

# MINUTES

Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On

Monday 16 September 2024

The Agenda for the Meeting of Council, Monday 16 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 Meeting of Council.



The meeting commenced at 7:03pm.

**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 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 S Coleman</i>	<i>Acting Director - Customer and Performance</i>
<i>Ms J Chalkley</i>	<i>Director - Connected Communities</i>
<i>Ms N Lorkin</i>	<i>Chief Financial Officer</i>
<i>Mr A Dowling</i>	<i>Manager - Governance &amp; Risk</i>

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## 1 Apologies And Requests For Leaves Of Absence

Apologies were received from Councillor Cooper.

## 2 Declarations Of Conflict Of Interest

Nil.

## 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 26 August 2024. There being none, the Chairperson declared the Minutes be confirmed.

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The Mayor noted the meeting was the last before the commencement of the Council Election Period and reminded Councillors to be mindful of the requirements of the Election Period Policy during the course of the meeting.

## 4 Presentations, Petitions And Memorials

The Mayor, Councillor Dwight introduced a presentation to Councillors who had announced they would be retiring from Council at the end of their current term.

The Mayor acknowledged Councillor Timmers-Leitch had announced she would be retiring from Council after 2 terms spanning 5½ years of service, noting Councillor Timmers-Leitch had represented Collier Ward since being first elected at a by-election in 2019. The Mayor noted Councillor Timmers-Leitch had also served as Mayor in 2022-23 and Deputy Mayor in 2019-2020.

The Mayor acknowledged Councillor Pearce had also announced his retirement having served as Taylor Ward Councillor for 16 years over four terms, following his first election in 2008. The Mayor noted Councillor Pearce had served two mayoral terms, the first in 2013-14 and again in 2016-17.

The Mayor acknowledged Councillor Seymour had also announced her retirement, having served as Tirhatuan Ward Councillor for 12 years over three terms, having been first elected in 2012. The Mayor noted Councillor Seymour had also served as Mayor in 2019-20 and Deputy Mayor in 2021-22.

The Deputy Mayor, Councillor Grasso acknowledged the Mayor, Councillor Dwight had also announced her retirement having served as Chandler Ward Councillor since her election in 2020. The Deputy Mayor noted Councillor Dwight had served as Deputy Mayor in 2022-23 as well as being Council's current Mayor for 2023-24.

The Deputy Mayor noted the Knox community was fortunate to have been served by Councillors Timmers-Leitch, Pearce, Seymour and Dwight, expressing gratitude to each for their dedication, and to their families and friends who had supported them during their terms. On behalf of Council and the Knox community, The Deputy Mayor wished each Councillor well in their next endeavours, and thanked and congratulated them for their service to the Knox community.

Councillor Dwight, Councillor Timmers-Leitch, Councillor Seymour and Councillor Pearce each received a certificate under seal to acknowledge their service and the Mayor noted having served consecutive terms, Councillors Timmers-Leitch, Seymour and Pearce would each receive a small gift in line with Council's Recognition of Former Mayor and Councillors Policy.

The Chairperson, Mayor Dwight with leave of the meeting, varied the order of business in order for Council to consider Item 7.1 - Biannual Report of the Audit and Risk Committee before Item 5.2 - 2024/25 Amended Budget.

## 5 Officer Reports

### 5.1 Report of Planning Applications Decided Under Delegation 1 August 2024 to 31 August 2024

#### SUMMARY

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

#### RECOMMENDATION

That the planning applications decided under delegation reports (between 1 August 2024 to 31 August 2024) be noted.

#### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Baker

**That the planning applications decided under delegation reports (between 1 August 2024 to 31 August 2024) be noted.**

#### **CARRIED**

## 7 Supplementary Items

### 7.1 Biannual Report of the Audit and Risk Committee

#### SUMMARY

This report presents to Council the Audit and Risk Committee Biannual Report - August 2024, in accordance with the requirements of the Local Government Act 2020 (LGA 2020) and the Audit and Risk Committee Charter February 2023 (the Charter).

#### RECOMMENDATION

That Council receive and note the Audit and Risk Committee Biannual Report - August 2024, as set out in Attachment 1 to the report.

The Mayor, Councillor Dwight, thanked the Chairperson of the Knox City Council Audit and Risk Committee, Mr Geoff Harry for attending the meeting (via Zoom) and invited him to speak to the report.

#### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Dwight

**That Council receive and note the Audit and Risk Committee Biannual Report - August 2024, as set out in Attachment 1 to the report.**

#### **CARRIED**



## 5.2 2024/25 Amended Budget

### SUMMARY

The 2024/25 Amended Budget is presented for consideration. This report recommends Council adopt the 2024/25 Amended Budget, including updates to capital works, for management reporting purposes.

### RECOMMENDATION

That Council:

1. Adopt the 2024/25 Amended Budget as identified in Attachment 1, which will be used for management reporting purposes.
2. Note that the required borrowings expected to be drawn down in 2024/25 total \$12.600 million compared with \$21.800 million in the 2024/25 Adopted Budget.
3. Adopt the updated fees and charges as listed in Table 3.

### **RESOLUTION**

**MOVED: Councillor Dwight**

**SECONDED: Councillor Baker**

That Council:

1. **Adopt the 2024/25 Amended Budget as identified in Attachment 1, which will be used for management reporting purposes;**
2. **Note that the required borrowings expected to be drawn down in 2024/25 total \$12.600 million compared with \$21.800 million in the 2024/25 Adopted Budget; and**
3. **Adopt the updated fees and charges as listed in Table 3.**

### **CARRIED**

## 5.3 Capital Works Program Annual Report

### SUMMARY

This report informs Council on the delivery outcomes of the 2023/24 Capital Works Program. Below are some program highlights:

- Completion of Westfield Library, which includes Garden room, Computer area, Meeting rooms, Study booths, Lounges, Designated areas for youth and children, The Youth Hive managed by Council's Youth Services;
- Completion of Stamford Park redevelopment works including wetlands, shared path and boardwalks, playgrounds and wildlife habitats;
- Completion of Fairpark Pavilion incorporating U3A;
- Carrington Park Squash Court upgrade completed;
- Significant progress of the Egan Lee synthetic soccer pitch works (which was completed in August 2024);
- Floodlighting upgrade at Bayswater Oval, Windermere Reserve, Kings Park Baseball, Guy Turner Reserve and Chandler Reserve
- Completion of Knox Regional Netball Centre includes two additional indoor courts, new change rooms and a function room, an observation deck, upgrades to the existing stadium including improved accessibility and storage, extra 180 parking bays including accessible parking spaces;
- Completion of the road reconstruction program, including designs to inform the 24/25 program;
- In excess of 100 streets renewed through the road resurfacing program;
- Cricket net renewals at Pickett Reserve and Templeton Reserve;
- Installation of new Dog Park Lighting at Knoxfield and Emerson Reserve Dog Park;
- New shared paths along Napoleon Road, Rowville;
- Upgraded streetscape in Erica Avenue, Boronia including installation of public Art lighting
- HV Jones stage 3 masterplan work completed, including renewal of netball court and expansion of carpark.
- Community Toilet Replacement Program, including completion of Chandler Reserve;
- Over 2,000 street trees planted.

