transformation Stream</b>				
At Risk	At Risk	PPM Tool Replacement	45%	The schedule has been reforecasted and will be taken to PCB early August to enable re-baselining.
RAG Last month	RAG This month	Project Name	% Complete	"Get-to-Green" action
<b>Customer &amp; Digital Experience</b>				
At Risk	Issue	Automated Customer Progress Updates	10%	Prepare change request and confirm project management resources for October to December sprint.

# Project Status Report – Customer & Digital Experience Stream Lead: Imogen Kelly

In-Progress Projects Status (Capital)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
		<b>Call Systems Upgrade</b> <i>(Formerly known as Call Systems Upgrade Phase 1- Teams Calling)</i>	We are moving to MS Teams calling to make and receive internal and external calls, making it easier to connect customers with staff that can help, and supporting our hybrid ways of working.	As of 24 <sup>th</sup> June, all users at our eight in scope sites are now live with MS Teams Calling.  With the rollout to staff now complete, the project has commenced closure activities with a view to wrap up at the end of July 2024.	N/A	97%
		<b>Capital Works Visualisation</b>	Display current capital works projects including timeframes, cost and benefits for each project on an online map.	We are currently focusing on project descriptions that need to be rewritten to be customer-focused.  We are also preparing for the updated Capex project list for 24/25 financial year.	N/A	95%
		<b>Intranet Redevelopment</b>	This project replaces the current staff intranet with a contemporary digital solution, enabling staff to efficiently connect with colleagues, information, ideas and systems across Council.	Transition into business as usual for the new Intranet has been underway and will continue through July and August as we move to a decentralised content management model.  The forms and workflow solution contract is being finalised with the vendor expected to onboard in July.	N/A	98%
		<b>Live Chat Trial</b>	1-year proof-of-concept for adding a new Live Chat channel within the customer service team to allow customers to directly chat online with a customer service officer.	Chat is now available on every website page except for the Planning and Building sections and we have an average satisfaction score of 4.4 out of 5.	N/A	75%

# Project Status Report – Customer & Digital Experience Stream Lead: Imogen Kelly

In-Progress Projects Status (Capital)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Green	Green	<b>Replacement of PDF forms on the website</b>	There are several PDF paper forms with manual processes sitting behind them. We would like to convert these to a digital format.	<p>We are concentrating our efforts on digitising PDF forms related to City Safety and Health.</p> <p>We have identified the first six forms we will develop and are now transitioning from the discovery phase to design.</p>	N/A	50%
Green	Green	<b>Voice of Customer Program</b>	<p>Provide the organisation data on how our customers experience our services.</p> <p>This data will be used to drive business improvement initiatives.</p>	<p>Following excess demand, discussions will be held with the software vendor (Qualtrics) on procuring additional survey responses.</p> <p>UAT is in progress and defects are currently being progressed with Qualtrics.</p>	N/A	82%
Green	Green	<b>Website customer request look-up</b>	Let customers look-up the status of their requests via the website.	<p>The Enterprise Integration project team have built the test API and web development has started.</p> <p>Connection of the Knox website to the test API has been successful. Next step is to connect to a production API and test with real data.</p>	N/A	55%
Yellow	Red	<b>Close the Loop - Automated Progress Updates for Customer Requests (Pathway)</b>	Reduce duplicate customer contacts by sending customers automated updates on the status of their Pathway requests via SMS and/or email.	<p>Custom development is required to incorporate expected response times and provide templated comments on closure.</p> <p>Further scoping work is required. No project management resources have been allocated for July – September sprint.</p>	Prepare change request and confirm project management resources for October to December sprint.	10%
Green	Green	<b>Customer first training - eLearning Module</b>	Development of an eLearning module for future staff to undertake.	The vendor is finalising updates to the eLearning module which is expected to be published by mid-July.	N/A	95%

## Project Status Report – Customer & Digital Experience Stream Lead: Imogen Kelly

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
		<b>Community Engagement Policy Review</b>	Understand staff, councillor and participant experience of community engagement under the existing policy and identify principles to provide a base for a new policy.	Feedback from Issues Briefing on 17 <sup>th</sup> June has been incorporated into the final Policy.  Endorsement is on schedule for 22 <sup>nd</sup> July.	N/A	95%
		<b>Complaints Policy and Procedure</b>	Provide consistent guidelines for how complaints are handled and establish a single system for recording details of complaints and resolutions.  Objective is to enable identification of opportunities for service improvement.	eLearning module published on Page Up.  A PowerBI complaints dashboard has been developed and is in use by both the CX team and member of the ELT. Next step is to provide access to members of SMT in July.	N/A	99%
		<b>Sites of Biological Significance Report</b>	Present sites of biological significance online so the community can access this information and enable the Biodiversity team to update this information as required.	A temporary solution has been delivered and the DX team is recommending a subsequent SharePoint solution which will require limited access by external contractors. This is lower priority and is therefore 'On Hold'.	N/A	0%

# Project Status Report – Governance & Risk Stream Lead: Andrew Dowling

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
		<b>Compliance Framework</b>	A foundation for ensuring Council is adhering to relevant laws, regulations, industry standards, and internal policies, providing a way to identify, assess, manage, and monitor compliance requirements and risks.	Council involved in a MAV led working group to develop and standard compliance framework tool.	N/A	50%
		<b>Council Election and Induction</b>	Support the delivery of a successful October 2024 election, and transition to a new Council Term.  Planning induction of Councillors will ensure they are equipped with the required knowledge and skills.	External communications provided / Officer information sessions have commenced / VEC lease is in development / Draft Induction program in development.	N/A	50%
		<b>Ferntree Gully Cemetery Masterplan</b>	The Cemetery Masterplan will guide the maintenance, presentation and future development of the Ferntree Gully Cemetery.	Project inception meeting held and Title survey has been completed.	N/A	55%
		<b>Governance Framework</b>	A structured set of processes, policies, and procedures to make decisions, set objectives, and ensure accountability, providing a foundation for effective governance, operation and stakeholder interaction.	Meeting set up to ensure alignment with work on organisational strategy, before presenting the Framework to ELT for further feedback.	N/A	40%





# Project Status Report – Strategy & Transformation Stream Lead: Liesl Westberry

In-Progress Projects Status (Capital)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Yellow	Yellow	PPM Tool Replacement	Replace the existing on-premises Project Centre and Project PRO applications with a new Project Portfolio Management (PPM) tool that supports efficient portfolio and project management for programs of work across both C&P and Infrastructure.	The project team along with the evaluation panel has kicked off desktop evaluation activities. RFQ limits have been reviewed.	The schedule has been reforecasted and will be taken to PCB early August to enable re-baselining.	45%
In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Green	Green	Council Annual Budget Development	Planning and development for the FY24/25 Annual Budget, including the coordination of planning, finance, capital, community engagement and communications.	The Annual Budget 2024-25 was adopted at the June Council Meeting. <b>Project Complete.</b>	N/A	100%
Red	Yellow	Service Planning and Review – Program Delivery (Year 1)	Service planning / Service review to support Knox to deliver efficient, value-for-money services that meet our community’s needs now and into the future.	Work commenced in the first week of July, with dates aligned to the FY 25/26 budget development process.  Next Service Review is scheduled to commence in October.	Update provided to Councillors through Issues Briefing on 15 <sup>th</sup> July.	90%
Yellow	Yellow	Enterprise Change Management Operating Model	The Enterprise Change Management Operating Model is the development of a Change Management Framework and supporting service offering to ensure the Customer and Performance Program projects are successfully delivered and to reduce organisational risk.	Knox-customised ADKAR Change Management content and toolkit have been published on the new Intranet to support the Project Management Framework and information sessions are being arranged across C&P.  Upskilling of Project Managers in change management has commenced and will continue for the coming months.	An additional capially funded resource has been approved and recruitment is commencing.  This role will support project-specific change & create capacity to re-baseline this initiative.	22%

# Project Status Report – Strategy & Transformation Stream Lead: Liesl Westberry

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Green	Green	<b>Organisational Strategy Development</b>	The organisation strategy 2025-29 will identify the required capability, risk appetite and prioritisation factors that will improve and bring consistency to decision making processes and guide teams in prioritising actions to deliver on our Community Vision.	<p>The project proposal, project scope and internal engagement strategy were presented to SLT on 14<sup>th</sup> June.</p> <p>The project has been elongated and will be delivered by July 2025 as opposed to the original proposed date of April 2025.</p>	N/A	10%
Red	Red	<b>Integrated Planning Framework Implementation</b>	Achieve a simplified strategic planning landscape. Focus is an audit of all existing strategies, strategic plans and policies, development of new templates, and a consolidation of existing documents.	This project has been placed <b>on hold</b> to redistribute resources to the Service Planning and Review Program, the Organisation Strategy and the Council Plan 2025-29 Development.	Project paused. To be reassessed in late August.	7%
Green	Yellow	<b>Council and Health and Wellbeing Plan Development 2025-2029</b>	Planning and development for the 2025-29 Council Plan and Municipal Public Health and Wellbeing Plan.	<p>The final Panel Summary and Evaluation Report has been delivered by the consultant, Capire, and shared with ELT, to be discussed at Issues Briefing in July before community release.</p> <p>ELT will also review the draft Themes and Strategic Objectives from the community panel for consideration by Councillors post-elections.</p> <p>Demographic changes (State of Knox) and community engagement insights will be shared internally in July via department drop-ins and a full day Leaders Workshop.</p> <p>Amber RAG is due to a Health and Wellbeing resource gap.</p>	Clarify role and responsibilities for interim resourcing measures to ensure tasks are delivered when required - Consultant support is being considered.	56%

# Project Status Report – PCD Stream Stream Lead: Debbie Shaw

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Green	Green	<b>Learning &amp; Development Framework</b>	Meet our commitment to ‘Develop and implement a Learning & Development Framework’.	Timelines have been aligned with the Organisation Strategy project.  ELT engagement on 16 <sup>th</sup> July to seek endorsement of next steps.	N/A	20%
Yellow	Green	<b>Review of Hybrid Working</b>	Development of guiding principles for hybrid working.	Recommendations to be made to ELT on 16 <sup>th</sup> July.	N/A	20%
Yellow	Yellow	<b>Incident and Hazard Management</b>	Current OHS incident reporting is below standard / The OHS Act outlines specific requirements regarding incident reporting.  Designed to ensure that Council promptly reports and investigates incidents to increase OHS incident reporting, prevent future occurrences and improve overall safety.	Review of project scope complete / Development of a communication plan underway / Reporting, Investigation and Corrective Actions Procedure review commenced / Service review underway with third-party.	Refresh project plan based on service review findings – potential to revise OHS 032 procedures.	10%
Yellow	Yellow	<b>Onboarding and Offboarding Process Improvements</b>	Improve employee onboarding and offboarding process: Integrate systems, automate processes and improve data accuracy.	Working with IT to progress remaining process improvements.	Scope out new ideas by end of August.	50%
Green	Yellow	<b>Higher Duties / Leader Leave Notifications</b>	Automate processes when people leaders are on leave.  The objective is to reduce levels of miscommunication and ensure inquiries are automatically triaged to delegated decisions makers.	Currently onboarding vendor, ‘Flowingly’, to progress forms and workflow functionality. Currently preparing for first trial.	Completion of vendor onboarding.	50%

# Project Status Report – PCD Stream Stream Lead: Debbie Shaw

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
		<b>Development of a new Gender Equality Action Plan</b>	Under the Gender Equality Act 2020 Knox is obligated to undertake regular workplace gender audits and stakeholder consultation to inform our next four-year Gender Equality Action Plan (2025-2029).	Initial consultation work has been completed with an Organisational Development Specialist to commence work on our strategic plan.	N/A	10%
		<b>People Data Integration</b>	Integrate Chris21, CultureAmp, PageUp, PowerBI, G Data, etc. to enable a single source of truth for people data, improving data integrity and support legislative reporting requirements.	Removing this project from portfolio following 90-day session planning and confirmation that this body of work is captured in the data platform and governance project (Technology Stream).  <b>Recommendation to remove from Roadmap.</b>	N/A	N/A
		<b>Review of Commensura</b>	Knox engages the third-party vendor Commensura to support labour hire across a range of roles.  The contract expiry is December 2024 - A review is required to determine if current third-party labour hire delivers a suitable ROI, vs. an alternative option.	Meeting setup with Procurement Australia Late July 2024.	N/A	80%