### RECOMMENDATION

That Council receive and note the Capital Works Annual Report for 2023/24.

### **RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Baker

**That Council receive and note the Capital Works Annual Report for 2023/24.**

### **CARRIED**

## 5.4 Ferntree Gully Cemetery Trust Annual Report for the Year Ended 30 June 2024

### SUMMARY

This report presents Council, as Trustee for the Ferntree Gully Cemetery, with relevant statutory documentation for the 2023-2024 financial year of operations for consideration and adoption, prior to submission to the Department of Health.

The report also provides Council as Trustee with an overview of work undertaken:

- To support the Ferntree Gully Cemetery in the 2023-2024 financial year including an overview of sales and other enquiries including right of interment queries.
- To progress the development of a landscape master plan.

### RECOMMENDATION

That Council, as the Trustee for the Ferntree Gully Cemetery Trust, resolve to:

1. Receive and note the audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2024 (Attachment 1).
2. Receive and note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2).
3. Adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2023-2024 financial year (Attachment 3) and authorise the Mayor and Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to sign the accounts on behalf of the Trust for submission to the Department of Health.
4. Note other work undertaken supporting the operations of Ferntree Gully Cemetery in the 2023-2024 financial year in as set out in the officers' report.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymour

That Council, as the Trustee for the Ferntree Gully Cemetery Trust, resolve to:

1. Receive and note the audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2024 (Attachment 1).
2. Receive and note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2).
3. Adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2023-2024 financial year (Attachment 3) and authorise the Mayor and Councillor Baker and Councillor Seymour to sign the accounts on behalf of the Trust for submission to the Department of Health.
4. Note other work undertaken supporting the operations of Ferntree Gully Cemetery in the 2023-2024 financial year in as set out in the officers' report.

### **CARRIED**

## 5.5 Knox Disability Advisory Committee Membership Recruitment and Annual Report

### SUMMARY

The Knox Disability Advisory Committee assists Council in the development of policy and planning about issues of access and inclusion and provides advice to promote disability awareness within Council and the wider community. In June 2024 an Expression of Interest and recruitment process was conducted for new Committee members to fill up to eight vacancies.

This report seeks approval to appoint new Committee members and the re-appointment of one Committee member for a two-year term from October 2024 to October 2026. This report also provides an overview of the Committee’s achievements over the past 12 months.

### RECOMMENDATION

That Council:

1. Thank all the community members who took the time to apply for the Knox Disability Advisory Committee.
2. Appoint the following current Knox Disability Advisory Committee member for a second term for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
1	Community Representative

3. Appoint the following applicants to the Knox Disability Advisory Committee for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
2	Community Representative
3	Community Representative
4	Community Representative
5	Community Representative
6	Community Representative
7	Community Representative
8	Service Provider/Industry Representative
9	Service Provider/Industry Representative

4. Appoint the following fifth Service Provider/Industry Representative for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
10	Service Provider/Industry Representative

5. Note the achievements of the Committee over the past 12 months.
6. Thank the outgoing members of the Knox Disability Advisory Committee for their valuable contribution:
  - Angela Sipka– Community Representative.
  - Geoff Deacon – Community Representative.
  - Sue Dymond – Community Representative.
  - Lara Lyon – Community Representative.
  - Laura Atwell– Community Representative.
  - Manja Wirth – Industry Representative.

- Jess Laffy – Industry Representative.

*Councillor Laukens left the meeting at 8:04pm and returned at 8:06pm before the vote on item 5.5.*

**RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymour

That Council:

1. Thank all the community members who took the time to apply for the Knox Disability Advisory Committee.
2. Appoint the following current Knox Disability Advisory Committee member for a second term for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
1. Shelley Spencer	Community Representative

3. Appoint the following applicants to the Knox Disability Advisory Committee for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
2. Husna Amani	Community Representative
3. Lawrence O'Hare	Community Representative
4. Andy Whitehead	Community Representative
5. Alexandra Edwards	Community Representative
6. Robyn Bishop	Community Representative
7. Laura Zabinski	Community Representative
8. Melissa Chapman	Service Provider/Industry Representative
9. Stacy Thomas	Service Provider/Industry Representative

4. Appoint the following fifth Service Provider/Industry Representative for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
10. Jennifer Dusseault	Service Provider/Industry Representative

5. Note the achievements of the Committee over the past 12 months.
6. Thank the outgoing members of the Knox Disability Advisory Committee for their valuable contribution:
  - Angela Sipka– Community Representative.
  - Geoff Deacon – Community Representative.
  - Sue Dymond – Community Representative.
  - Lara Lyon – Community Representative.
  - Laura Atwell– Community Representative.
  - Manja Wirth – Industry Representative.
  - Jess Laffy – Industry Representative.

**CARRIED**

## 5.6 Climate Response Plan Annual Report 2023-2024

### SUMMARY

This report provides the third annual report on the implementation of the Climate Response Plan 2021 – 2031 which was adopted by Council on 27 September 2021.

### RECOMMENDATION

That Council note the Knox Climate Response Plan (CRP) 2021-31 annual report (Attachment 1) which provides an update on the implementation of CRP actions during the 2023/2024 financial year.

### MOTION

MOVED: Councillor Pearce

SECONDED: Councillor Seymour

That Council:

1. Note the Knox Climate Response Plan (CRP) 2021-31 annual report (Attachment 1) which provides an update on the implementation of CRP actions during the 2023/2024 financial year.
2. Receive a report at a Council meeting no later than May 2025 (unless deferred to a later date in consultation with the Mayor) outlining the resources required, implications and feasibility of conducting a review of the climate response plan in financial year 2025/26, including consideration of:
  - Formally repealing Council's climate emergency declaration; and
  - Reducing the scope of the Climate Response Plan to meet only the minimum relevant statutory requirements and contractual obligations.