# Project Status Report – Technology Stream Stream Lead: Scott Coleman

In-Progress Projects Status (Capital)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
		<b>Pathway UX</b> Formerly Pathway Upgrade to UX Platform	A new 'User Experience' user interface, which includes better system features.  Following implementation, aim is to transition to a SaaS (Software as a Service) Cloud-based platform.	Hypercare for the Pathway upgrade complete with no major issues.  Review sessions completed / Testing of GENCON driver almost complete. Cutover from TRIMCO to GENCON planned for 23 <sup>rd</sup> July / User Training due for delivery to UX Champions July-August / Testing planned for August-September / User familiarisation session October / Go Live extended to 18 <sup>th</sup> October.  Delays were due to issues with the GENCON driver implementation and Menu Structure review.	N/A	62%
		<b>Asset Management Information System (AMIS)</b>	AMIS 'Lifecycle' is critical to manage Council Assets and has reached end of life that will be replaced with the 'Confirm' system.	Funding requested for Plant & Fleet and Asset valuations and Project manager to be assigned.  The completion of Renewals functionality will be managed from within the Asset Strategy Team.	Project to be re-initiated pending prioritisation	80%
		<b>Data Platform &amp; Governance</b>	Deliver a new data platform, a set of common data models and ongoing processes to enable accurate, data driven reporting and decision making.	Call reporting and data enablement was developed during this period to support the implementation of the Call Systems Upgrade project.  Data enabling for the Geographical Information Systems area was completed for the future needs of the IntraMaps upgrade projects.	N/A	80%

# Project Status Report – Technology Stream Stream Lead: Scott Coleman

In-Progress Projects Status (Capital)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Red	Green	<b>Corporate Reporting Solutions</b>	Replacement of Interplan with a new system, Pulse, to manage strategic risk, delegations and audit reporting.	People data integration implementation will be completed in July. Delegations has been de-scoped and delivery assigned to the Governance & Risk team.	N/A	99%
Yellow	Grey	<b>Information Data Modelling Governance</b>	Information Asset Register, associated controls and ongoing governance for information assets.	This Project has been <b>closed</b> and will be subject to re-prioritisation in the future.	N/A	N/A
Green	Green	<b>Enterprise Integration Platform - Phase 2</b>	Phase 2 of the Enterprise Integration Platform includes Development of four system integrations: <ol style="list-style-type: none"> <li>Chris21 to Pulse.</li> <li>Chris21 to Culture Amp.</li> <li>Pathway to JJ Richards.</li> <li>Pathway to VoC.</li> </ol>	UAT in progress for integrations 1-3. 12-month support agreement signed with a MuleSoft. New integrations will be part of BAU moving forward.	N/A	73%
Green	Green	<b>IntraMaps - Review and Replacement</b>	Geographic Information System (GIS) market tool, IntraMaps, is approaching end-of-life with support expiring 30 <sup>th</sup> June 2025. A replacement solution is therefore required.	Future state process mapping completed and the Procurement plan for the RFT has been drafted.	N/A	34%
Yellow	Yellow	<b>Uninterruptible Power Supply (UPS) and Aircon upgrade</b>	Upgrade to the UPS in the Data Centre 1 server room with an additional feature to enable a safe IT infrastructure shutdown if required.	Selection of appropriate UPS can progress following decision as to what infrastructure will be located on site.	On-site infrastructure confirmation required.	10%
Green	Green	<b>Architecture Design &amp; Plan</b>	Deliver the uplift of architecture support tooling and processes including documentation, architecture governance and processes.	A business case has been received from Microsoft and UnifyCloud partners for an alternative Snap-Send-Solve solution and is currently being reviewed  Continue to develop technical architecture documentation as single point of truth.	N/A	45%

# Project Status Report – Technology Stream

Stream Lead: Scott Coleman

In-Progress Projects Status (Capital)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Green	Green	<b>Core Business Systems Program - ERP Platform Technology - RFT</b>	<p>Core Business Systems scope and requirements to be established.</p> <p>Request for Tender (RFT) approach to market is to be undertaken and potentially one or more Proof of Concepts (PoC) delivered.</p>	<p>Several notable milestones have been achieved:</p> <ul style="list-style-type: none"> <li>- Procurement plan signed off.</li> <li>- Procurement pack (with tender brief, specifications, and response schedules) approved and endorsed by external probity advisor.</li> <li>- Procurement plan presented to ELT.</li> <li>- Platform RFT opens 13<sup>th</sup> July for a 7-week period.</li> </ul> <p>A tender briefing session will be held on July 24<sup>th</sup> to respond to market questions. During the tender period, the project team will continue change and risk management activities and begin planning areas such as program governance structure, ongoing resourcing, benefits, and preparation for other post-RFT activities.</p>	N/A	24%
Green	Yellow	<b>Facilities Booking Solution and Point of Sale System</b>	<p>New booking system for customers to utilise community facilities with the ability for Council to be able to report on facility utilisation, and a point-of-sale system.</p>	<p>One pager summarising the activity has been workshopped by the business on 11<sup>th</sup> July.</p> <p>Commencing requirements gathering &amp; POC for replacement of Priava solution for room, fleet and facilities bookings.</p>	Resource constraints exist beyond requirements gathering.	2%
Red	Red	<b>Near Map Evaluation</b>	<p>Evaluate replacing the Coordinated Imagery Program (CIP) with Near Map, for the provision of aerial imagery.</p>	<p>Prioritised as part of 90 Day Planning session. \$20k funding allocated to commence scoping. Need to revisit objectives and scope.</p>	Resource constraints exist / confirmation required that scoping activity is needed.	0%
Grey	Grey	<b>Payments System Transformation</b>	<p><i>[project setup with \$500k budget - not yet started]</i></p>	<p>Initial step: Project Manager to be assigned.</p>	N/A	0%

# Project Status Report – Technology Stream

Stream Lead: Scott Coleman

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
		<b>Cloud Solutions / Cloud Services</b>	Migration of systems from On-Premises to the Cloud.	Design approaching sign-off. Engagement with stakeholders on the impacts to the existing test environments (VLABs) has commenced.	N/A	60%
		<b>Pathway Enhancement and Development</b>	Implement improvements to Pathway.	Property Information Certificate automation for the Building team will be implemented by 31 <sup>st</sup> July / Building Audit Actions to be completed by vendor Atturra by 30 <sup>th</sup> September.  Pathway and waste contractor's system integration built, with security and penetration testing planned for mid-July once VLABs are available.	N/A	81%
		<b>Content Manager Upgrade (EDRMS &amp; KX)</b>	On-premise upgrade of the Content Manager / Kapish (KX) Explorer.	Proposal signed by both KCC and the vendor Kapish and purchase order raised. Project kick off meeting to be scheduled by July 31 <sup>st</sup> .	N/A	3%
		<b>Video Conferencing (Function Rooms)</b>	Enable Function Rooms to include remote participants.	A Microsoft Teams Rooms portable solution has been procured and planned for installation July 31 <sup>st</sup> .	N/A	97%
		<b>Pilot Disposal Project</b>	Compliance requirement for the destruction of three discreet sets of records: vaccination evidence, contact tracing & backup tapes.	Dependency on upgrade to Content Manager made necessary by a published security vulnerability. This work will also feature in the revised Records Management Strategy.	Continue to monitor Content Manager project.	5%
		<b>IntraMaps Upgrade</b>	Latest software version to unlock enhanced features for use in current business processes, and to lay the foundations for the IntraMaps Review and Replacement project.	Upgrade to version 9.10 was successfully deployed to production and rolled out to staff in early June. Current focus is on preparing for the 2023A upgrade for go live in September / October, along with Pathway UX.	N/A	26%
		<b>IntraMaps Review and Replacement</b>	The current GIS (Goographical Information System) tool, IntraMaps, is coming to its end-of-life with support ending from 30 <sup>th</sup> June 2025. Options to support an ongoing solution need to be assessed.	Completion of target-state process mapping / Procurement Plan endorsed / Procurement documents for the GIS solution tender, opened 13 <sup>th</sup> July, were finalised. The project schedule was re-baselined.	N/A	34%



# Project Status Report – Technology Stream

Stream Lead: Scott Coleman

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Yellow	Yellow	<b>Application Upgrade Schedule</b>	Establish times to avoid an upgrade, upgrade frequency and key stakeholders. Resulting in an Application Upgrade Calendar and standardised application upgrade processes and templates.	<b>ON HOLD.</b> No action undertaken this month due to higher priorities of other projects and leave taken by the PM.	Need to prioritise and obtain resource capacity where possible.	50%
Green	Green	<b>Device refresh - Surface to Dell, including Decommission of Adobe Acrobat XI</b>	Replacement program for Surface Pros that have reached the end of their lease or are no longer supported.	Most device refreshes are now complete. Project is <b>expected close as of 31<sup>st</sup> July.</b>	N/A	86%
Yellow	Yellow	<b>Power BI Compliance Reporting EDRMS – Phase 1</b>	Develop a suite of Power BI dashboards allowing Directors to view overdue KX activities for their directorate.	Presentation to CEO on 16 <sup>th</sup> July, following which presentations to all Directors will be made.  Phase 2 will expand the dashboards to give managers their own view of overdue KX activities.	We will present the reports to Bruce on 16 July and are planning to roll out to Directors over the next few weeks.	95%

# Project Status Report – Technology Stream (Cyber Security) Stream Lead: Scott Coleman

In-Progress Projects Status (Capital)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
		<b>Security – Network Segmentation</b>	Segmenting IT networks improves security by enabling firewalling internally between networks and systems.	13 out of 46 networks have been segregated, with some fine tuning of firewall rules still required.	N/A	30%
		<b>Security – F5 WAF (Advanced Web Application Firewall) Migration (e-Services)</b>	Web Application Firewall (WAF) configuration.	The migration of the eservices production site to operate behind the F5 will be scheduled with appropriate consideration to the Cloud Migration Project.	N/A	65%
In-Progress Projects Status (Operational)						
		<b>Security - Mimecast Secure Email Gateway migration to Microsoft Defender for Office 365</b>	The Mimecast Email Gateway will be removed in favour of Microsoft Defender for Office 365.	Configuration review work continues. Comms in The Buzz and at the July all staff briefing is scheduled, as is Intranet updates.	N/A	35%



# Project Status Report – Technology Stream (Cyber Security)

Stream Lead: Scott Coleman

In-Progress Projects Status (Operational)						
RAG Last Month	RAG This Month	Project Name	Project Description	Project Status Report	Get to Green actions	Completion %
Yellow	Yellow	<b>Security - Penetration Testing and Remediation - External (CS14)</b>	Penetration test of select assets by Deloitte, and subsequent remediation of findings.	WebGrid has been configured, CloudFlare Web Application Firewall put in place, and it has been integrated with the eServices staging website. Go-live planned for July 24 <sup>th</sup> .	Remediation of significant vulnerability in WebGrid.	88%
Green	Green	<b>Security - Policy Management as a Service (PMaaS) Rollout - IT Policies</b>	Creation, Review/Update and deployment of IT related policies to aid in Cyber Security and Acceptable Use of IT systems.	Review of policies against framework changes (e.g. PCI-DSS and VPDSS) is ongoing.	N/A	45%
Green	Green	<b>Security - Cisco Identity Services Engine (ISE) (CS11)</b>	The ISE will be deployed to authenticate users and devices.	Initial scoping and design complete. Next step is to review and approve the design and implementation plan.	N/A	40%
Green	Green	<b>Security - Vendor Support Access - Shared accounts to named account migration</b>	Transition vendors from using shared generic accounts to individual named accounts when accessing Knox systems.	Vendor presentation of health check results July 10 <sup>th</sup> .	N/A	30%
Green	Green	<b>Security - Payment Card Industry Data Security Standards (PCI DSS) Compliance</b>	Respond to requirement for PCI DSS Audit (self-assessment questionnaire) as required by the bank.	Next step is for us to receive Forgenex’s response and guidance on the mechanics of the payment gateway integration.	N/A	30%
Green	Green	<b>Security - CrowdStrike to Defender Migration</b>	Migrate our CrowdStrike Antivirus to Microsoft Defender Antivirus.	This initiative is <b>COMPLETE</b> will now be closed.	N/A	<b>100%</b>