### LOST

A Division was called by Councillor Pearce

For the motion: Councillor Pearce

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

Abstention: Nil

### LOST 1:7

**RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Grasso

**That Council note the Knox Climate Response Plan (CRP) 2021-31 annual report (Attachment 1) which provides an update on the implementation of CRP actions during the 2023/2024 financial year.**

**CARRIED**

## 5.7 Contract 3401 - Provision of Cleaning & Sanitary Services for Council Buildings, Public Toilets, BBQ's and Incidentals - Council Report

### SUMMARY

Following a public tender process, this report recommends the appointment of Menzies International for the provision of Cleaning Services – Knox City Council Assets (Contract 3401).

The contract combines several existing contracts:

- Cleaning of Council operated buildings.
- Cleaning of Public Toilets, BBQs and Incidental Facilities.
- Provision of Sanitary Bins; and
- Early Years Facility Cleaning and Maintenance.

Tenderers were able to submit for Part 1 and/or Part 2, summarised as follows:

- Part 1: Provision of Cleaning and Sanitary Services for Council Buildings, Public Toilets, BBQ's and Incidentals (including consumables).
- Part 2: Early Years Facilities Cleaning, communicable outbreak cleans, and sanitary bins (including consumables).

With the reduction of kindergarten services from the cleaning program for the Early Years Facilities cleaning, as well as combining the sanitary services, it was anticipated that combining the contracts would provide scale and efficiency to both Council and interested contractors.

By tendering these services together under a single contract, the contract management requirements will be streamlined compared to maintaining separate contracts.

Creating a clearer and comprehensive specification document, will be able the contract to be managed against the scope with greater clarity and transparency.

The contract is a schedule of rates contract and will be delivered within the existing budget.

### RECOMMENDATION

That Council resolve to:

1. Accept the tender submission from Menzies International for the Schedule of Rates Contract 3401 – Provision of Cleaning Services, for an initial period of three years, with the option of two one-year extensions, commencing 3 November 2024, at an estimated value of \$8,219,067.63 excluding GST (\$9,040,974.40 including GST).
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 increase; and
4. Advise all tenderers accordingly.



**RESOLUTION**

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Grasso

That Council resolve to:

1. Accept the tender submission from Menzies International for the Schedule of Rates Contract 3401 – Provision of Cleaning Services, for an initial period of three years, with the option of two one-year extensions, commencing 3 November 2024, at an estimated value of \$8,219,067.63 excluding GST (\$9,040,974.40 including GST).
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 increase; and
4. Advise all tenderers accordingly.

**CARRIED**

## 6 Notices Of Motion

### Notice of Motion 160 – Monitoring of Grants Funding

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

#### MOTION

MOVED: Councillor Pearce

SECONDED: Councillor Seymour

That Council resolve to:

1. Include in future funding agreements, for any organisation that is in receipt of more than \$100,000 in grant funding from Knox Council in any financial year, a requirement for the organisation to submit audited financial statements to Council as part of its grant acquittal process; and
2. Request the Audit & Risk Committee to include within the future strategic internal audit plan an internal audit reviewing the effectiveness of controls Council has in place to ensure grant funding to external organisations is appropriately expended for the purposes for which it is provided.

#### LOST

A Division was called by Councillor Pearce

For the motion: Councillor Pearce

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

Abstention: Nil

#### LOST 1:7

8 Urgent Business

Nil.

9 Confidential Items

Nil.

**MEETING CLOSED AT 9:11pm**

Minutes of Meeting confirmed at the  
Mid Month Meeting of Council  
held on Monday, 25 November 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 16 September 2024 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson  
Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 26 August 2024.

4 Presentations, Petitions And Memorials

## 5 Officer Reports

### 5.1 Report of Planning Applications Decided Under Delegation 1 August 2024 to 31 August 2024

**Final Report Destination:** Council  
**Paper Type:** For Noting  
**Author:** Manager City Planning & Building, Paul Dickie  
**Manager:** Manager City Planning & Building, Paul Dickie  
**Executive:** Director City Liveability, Matt Kelleher

#### SUMMARY

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

#### RECOMMENDATION

That the planning applications decided under delegation reports (between 1 August 2024 to 31 August 2024) be noted.

#### 1. REPORT

Details of planning applications decided under delegation from 1 August 2024 to 31 August 2024 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	1
Other	6
Subdivision	14
Units	11
Tree Removal / Pruning	4
Single Dwelling	2
Child Care Centre	2
Signage	2
Removal of Easement	2
<b>TOTAL</b>	<b>44</b>

#### 2. CONFIDENTIALITY

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

#### Attachments

Nil



## Knox City Council

### Report of Planning Applications Decided

1 August 2024 and 31 August 2024

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2024/6037	22 Flower Street FERNTREE GULLY VIC 3156	Construction of five (5) double storey dwellings and one (1) single storey dwelling (total of six (6) dwellings)	22/08/2024 Notice of Decision
Baird	2024/6231	1 & 2/192 Boronia Road BORONIA VIC 3155	Five Lot Subdivision (approved development site)	1/08/2024 Approved
Baird	2024/6306	12 Hazelwood Road BORONIA VIC 3155	Three lot subdivision (approved unit development)	19/08/2024 Approved
Baird	2024/9049	2/2 Corporate Boulevard BAYSWATER VIC 3153	Buildings and Works (extension to existing warehouse) and reduction in carparking	15/08/2024 Approved
Baird	2024/6283	6 Henry Street BORONIA VIC 3155	Seven lot Subdivision (approved unit development)	1/08/2024 Approved
Baird	2024/9054	12 Stirling Street FERNTREE GULLY VIC 3156	Two (2) lot subdivision (approved unit development)	9/08/2024 Approved
Baird	2024/9060	2/2 Corporate Boulevard BAYSWATER VIC 3153	Buildings and works (Construction of mezzanine area)	23/08/2024 Approved
Baird	2023/6462	17 Laurel Avenue BORONIA VIC 3155	Construction of three (3) double storey dwellings	22/08/2024 Approved
Baird	2024/9055	836 Mountain Highway BAYSWATER VIC 3153	Buildings and works for two new hardstand areas, a covered storage area and relocation of car parking spaces	14/08/2024 Approved
Baird	2024/6262	254 Dorset Road BORONIA VIC 3155	Buildings and works, including the display of business identification signage	6/08/2024 Approved
Baird	2024/6359	7/123 Boronia Road BORONIA VIC 3155	Display of internally illuminated business identification signage	28/08/2024 Approved
Baird	2023/6558	121 Scoresby Road BAYSWATER VIC 3153	Construction of a double storey dwelling to the rear of the existing dwelling and alterations to the existing dwelling	8/08/2024 Refused