## 4.9 Revised Instruments of Delegation to Members of Council Staff - September 2024

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Governance Officer, Damian Watson
<b>Manager:</b>	Manager Governance & Risk, Andrew Dowling
<b>Executive:</b>	Director, Customer & Performance, Greg Curcio

### SUMMARY

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council.

Three Instruments of delegation have been revised to reflect minor legislative changes based on advice from Council's solicitors, being the:

1. Instrument of Delegation – Planning;
2. Instrument of Delegation – Domestic Animals and Food Acts; and
3. Instrument of Delegation – Road Management Responsibilities.

### RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Instrument of Delegation – Domestic Animals and Food Acts (Attachment 2) and Instrument of Delegation – Road Management Responsibilities (Attachment 3), Council resolve that:

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

## **1. INTRODUCTION**

Council is empowered to delegate its powers, duties or functions with some strategic exemptions such as setting rates, borrowing funds, adopting a planning scheme amendment and adopting a budget.

Delegations are necessary to facilitate effective functioning of councils as they enable day-to-day decisions to be made in relation to routine administrative and operational matters.

In granting delegations, Council is not granting unfettered power to Council staff or relinquishing its own powers. A delegate must comply with the conditions of delegation as well as any relevant policies of Council and any legislative framework. Council can still exercise any delegated power, duty or functions itself by resolution in the Chamber.

The attached Instrument is recommended for the effective and efficient operation of Council's activities, as well as to enable routine and administrative tasks to be carried out with consistency and certainty.

## **2. DISCUSSION**

The attached Instruments have been updated to ensure they remain contemporaneous and consistent with current legislation and business practices.

### Instrument of Delegation – Planning

The current Instrument of Delegation – Planning has been in force since 26 February 2024. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

Changes to are shown using tracked changes in Attachment 1 and the only significant change involves the deletion of the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020, as the regulations have been revoked and have been replaced pursuant to regulation 4(a) of the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024. Those new regulations commenced on 29 June 2024 and have been included.

The new regulations are largely consistent with the previous regulations, the key changes being:

- Several regulations from 2020 that have not been retained in 2024 – those being Regulations 18(4), 18(6), 26, and 43; and Schedule 4 Clause 4(3).
- The addition of Regulation 45(3): Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person.
- The addition of Regulation 45(5): Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules.

### Instrument of Delegation – Domestic Animals and Foods Acts

The current Instrument of Delegation – Domestic Animals and Food Acts has been in force since 1 September 2022. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

Changes to are shown using tracked changes in Attachment 2 and involve the following:

- Amendment to Section 19(4)(a) Food Act to include internet sites of the food business in relation to any written order.
- Amendment to Section 19AA(4)(c) Food Act to include the condition that the section is only in relation to temporary food premises or mobile food premises.
- Inclusion of the following provisions under S19FA Food Act:
  - S19FA(1): Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program.
  - S19FA(3)(a): Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1).
  - S19FA(3)(b): Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1).
  - S19FA(3)(c): Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1).
- Addition of the following condition under Section 43F(7) Food Act: Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)).

### Instrument of Delegation – Road Management Responsibilities

The current Instrument of Delegation – Road Management Responsibilities has been in force since 27 May 2024. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

Changes to are shown using tracked changes in Attachment 3 and the only significant change involves the removal of sections 12(2), 12(4)-(7) of the Road Management Act 2004. Council's solicitors (Maddocks) are recommending Councils use the powers under the Local Government Act 1989 when discontinuing a road rather than the powers under the Road Management Act 2004.

There have also been changes to the allocation of positions to certain provisions within the Instrument of Delegation based on staff changes.

### **3. CONSULTATION**

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 instruments (Attachments 1, 2 and 3) have been

prepared based on the advice provided by Maddocks Lawyers and consultation with relevant staff.

#### **4. SOCIAL IMPLICATIONS**

Nil.

#### **5. 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.

#### **6. ENVIRONMENTAL IMPLICATIONS**

Nil.

#### **7. FINANCIAL AND RESOURCE IMPLICATIONS**

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 not maintaining its obligations under law which could lead to fines or unauthorised acts from officers.

#### **7. RISKS**

Maintaining up-to-date instruments of delegation is essential for mitigating procedural risks. It ensures that delegations accurately reflect legislative changes and remain aligned with the organisation's needs. This practice ensures officers have the necessary powers, authorities, and obligations to effectively and appropriately fulfill their roles.

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

##### **Civic Engagement & Integrity**

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

#### **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 - Delegation - Planning - Council to Staff - Tracked Changes [4.9.1 - 69 pages]
2. Attachment 2 - Delegation - Domestic Animals and Food Acts - Council to Staff - Tracked Changes [4.9.2 - 18 pages]
3. Attachment 3 - Delegation - Road Management Responsibilities - Council to Staff - Tracked Changes [4.9.3 - 26 pages]



### Council to Council Staff

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

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

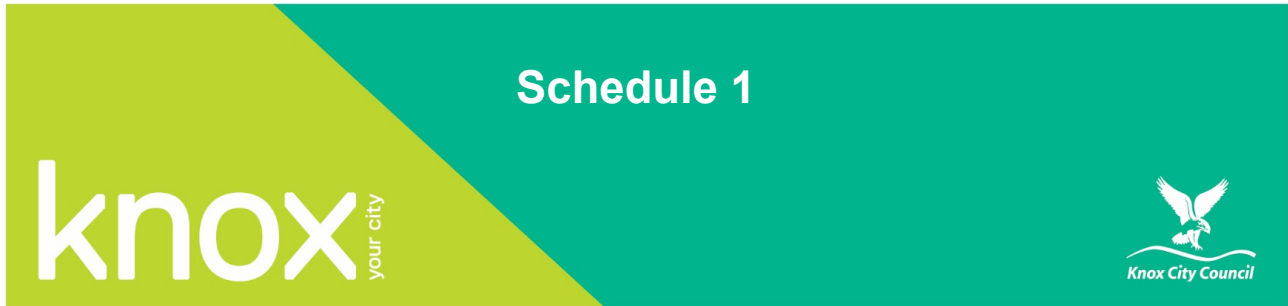
2. records that reference in the Schedules to:

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

Instrument of Delegation – Council to Staff Planning

~~February-September~~ 2024





3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 26 ~~February~~ August 2024 and
- 3.2 the delegation:
- 3.2.1 comes into force on ~~26-9 September~~February 2024;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

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Cr Jude Dwight - Mayor

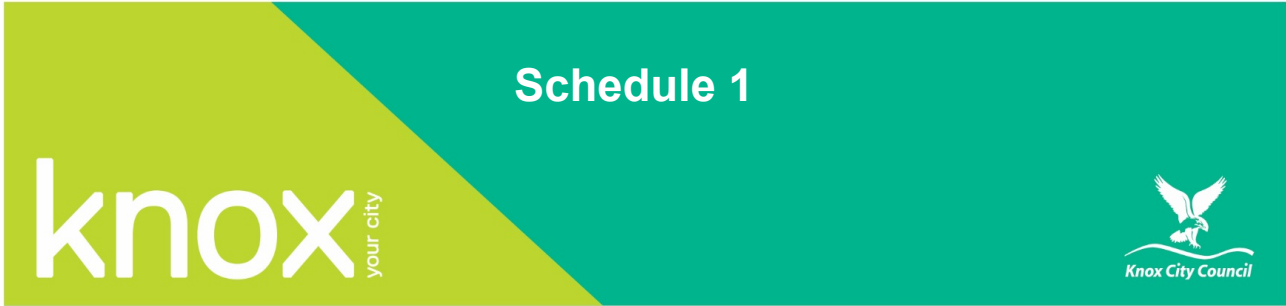
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Bruce Dobson – Chief Executive Officer

**Date:**

Instrument of Delegation – Council to Staff Planning

~~February-September~~ 2024



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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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

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			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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

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

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

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

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



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s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Groups	
s 69(1A)	Function of receiving application for extension of time to complete development	All Groups	

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

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

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

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	

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

Instrument of Delegation – Council to Staff Planning

February-September 2024

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



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

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

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

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

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

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

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

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



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

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

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

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(3)(d)	Power to refuse to amend or end the agreement	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>
s 178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	Groups A, B, C & D	
s 178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Groups A, B, C & D	
s 178F(4)	Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Groups A, B, C & D	

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Group A	<p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Group A	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Groups A, B, C & D	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Groups A, B, C & D	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 184G(2)	Duty to comply with a direction of the Tribunal	Group A	
s 184G(3)	Duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
S 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Groups A, B, C, D & F	
s 198(1)	Function to receive application for planning certificate	Groups A, B & C	
s 199(1)	Duty to give planning certificate to applicant	Groups A, B & C	
s 201(1)	Function of receiving application for declaration of underlying zoning	Group A	
s 201(3)	Duty to make declaration	Group A	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, E, H & I	
Misc	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Groups A, B, C, D, E, H & I	
Misc	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, E, H & I	
Misc	Power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, D, E & I	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Misc.	Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference	Groups A, B, C, & D	The mediated outcome shall be generally in accordance with the Council decision on the application, unless an agreed outcome involves major changes being made to a proposal that address issues or concerns identified with the Council decision.
Misc.	Power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment	Group A	The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors.
Misc.	Power to make minor changes to a Planning Scheme Amendment	Group A	Changes must not affect the purpose or intent of the Amendment.
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Groups	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Groups	

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

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

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

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

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

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

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director City Liveability	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
<del>r 18(4)</del>	<del>Power to determine where the emergency contact person's details are displayed</del>	<del>Chief Executive Officer Director City Liveability Manager City Safety &amp; Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer</del>	
<del>r 18(6)</del>	<del>Power to determine where certain information is displayed</del>	<del>Chief Executive Officer Director City Liveability Manager City Safety &amp; Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer</del>	



<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 212(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 212(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 223	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 234	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 245(23)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 26	<del>Duty to have regard to any report of the relevant fire authority</del>	<del>Chief Executive Officer Director City Liveability Manager City Safety &amp; Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer</del>	
r 268(b)(i)	Power to approve system for the <del>collection, removal and disposal</del> discharge of sewage and waste water from a movable dwelling	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 3840	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 3840(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 3941(34)	Function of receiving installation certificate	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 45(3)3	<del>Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person Power to approve use of a non-habitable structure as a dwelling or part of a dwelling</del>	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
R 45(5)Sch 3 cl 4(3)	<del>Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules Power to approve the removal of wheels and axles from unregistrable movable dwelling</del>	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

**SCHEDULE 2**

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



# Instrument of Delegation

## Domestic Animals & Food Acts



### Council to Council Staff

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

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~29 August 9~~ September 2024; and
  - 2.2 the delegation:
    - 2.2.1 comes into force ~~on 1 September 2022~~ immediately upon its execution;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee



| \_\_\_\_\_  
Cr ~~Susan Laukens~~Jude Dwight - Mayor

\_\_\_\_\_  
Bruce Dobson - Chief Executive Officer

**Date:**

| Instrument of Delegation – Council to Staff  
Domestic Animals & Food Acts

~~August~~ September 2024



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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s 41A(1)	Power to declare a dog to be a menacing dog	Director City Liveability Manager City Safety & Health Coordinator Community Laws	The delegate must be a Council authorised officer under section 72;