Ward	No/ Type	Address	Description	Decision
Chandler	2024/6312	4 Montana Avenue BORONIA VIC 3155	Removal of one (1) Corymbia Citriodora (Lemon Scented Gum) and one (1) Eucalyptus obliqua (Messmate)	14/08/2024 Approved
Chandler	2024/6345	3/6 Elliott Street BORONIA VIC 3155	Removal of one (1) Syzygium smithii (Lily Pilly)	27/08/2024 Approved
Chandler	2024/6258	70 Olive Grove BORONIA VIC 3155	Construction of an extension to the rear of the existing dwelling and a proposed garage	6/08/2024 Approved
Collier	2024/6100	30 Juniper Road WANTIRNA VIC 3152	The construction of a double storey dwelling to rear of the existing dwelling	14/08/2024 Refused
Collier	2024/6118	6 Cassia Court WANTIRNA VIC 3152	Construction of a double storey dwelling to the rear of the existing dwelling	8/08/2024 Approved
Collier	2024/6065	41 Harmsworth Avenue WANTIRNA VIC 3152	Construction of a double storey dwelling to the rear of the existing dwelling, alteration and additions to the existing dwelling and two (2) lot subdivision	15/08/2024 Refused
Collier	2022/6318	9-10 Harland Square WANTIRNA VIC 3152	Development of the land for three (3) double storey dwellings and two (2) single storey dwellings	29/08/2024 Refused
Collier	2024/6331	6 Tara Court WANTIRNA VIC 3152	Creation and Removal of Easement	30/08/2024 Approved
Dinsdale	2024/9061	19 Allanfield Crescent WANTIRNA SOUTH VIC 3152	Two lot subdivision (approved unit development)	27/08/2024 Approved
Dinsdale	2024/9062	7 Tamar Street BAYSWATER VIC 3153	Two lot subdivision (approved unit development)	28/08/2024 Approved
Dinsdale	2024/9053	Catholic Church 25 Orange Grove BAYSWATER VIC 3153	Buildings and Works (alterations to the existing parish hall)	6/08/2024 Approved
Dinsdale	2023/6371	7 Hertford Court WANTIRNA SOUTH VIC 3152	Construction of three (3) double storey dwellings and one (1) single storey dwelling on the land	14/08/2024 Refused
Dinsdale	2023/6479	640-646 Mountain Highway BAYSWATER VIC 3153	Development and use of a childcare centre, alteration (removal) of access to a road in a Transport Zone 2 and display of signage	16/08/2024 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Dinsdale	2023/6530	8 Westham Crescent BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	16/08/2024 Approved
Dobson	2024/6344	13 St Elmo Avenue FERNTREE GULLY VIC 3156	Removal of two (2) Eucalyptus macrorhyncha (Red Stringybark)	26/08/2024 Approved
Dobson	2024/6294	8 Beccie Court FERNTREE GULLY VIC 3156	Removal of two (2) Hesperocyparis lusitanica (Mexican Cypress)	13/08/2024 Approved
Dobson	2024/6328	8 Renown Street FERNTREE GULLY VIC 3156	Buildings and works for a single dwelling	30/08/2024 Notice of Decision
Friberg	2024/6305	1784 Ferntree Gully Road FERNTREE GULLY VIC 3156	Removal of Easement	21/08/2024 Approved
Friberg	2024/6307	56 Kathryn Road KNOXFIELD VIC 3180	Nine lot subdivision (approved unit development)	21/08/2024 Approved
Friberg	2024/6309	7 Laura Road KNOXFIELD VIC 3180	Two lot subdivision (approved unit development)	14/08/2024 Approved
Friberg	2024/6325	40 King Parade KNOXFIELD VIC 3180	Four lot subdivision (approved unit development)	23/08/2024 Approved
Friberg	2023/6575	694-696 Burwood Highway FERNTREE GULLY VIC 3156	Use and Development for a Child Care Centre, alteration of access to a road in a Transport 2 Zone and a reduction in the car parking requirement	22/08/2024 Notice of Decision
Scott	2024/6222	67 Norma Crescent KNOXFIELD VIC 3180	3 Lot subdivision (staged) (approved unit development)	27/08/2024 Approved
Scott	2024/6304	7 Henry Road WANTIRNA SOUTH VIC 3152	Six lot Subdivision (approved unit development)	8/08/2024 Approved
Scott	2023/6425	104 Anne Road KNOXFIELD VIC 3180	Development of a double storey dwelling to the rear of the existing dwelling and two lot subdivision	30/08/2024 Notice of Decision
Scott	2024/6210	Waverley Christian Sch 1248 High Street Road WANTIRNA SOUTH VIC 3152	Buildings and works (construction of an extension to existing maintenance shed)	28/08/2024 Approved
Taylor	2024/9029	14 Willow Avenue ROWVILLE VIC 3178	Two Lot Subdivision (approved unit development)	15/08/2024 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Taylor	2024/6192	10 Perry Place LYSTERFIELD VIC 3156	Construction of single storey dwelling	29/08/2024 Approved
Taylor	2024/9057	52 Willow Avenue ROWVILLE VIC 3178	Two lot subdivision (Approved unit development)	22/08/2024 Approved
Tirhatuan	2024/9059	28/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Buildings and works (Construction of mezzanine area)	29/08/2024 Approved
Tirhatuan	2023/6435	675 Stud Road SCORESBY VIC 3179	Construction of six (6) triple storey and one (1) double storey dwelling	6/08/2024 Notice of Decision
Tirhatuan	2024/6368	80 Sheppard Drive SCORESBY VIC 3179	Two lot subdivision (Approved unit development)	16/08/2024 Approved

## 5.2 2024/25 Amended Budget

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Chief Financial Officer, Navec Lorkin
<b>Executive:</b>	Chief Executive Officer, Bruce Dobson

### SUMMARY

The 2024/25 Amended Budget is presented for consideration. This report recommends Council adopt the 2024/25 Amended Budget, including updates to capital works, for management reporting purposes.

### Key Proposed Updates:

- **Defined Benefits Reserve:** Increase the contribution of the reserve by \$0.250 million based on 2023/24 cash surplus, bringing total of this reserve to \$0.750 million.
- **Borrowing Reduction:** The amended budget proposes a permanent reduction in borrowings by \$3.200 million due to one-off savings in operating expenditure in 2024/25 and capital projects completed under budget in 2023/24, along with deferral of a further \$6.000 million in borrowings into 2025/26.
- **Capital Works:** Adjustments include planned expenditure of \$6.382 million carried-forward from 2023/24 into 2024/25, and an identified carry-forward of \$9.960 million in capital projects from 2024/25 to 2025/26, whilst also updating timing requirements for borrowings. Borrowing requirements for 2024/25 are proposed to be reduced by \$6.000 million, with these funds re-phased for borrowing into 2025/26.

### RECOMMENDATION

That Council:

1. Adopt the 2024/25 Amended Budget as identified in Attachment 1, which will be used for management reporting purposes.
2. Note that the required borrowings expected to be drawn down in 2024/25 total \$12.600 million compared with \$21.800 million in the 2024/25 Adopted Budget.
3. Adopt the updated fees and charges as listed in Table 3.

### 1. DISCUSSION

This report includes an amended budget to reflect changes which have occurred since the adoption of the 2024/25 Budget. These changes relate to matters arising as part of the finalisation of the year-end accounts, changes in the timing of project expenditure and external factors impacting results. The proposed amendments are based on sound principles which seek to enhance transparency and accountability of the financial operations of Council. Use of an amended budget in this way is similar to practices used by other Councils.

#### 1.1 Amended Budget

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2024-25 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

The amended budget is formed for internal management reporting purposes and there are no specific Local Government Act 2020 requirements within this internal budget process. The complete Amended Budget Principle is provided below for reference:

*Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.*

*Council will ensure a rigorous approach to budget management. The budget will be amended where necessary following finalisation of the annual accounts.*

*Amended budgets enable Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. Amendments to the adopted budget will be considered under the following circumstances:*

- *Additional income has been received*
- *Reduction in income due to identified reasons*
- *Transactions required subsequent to finalisation of end of year accounts*
- *Expenditure increase matching additional income*
- *Additional non-discretionary expenses*
- *Deferred expenditure*
- *Sound accounting processes to meet audit requirements.*

*In the circumstance where additional cash surplus is identified (after taking into account cash requirements in future years), this surplus will firstly be considered for transfer into a defined benefits reserve and secondly for opportunities to reduce planned borrowing.*

*New expenditure identified (if any) should be considered within the overall priority listing of works across Knox. This may include bringing forward foreshadowed works in a staged approach. Existing commitments of staff and project management resources will be considered to ensure deliverability prior to endorsement of additional expenditure.*

*The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.*

### **Defined Benefits Reserve**

In prior years Council has established a Defined Benefits reserve to assist in funding a defined benefits call should a call be made. In line with the Amended Budget principle, any cash surplus identified in 2023/24 should be considered firstly for transfer to the Defined Benefits Reserve. Based on the end of year operating result position after taking into account carry-forwards a cash surplus of \$0.250 million is available. It is proposed that this amount of \$0.250 million is transferred into the Defined Benefits Reserve. This would bring the total of this reserve to \$0.750 million.

### **1.1.2 Summary of Amended Budget**

The Amended Budget financial statements (Income Statement, Balance Sheet, Cash Flows and Capital Works) are included in Attachment 1, along with summary comments on variances between the Amended and Adopted Budgets.

### 1.1.2.1 Amended Budget Operating Summary

The 2024/25 Amended Budget is showing an operating surplus of \$22.556 million against an adopted budget surplus of \$19.631 million, a favourable variance of \$2.925 million.

The main variances relate to:

#### Revenue

- Victorian Grants Commission general purpose and local roads grants totalling \$5.052 million for 2024/25 to be all received in 2024/25, previously payment cycles are funds are paid 50% in the preceding financial year. These funds were previously budgeted in 2023/24;
- Align the timing of grants for Tormore pavilion, Wally Tew pavilion and Wantirna Reserve dog park and playground works to expected project delivery timeframes, rephasing \$3.548 million from 2024/25 to 2025/26;
- Operational and capital grants received totalling \$2.048 (\$0.674 million operational and \$1.374 million capital) were treated as unearned income in 2023/24 and carried forward to 2024/25 in accordance with accounting standards.

#### Expenditure

- \$1.459 million reduction in Workcover expenditure;
- \$3.233 million in carry forward expenditure from 2023/24 into 2024/25 required for the completion and delivery of key operational projects; this includes \$0.674 million in carry forward expenditure related to unearned operating grants that have been recognised as carry forward income.

### 1.1.2.2. Amended Budget Capital Summary

Table 1 is a reconciliation of the movements from the 2024/25 Adopted Budget to the proposed 2024/25 Amended Budget.

**Table 1: Reconciliation of 2024/25 Adopted Budget to 2024/25 Amended Budget**

Description	Amount \$'000	Comment
<b>2024/25 Adopted Capital Expenditure Budget</b>	<b>76,563</b>	Council adopted the 2024/25 Budget on 24 June 2024
<i>Plus</i>		
<i>Additional expenditure carry-forward from 2023/24 (unspent capital budget)</i>	<i>6,382</i>	The draft budget adopted for public consultation in April 2024 and the endorsed budget from June 2024 incorporate a projected end of year carry forward position for all capital works projects, which is identified in early March, this is the best estimate at this time. The year-end reconciliation identifies funds which were budgeted but not spent and require carry-forward in order to complete committed projects.

Description	Amount \$'000	Comment
<i>Grant for Wantirna Reserve</i>	300	Grant for Wantirna Reserve Masterplan offset by expenditure of the same amount
<b><i>Less budget proposed for carry-forward from 2024/25 to 2025/26</i></b>		
<i>Park Ridge Pavilion Refurbishment</i>	1,000	Stage 1 of the project modular change rooms schedule to be completed in 2024/25. However, due to the need to continue to provide change rooms for the club during the works, the refurbishment of the existing pavilion (stage 2) will wait until the modular is complete. The club will then utilise the modular change rooms while the existing pavilion is refurbished, likely extending into 2025/26.
<i>Wally Tew Pavilion upgrade</i>	1,863	Grant funding has been confirmed but the funding agreement is not yet finalised. The budget has been realigned to match the anticipated milestones within the funding agreement.
<i>Tormore Reserve Pavilion redevelopment</i>	1,985	Procurement for the construction contract is currently in progress. The budget has been aligned with the construction timetable as per the Funding Agreement, noting that the construction timetable has not changed.
<i>Carrington Park Pavilion redevelopment</i>	3,360	The future scope of works to change the surface from a football oval to soccer pitches, the number of soccer pitches to be provided and the location of the pavilion relative to the pitches is being resolved. This has necessitated the realignment of the budget to match the project's timing.
<i>Core business systems</i>	1,752	The core business systems tender is currently out to market. Evaluation of the tender is expected to be completed by December 2024. The proposed change represents the best estimate of timing at this stage. Implementation timelines for the project will be able to be better baselined after completion of the tender evaluation.
<b>2024/25 Amended Capital Budget Total Expenditure</b>	<b>73,285</b>	

The Statement of Capital Works included in Attachment 1 incorporates the adjusted Capital Works program for 2024/25. The Capital Works program in the 2024/25 Amended Budget is influenced by the following key elements:



- Adjusted Carry Forward budget – the draft budget adopted in April 2024 and the endorsed budget from June 2024 incorporate a projected end of year carry forward position for all capital works projects, which is identified in early March. Given that these projections are made more than three months prior to the end of the financial year, they reflect an estimate only by project managers as to year end position. The end of year expenditure position has been updated to reflect verified carry forward requirement across the program.
- Inclement weather delays leading into the end of the financial year.
- Changes to the timing of project delivery, where carry-forwards between 2024/25 and 2025/26 have been identified totalling \$9.960 million. This results in timing changes in funding requirements. Attachment 1 incorporates a reduction of \$6.000 million in borrowings in 2024/25 and an increase to borrowings of \$6.000 million in 2025/26. As funding for the Tomore and Wally Tew projects is through grants, borrowings do not apply to these projects.

### **1.1.2.3 Reduction in Borrowings**

In undertaking the assessment of the capital program at the conclusion of the 2023/24 financial year and taking into account projects requiring carry-forwards from 2023/24 to 2024/25, \$1.700 million in savings was identified. The savings resulted from a number of projects being completed under budget.

As a result of these savings it is proposed to reduce borrowings by \$1.700 million in 2024/25. This would result in a permanent reduction to borrowings. This is consistent with the amended budget principle.

The Workcover Premium for 2024/25 is \$1.500 million less than budgeted. It is proposed that borrowings are permanently reduced by this amount in 2024/25. This is consistent with the amended budget principle which contemplates a reduction in planned borrowings where additional cash surplus is identified.

Total borrowings are proposed to be permanently reduced by \$3.200 million in 2024/25.

### **1.2 Update to Fees and Charges**

Fees and charges relating to health services are proposed to be updated in the 2024/25 Amended Budget.

Changes have been proposed to minimise the impact on small businesses and focus fee changes on the larger, higher risk or corporate businesses that operate in Knox. Splitting the fee based on the size of premises provides a greater reflection of effort to assess, inspect and approve these facilities.

Table 2 is how the fees are currently presented within the 2024/25 Adopted Budget document and Table 3 is how the fees are proposed to be updated through the Amended Budget process. Table 4 provides the rationale for these changes.

**Table 2: Fees and Charges as per 2024/25 Adopted Budget**

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee	Adopted 2024-25 Fee	Fee Increase/ (Decrease) \$	Fee Increase/ (Decrease) %
<b>Health Act Accommodation Registration Fees</b>					
Up to 20 residents	Per annum	\$419.00	\$850.00	\$431.00	102.86%
More than 12 residents	Per annum	\$645.00	\$1,400.00	\$755.00	117.05%
<b>Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.</b>					
Class 3FV Mobile Food Vans - up to 10 vans (fee per van)	Per Annum	N/A	\$489.00	New Fee	

**Table 3: Fees and Charges Updates Proposed in 2024/25 Amended Budget**

No.	Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee	Adopted 2024-25 Fee	Fee Increase/ (Decrease) \$	Fee Increase/ (Decrease) %
<b>Hotels and Motels</b>						
1	Up to 100 Guest Capacity	Per Annum	\$419.00	\$850.00	\$431.00	102.86%
2	101 or more Guest Capacity	Per Annum	\$645.00	\$1,400.00	\$755.00	117.05%
<b>Rooming Houses and Student Accommodation</b>						
3	Up to 12 residents	Per Annum	\$419.00	\$850.00	\$431.00	102.86%
4	More than 12 residents	Per annum	\$645.00	\$1,400.00	\$755.00	117.05%
<b>Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.</b>						
5	Class 2M Large High Risk Food Manufacturer with 15 or more employees. Chocolate manufacturing, high risk bakery products, fermented beverage processing (kombucha), canned food processing, high risk condiments, extended shelf life food, fruit and vegetable processing, dehydrated or atmospheric change foods.	Per Annum	\$0.00	\$1,645.00	New fee	
6	Class 2FV Mobile Food Vans - up to 10 vans (fee per van)	Per Annum	N/A	\$489.00	New fee	

**Table 4: Fees and Charges Updates Proposed in 2024/25 Amended Budget Rational**

No.	Fee Description	Rational for proposed change
1 2 3 4	Up to 100 Guest Capacity 101 or more Guest Capacity Up to 12 residents	It had been the intention to update these fees to what is proposed prior to adoption of the 2024/25, however this incorrectly did not occur.  To make the fees and charges schedule clearer it is proposed that two subheadings are added being 'hotels and motels' and 'rooming houses and student accommodation'. As shown in Table 3.  Splitting the fee based on the size of premises provides a greater reflection of effort to assess, inspect and approve these facilities to reflect cost recovery of the different types of premises.

No.	Fee Description	Rational for proposed change
		<p>The time required to inspect hotels and motels, which typically involve short stays such as overnight or a few nights (for up to 100 guests and over 100 guests), is similar as compared to rooming houses (with up to 12 residents and over 12), where residents often stay for extended periods.</p> <p>The 2024/25 Adopted Budget for fees related to hotels, motels, rooming houses and student accommodation has two fees under the subheading 'Health Act Accommodation Registration Fees', as shown in Table 2.</p> <p>At present this would make it difficult to charge businesses the correct fees. This could result in smaller hotel and motel businesses being charged \$1400.00 rather than \$850.00.</p> <p>Overall change requested:</p> <ul style="list-style-type: none"> <li>• Add in two new subheadings into the fees and charges schedule being 'hotels and motels' and 'rooming houses and student accommodation as per Table 3.</li> <li>• Under the subheading hotels and motels add fees 1 and 2 as shown in Table 3.</li> <li>• Under subheading rooming houses and student accommodation update fee which currently reads as 'up to 20 residents' to be 'up to 12 residents' as shown in number 3 in Table 3 and place the already adopted fee of 'more than 12 residents' under this subheading also.</li> </ul>
5	Class 2M Large High Risk Food Manufacturer with 15 or more employees. Chocolate manufacturing, high risk bakery products, fermented beverage processing (kombucha), canned food processing, high risk condiments, extended shelf life food, fruit and vegetable processing, dehydrated or atmospheric change foods.	This new fee was incorrectly omitted from the 2024/25 Budget. The rationale for introducing the fee is that under the current adopted fee structure larger food businesses which have large factories are charged the same amount as smaller restaurants e.g. restaurants. It takes several hours for staff to inspect the larger factories compared with smaller restaurants. This fee represents cost recovery for these large inspections.
6	Class 2FV Mobile Food Vans - up to 10 vans (fee per van)	This fee is listed within the 2024/25 Adopted Budget however instead of class 2 it is shown as class 3. The proposal is to update only the number within the description to correct an error in this fee so as to align it with the Food Act.

## 2. ENGAGEMENT

Consultation with impacted internal and where appropriate external stakeholders was undertaken in the development of this report.

### 3. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report. A number of initiatives within Year 4 (2024-25) of the Council Plan 2021-2025 seek to have a positive social impact 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 specific environmental or amenity issues for discussion. A number of initiatives within Year 4 (2024-25) of the Council Plan 2021-2025 seek to have a positive impact on environmental issues within the Knox municipality.

### 6. FINANCIAL AND RESOURCE IMPLICATIONS

The overall financial position as shown in the Amended Budget remains satisfactory with an improvement in the working capital ratio to 1.45 in the 2024/25 Amended Budget against 1.23 in the 2024/25 Adopted Budget. The proposed reduction in borrowings of \$3.200 million has a positive impact across the 10-year horizon on reducing interest and borrowing repayments, which has a favorable impact on the indebtedness ratio.

The proposed movement of \$6.000 million in borrowing between 2024/25 and 2025/26 does not cause the indebtedness ratio to be above 60% in any financial year.

The 2024/25 Amended Budget includes a \$0.250 million allocation for an additional contribution to the Defined Benefits reserve, bringing the total of this reserve to \$0.750 million.

### 7. RISKS

Risk Identified	Risk Control
Call made on defined benefits	<ul style="list-style-type: none"> <li>• Continue to monitor the fund Vested Benefits Index (VBI) (call may be made if fund reaches 98%, as at 30 June 2024 VBI was 105.4%)</li> <li>• Continue to increase cash backed reserve with annual cash surplus</li> <li>• Continue to review reserve target balance as part of the annual budget process</li> </ul>
Indebtedness ratio goes above the 60% limit	<ul style="list-style-type: none"> <li>• Permanent reduction to borrowings of \$3.200 million in 2024/25</li> <li>• Continue to look for opportunities to reduce borrowings in future years</li> <li>• Continue to monitor the ratio through the quarterly performance reports</li> <li>• Continue to have a key focus on this ratio through the annual budget process</li> </ul>

## **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 2024 25 Amended Budget Financials [5.2.1 - 9 pages]

<b>Amended Budget Comprehensive Income Statement for the year ended 30 June 2025</b>					
<b>Description</b>	<b>Notes</b>	<b>2024/25 Adopted Budget \$'000</b>	<b>2024/25 Amended Budget \$'000</b>	<b>Variance \$'000</b>	<b>Variance %</b>
<b>Income</b>					
Rates and charges		150,043	150,043	-	0.0%
User fees		12,365	12,365	-	0.0%
Statutory fees and charges		4,568	4,568	-	0.0%
Grants - operating	<b>1</b>	22,365	27,303	4,938	22.1%
Grants - capital	<b>2</b>	11,513	10,308	(1,205)	-10.5%
Contributions - monetary	<b>3</b>	8,596	9,721	1,125	13.1%
Contributions - non monetary		2,000	2,000	0	0.0%
Net loss (gain) on disposal of assets		8,842	8,842	0	0.0%
Other income		1,767	1,767	0	0.0%
<b>Total Income</b>		<b>222,059</b>	<b>226,917</b>	<b>4,858</b>	<b>2.2%</b>
<b>Expenses</b>					
Employee costs	<b>4</b>	84,427	82,927	1,500	1.8%
Materials and services	<b>5</b>	80,394	83,181	(2,787)	-3.5%
Contributions and Donations		5,876	5,876	0	0.0%
Depreciation	<b>6</b>	24,620	25,025	(405)	-1.6%
Amortisation - intangible assets	<b>7</b>	647	903	(256)	-39.6%
Amortisation - right of use assets		1,185	1,185	0	0.0%
Borrowing costs	<b>8</b>	3,907	3,892	15	0.4%
Finance costs - leases		343	343	0	0.0%
Bad and doubtful debt - allowance for impairment losses		314	314	0	0.0%
Other expense		715	715	-	0.0%
<b>Total expenses</b>		<b>202,428</b>	<b>204,361</b>	<b>(1,933)</b>	<b>-1.0%</b>
<b>Surplus/(Deficit)</b>		<b>19,631</b>	<b>22,556</b>	<b>2,925</b>	<b>14.9%</b>

<b>Amended Budget</b>		
<b>Comprehensive Income Statement</b>		
<b>for the year ended 30 June 2025</b>		
<b>Notes:</b>		<b>\$'000</b>
1	Operating grants received in the 2023/24 financial year but unspent as at 30 June 2024; to be expended and recognised in the 2024/25 financial year	674
	Grants commission funding for 2024/25 had 50% budgeted to be received in 2023/24. No payment made in 2023/24 with full grant to be received in 2024/25	4,265
2	Capital grants received in the 2023/24 financial year but unspent as at 30 June 2024; to be expended and recognised in the 2024/25 financial year	1,374
	Align timing of grant funds for Tormore, Wally Tew and Wantirna Reserve with project delivery	(3,548)
	Grants commission funding for 2024/25 had 50% budgeted to be received in 2023/24. No payment made in 2023/24 with full grant to be received in 2024/25	787
	LRCI grants receivable	181
3	Social housing contribution relating to property transaction	1,125
4	Reduction in 2024/25 Workcover premium	1,500
5	Expenditure to be incurred on operating grants received in 2023/24 financial year but unspent as at 30 June 2024	(674)
	Expenditure carried forward from 2023/24 to 2024/25 to complete capital projects and deliver Council Plan initiatives	446
	Expenditure carried forward from 2023/24 into 2024/25 to complete projects and deliver Council Plan initiatives	(2,559)
6	Adjusted for updates in capital works program	(405)
7	Adjusted for updates in capital works program	(256)
8	Adjusted to reflect reduction of borrowings by \$3.2 million and bringing forward the timing of borrowing in 2024/25 resulting in one additional repayment required within the financial year and re-phasing \$6.0 million in borrowings from 2024/25 to 2025/26	15

<b>Amended Budget Balance Sheet for the year ended 30 June 2025</b>					
	Notes	2024/25 Adopted Budget \$'000	2024/25 Amended Budget \$'000	Variance \$'000	Variance %
<b>Current Assets</b>					
Cash and cash equivalents		41,326	40,570	(756)	-1.8%
Trade and other receivables		23,741	21,339	(2,402)	-10.1%
Inventories		21	13	(8)	-38.1%
Prepayments		1,211	1,374	163	13.5%
Other assets		1,069	2,400	1,331	124.5%
<b>Total Current Assets</b>	<b>1</b>	<b>67,368</b>	<b>65,696</b>	<b>(1,672)</b>	<b>-2.5%</b>
<b>Non-Current Assets</b>					
Investments in associates		2,455	2,747	292	11.9%
Property, infrastructure, plant and equipment		2,216,182	2,334,421	118,239	5.3%
Right-of-use assets		4,762	2,419	(2,343)	-49.2%
Intangible assets		2,742	4,762	2,020	73.7%
<b>Total Non-Current Assets</b>	<b>2</b>	<b>2,226,141</b>	<b>2,344,349</b>	<b>118,208</b>	<b>5.3%</b>
<b>Total Assets</b>		<b>2,293,509</b>	<b>2,410,045</b>	<b>116,536</b>	<b>5.1%</b>
<b>Current Liabilities</b>					
Trade and other payables		21,291	13,169	8,122	38.1%
Trust funds and deposits		2,718	2,624	94	3.5%
Provisions		19,749	19,052	697	3.5%
Interest-bearing loans and borrowings		10,385	9,647	738	7.1%
Lease liabilities		778	778	0	0.0%
<b>Total Current Liabilities</b>	<b>3</b>	<b>54,921</b>	<b>45,270</b>	<b>9,651</b>	<b>17.6%</b>
<b>Current Non-Liabilities</b>					
Provisions		3,175	2,896	279	8.8%
Interest-bearing loans and borrowings		84,964	76,615	8,349	9.8%
Lease liabilities		4,164	4,164	0	0.0%
<b>Total Current Non-Liabilities</b>	<b>4</b>	<b>92,303</b>	<b>83,675</b>	<b>8,628</b>	<b>-9.3%</b>
<b>Total Liabilities</b>		<b>147,224</b>	<b>128,945</b>	<b>18,279</b>	<b>-12.4%</b>
<b>Net Assets</b>		<b>2,146,285</b>	<b>2,281,100</b>	<b>134,815</b>	<b>6.3%</b>
<b>Equity</b>					
Accumulated surplus		753,108	750,832	(2,276)	-0.3%
Reserves		1,393,177	1,530,268	137,091	9.8%
<b>Total Equity</b>	<b>5</b>	<b>2,146,285</b>	<b>2,281,100</b>	<b>134,815</b>	<b>6.3%</b>



<b>Amended Budget Balance Sheet for the year ended 30 June 2025</b>		
<b>Notes:</b>		<b>\$'000</b>
1	Current asset items have been amended to reflect the final 2023/24 year result and adjustments reflected in the 2024/25 Amended Budget. Including the movement in timing of portion of capital grants for Tomore and Wally Tew and re-phase in borrowings of \$6 million between 2024/25 and 2025/26.	(1,672)
2	Non-current assets items have been amended to reflect the final 2023/24 financial year result, and has taken into account the net asset revaluation increment of \$141.8 million	118,208
3	Current liability items have been amended to reflect the final 2024/25 financial year result. Including permanent reduction of \$3.2 million in borrowings and re-phase in borrowings of \$6 million between 2024/25 and 2025/26.	9,651
4	Non-Current liability items have been amended to reflect the final 2024/25 financial year result. Including updates to the actual loan and interest rate as at 30 June 2024 and decrease in borrowings of \$3.2 million in 2024/25 and re-phase in borrowings of \$6 million between 2024/25 and 2025/26.	8,628
5	Movement in equity represents the difference in total assets and liabilities, and reflects Council's net worth to the City's ratepayers. The increase is primarily the result of revaluation movements	134,815

<b>Amended Budget Statement of Cash flows for the year ended 30 June 2025</b>					
	Notes	2024/25 Adopted Budget \$'000	2024/25 Amended Budget \$'000	Variance \$'000	Variance %
<b>Cash Flows from Operating Activities</b>					
Rates and charges		149,652	149,620	(32)	0.0%
User fees		12,170	12,268	99	0.8%
Statutory fees and fines		4,484	4,527	42	0.9%
Grants - operating	1	22,365	26,629	4,264	19.1%
Grants - capital	2	11,513	8,934	(2,579)	-22.4%
Contributions - monetary		8,596	9,721	1,125	13.1%
Interest received		950	950	0	0.0%
Other receipts		817	817	0	0.0%
Net movement in trust deposits		66	64	(2)	-3.5%
Employee costs		(83,853)	(82,369)	1,484	-1.8%
Materials and services		(80,352)	(83,242)	(2,890)	3.6%
Contributions and donations		(5,876)	(5,876)	0	0.0%
Other payments		(715)	(715)	0	0.0%
<b>Net Cash Provided By / (Used In) Operating Activities</b>	<b>3</b>	<b>39,817</b>	<b>41,328</b>	<b>1,511</b>	<b>3.8%</b>
<b>Cash Flows from Investing Activities</b>					
Proceeds from sale of property, infrastructure, plant and equipment		14,217	18,883	4,666	32.8%
Payments for property, infrastructure, plant and equipment		(67,398)	(64,566)	2,832	-4.2%
Proceeds from sale of investments		0	10,000	10,000	100%
<b>Net Cash Provided By / (Used In) Investing Activities</b>	<b>4</b>	<b>(53,181)</b>	<b>(35,683)</b>	<b>17,498</b>	<b>32.9%</b>
<b>Cash Flows from Financing Activities</b>					
Finance costs		(3,925)	(3,880)	45	1.1%
Proceeds from borrowings		21,800	12,600	(9,200)	42.2%
Repayment of borrowings		(9,122)	(9,009)	113	1.2%
Interest paid - lease liability		(343)	(343)	0	0.0%
Repayment of lease liabilities		(1,059)	(1,059)	0	0.0%
<b>Net Cash Provided By / (Used In) Financing Activities</b>	<b>5</b>	<b>7,351</b>	<b>(1,691)</b>	<b>(9,042)</b>	<b>-123.0%</b>
<b>Net Increase (Decrease) in Cash Held</b>		<b>(6,013)</b>	<b>3,954</b>	<b>9,967</b>	<b>-165.8%</b>
Cash and cash equivalents at the beginning of the financial year		47,339	36,616	(10,723)	22.7%
<b>Cash and Cash Equivalents at End of Year</b>		<b>41,326</b>	<b>40,570</b>	<b>(756)</b>	<b>-1.8%</b>

<b>Amended Budget Statement of Cash Flows for the year ended 30 June 2025</b>		
<b>Notes:</b>		<b>\$'000</b>
1	Grants commission funding for 2024/25 had 50% budgeted to be received in 2023/24. No payment made in 2023/24 with full grant to be received in 2024/25	4,264
2	Grants commission funding for 2024/25 had 50% budgeted to be received in 2023/24. No payment made in 2023/24 with full grant to be received in 2024/25	969
	Grant funding for Tormore and Wally Tew aligned with timing of project delivery, remaining funds re-phased to 2025