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer Director Planning and Development Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies  Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, <u>(ia) display at any point of sale, (ib) be published on the food business's internet site</u> and (ii) inform the public by notice in a published newspaper, <u>on the Internet site or otherwise</u> or otherwise	Chief Executive Officer Director City Liveability Manager City Safety & Health	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	If section 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution.  <u>Only in relation to temporary food premises or mobile food premises.</u>

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19AA(7)	Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19EA(3)	Function of receiving a copy of the revised food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<a href="#">S19FA(1)</a>	<a href="#">Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program</a>	<a href="#">Chief Executive Officer</a> <a href="#">Director City Liveability</a> <a href="#">Manager City Safety &amp; Health</a> <a href="#">Coordinator Health Services</a> <a href="#">Team Leader Environmental Health</a> <a href="#">Environmental Health Officer</a>	<a href="#">Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Subject to s 19FA(2), which requires a time limit for compliance to be specified</a>
<a href="#">S19FA(3)(a)</a>	<a href="#">Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)</a>	<a href="#">Chief Executive Officer</a> <a href="#">Director City Liveability</a> <a href="#">Manager City Safety &amp; Health</a> <a href="#">Coordinator Health Services</a> <a href="#">Team Leader Environmental Health</a> <a href="#">Environmental Health Officer</a>	<a href="#">Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))</a>
<a href="#">S19FA(3)(b)</a>	<a href="#">Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)</a>	<a href="#">Chief Executive Officer</a> <a href="#">Director City Liveability</a> <a href="#">Manager City Safety &amp; Health</a> <a href="#">Coordinator Health Services</a> <a href="#">Team Leader Environmental Health</a> <a href="#">Environmental Health Officer</a>	<a href="#">Where Council is the registration authority Only in relation to temporary food premises or mobile food premises</a>
<a href="#">S19FA(3)(c)</a>	<a href="#">Power to suspend the registration of the premises where a proprietor of a food premises fails to comply with a direction given under Section 19FA(1)</a>	<a href="#">Chief Executive Officer</a> <a href="#">Director City Liveability</a> <a href="#">Manager City Safety &amp; Health</a> <a href="#">Coordinator Health Services</a> <a href="#">Team Leader Environmental Health</a> <a href="#">Environmental Health Officer</a>	<a href="#">Where Council is the registration authority Only in relation to temporary food premises or mobile food premises</a>

Instrument of Delegation – Council to Staff  
Domestic Animals & Food Acts

[August-September 2024](#)

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority  Note: Not required if Council has taken other appropriate action in relation to deficiencies (see S19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19N(2)	Function of receiving notice from the auditor	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

Instrument of Delegation – Council to Staff  
Domestic Animals & Food Acts

August-September 2024

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see section 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 36B	Duty to pay the charge for use of online portal	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s.38AB (1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

Instrument of Delegation – Council to Staff  
Domestic Animals & Food Acts

August-September 2024



<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in section 38D(2)(a)-(d)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 38D(3)	Power to request copies of any audit reports	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s 38E(4)	Duty to register the food premises when conditions are satisfied	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer Team Leader Environmental Health	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 38G(1)	Power to require notification of change of change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 39A	power to register or renew the registration of a food premises despite minor defects	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority  only if satisfied of matters in subsections (2)(a)-(c)
s 39A(6)	Duty to comply with a direction of the Secretary	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 40E	Duty to comply with the direction of the Secretary	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40F	Power to cancel registration of food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 43	Duty to maintain records of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse -to register the components that do not meet the requirements	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority  <u>Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))</u>
s 45AC	Power to bring proceedings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

**Council to Council Staff:**

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

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~27 May~~ 9 September 2024 and
  - 2.2 the delegation:
    - 2.2.1 comes into force on immediately upon its execution;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



\_\_\_\_\_  
Cr Jude Dwight - Mayor

| \_\_\_\_\_  
~~Matt Kelleher~~Bruce Dobson – ~~Acting~~ Chief  
Executive Officer

**Date:**

| Instrument of Delegation – Council to Staff  
Road Management Responsibilities

May-September 2024





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<b>ROAD MANAGEMENT ACT 2004</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 11(1)	Power to declare a road by publishing a notice in the government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Coordinator Property Management	
s 11(9)(b)	Duty to advise registrar	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Coordinator Property Management	
s 11(10)	Duty to inform secretary to department of environment, land, water and planning of declaration etc.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Clause subject to section 11(10a)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(10a)	Duty to inform secretary to department of environment, land, water and planning or nominated person	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
<del>s-12(2)</del>	<del>Power to discontinue road or part of a road</del>	<del>Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure</del>	<del>Where council is the coordinating road authority</del>
<del>s-12(4)</del>	<del>Duty to publish, and provide copy, notice of proposed discontinuance</del>	<del>Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure</del>	<del>Power of coordinating road authority where it is the discontinuing body Unless subsection (11) applies</del>
<del>s-12(5)</del>	<del>Duty to consider written submissions received within 28 days of notice</del>	<del>Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Property Management</del>	<del>Duty of coordinating road authority where it is the discontinuing body Unless subsection (11) applies</del>

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<del>s 12(6)</del>	<del>Function of hearing a person in support of their written submission</del>	<del>Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Property Management</del>	<del>Function of coordinating road authority where it is the discontinuing body Unless subsection (11) applies</del>
<del>s 12(7)</del>	<del>Duty to fix day, time and place of meeting under section 12(6) and to give notice</del>	<del>Chief Executive Officer Director Infrastructure Director City Liveability Chief Financial Officer Coordinator Property Management</del>	<del>Duty of coordinating road authority where it is the discontinuing body Unless subsection (11) applies</del>
s 12(10)	Duty to notify of decision made	Chief Executive Officer Director- Infrastructure Director City Liveability Chief Financial Officer Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the minister
s 13(1)	Power to fix a boundary of a road by publishing notice in government gazette	Chief Executive Officer Director Infrastructure Director City Liveability Chief Financial Officer Manager - City Futures	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s 14(4)	Function of receiving notice from the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 14(7)	Power to appeal against decision of the head, transport for Victoria	Chief Executive Officer Director Infrastructure	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer Director Infrastructure	
s 15(1a)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer Director Infrastructure	
s.15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 16(7)	Power to enter into an arrangement under section 15	Chief Executive Officer Director Infrastructure	
s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 17(2)	Duty to register public road in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s 18(3)	Duty to record designation in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 21	Function of replying to request for information or advice	Chief Executive Officer Director Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 22(2)	Function of commenting on proposed direction	Chief Executive Officer Director Infrastructure	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 22(4)	Duty to publish a copy or summary of any direction made under section 22 by the minister in its annual report.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	
s 22(5)	Duty to give effect to a direction under section 22.	Chief Executive Officer Director Infrastructure	
s 40(1)	Duty to inspect, maintain and repair a public road.	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers Director Infrastructure Manager Engineering Services and Operations	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Director Infrastructure	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in government gazette	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42a(3)	Duty to consult with the head, transport for Victoria and minister for local government before road is specified	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof
s 42a(4)	Power to approve minister's decision to specify a road as a specified freight road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48ea	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Coordinator Civil Maintenance Coordinator Sportsfields and Reserves  Coordinator Urban Forest and City Presentation Coordinator Civil Construction	Where council is the responsible road authority, infrastructure manager or works manager
s 48m(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48m	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 49	Power to develop and publish a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	
s 53(2)	Power to cause notice to be published in government gazette of amendment etc of document in road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(6)	Power to amend road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 55(1)	Duty to cause notice of road management plan to be published in government gazette and newspaper	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the infrastructure manager
s 64(1)	Duty to comply with clause 13 of schedule 7	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the infrastructure manager or works manager

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 66(1)	Power to consent to structure etc	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 67(3)	Power to request information	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 68(2)	Power to request information	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Chief Executive Officer	

<b>ROAD MANAGEMENT ACT 2004</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head of Governance Senior Governance Officer Governance Officer	
s 85	Function of receiving report from authorised officer	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	
s 86	Duty to keep register re section 85 matters	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	
s 87(1)	Function of receiving complaints	Chief Executive Officer Director Infrastructure	
s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer Director Infrastructure Director City Liveability	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director Infrastructure Director City Liveability Manager Green Spaces and Environment	
s 112(2)	Power to recover damages in court	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to cause or carry out inspection	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Coordinator Asset Strategy	
s 119(2)	Function of consulting with the head, transport for victoria	Chief Executive Officer Director Infrastructure Manager Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the head, transport for victoria)	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment <u>Manager Strategic Infrastructure</u> Coordinator Civil Maintenance Coordinator Urban Forest and City Presentation Coordinator Sportsfields and Reserves Coordinator Civil Construction	
s 120(2)	Duty to seek consent of the head, transport for victoria to exercise road management functions before exercising power in section 120(1)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations <u>Manager Strategic Infrastructure</u>	
s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	

Instrument of Delegation – Council to Staff  
Road Management Responsibilities

May-September 2024

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 122(1)	Power to charge and recover fees	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
s 123(1)	Power to charge for any service	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
Sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
sch 2 cl 4	Function of receiving details of proposal from the head, transport for Victoria	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Chief Executive Officer Director Infrastructure Manager Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager responsible for non-road infrastructure
Sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 10(2)	Where schedule 7 clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the coordinating road authority
Sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the coordinating road authority
Sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the coordinating road authority
Sch 7 cl 12(5)	Power to recover costs	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the coordinating road authority
Sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to schedule 7, clause 13(2)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the works manager
Sch 7 cl 13(2)	Power to vary notice period	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under schedule 7, clause 13(1)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the infrastructure manager

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Sch 7 cl 16(1)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(4)	Duty to consult	Chief Executive Officer Director Infrastructure Manager Engineering Services and- Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority, responsible authority or infrastructure manager
Sch 7 cl 16(5)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Engineering Services and- Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(8)	Power to include consents and conditions	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 18(1)	Power to enter into an agreement	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager -Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7a cl 2	Power to cause street lights to be installed on roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure <u>Coordinator Traffic and Transport</u>	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

Instrument of Delegation – Council to Staff  
Road Management Responsibilities

May-September 2024

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7a cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure <u>Coordinator Traffic and Transport</u>	Where council is the responsible road authority
Sch 7a cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure <u>Coordinator Traffic and Transport</u>	Where council is the responsible road authority
Sch 7a cl (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses <del>3(2)</del> and 4	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure <u>Coordinator Traffic and Transport</u>	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the act	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 16(3)	Power to issue permit	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure <u>Manager Engineering Services and Operations</u>	Where council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	Where council is the coordinating road authority

Instrument of Delegation – Council to Staff  
Road Management Responsibilities

May-September 2024

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r 23(32)	Power to make submission to tribunal	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Parking Enforcement	Where council is the coordinating road authority
r 23(4)	Power to charge a fee for application under section 66(1) road management act	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety and Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officer	Where council is the coordinating road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Parking Enforcement Officer	Where council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations  Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws	Where council is the responsible road authority
R.25(5)	Power to recover in the magistrates' court, expenses from person responsible	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 15	Power to exempt a person from requirement under clause 13(1) of schedule 7 of the act to give notice as to the completion of those works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment <u>Manager Engineering Services and Operations</u>	Where council is the coordinating road authority and where consent given under section 63(1) of the act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority



5 Notices Of Motion

6 Supplementary Items

Nil

7 Urgent Business

Nil

8 Confidential Items

8.0 CEO Performance Review

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, which if released would result in the unreasonable disclosure of information about the affected person and or their personal affairs. Section 125 of the Local Government Act 2020 regarding Confidential Information applies to a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff.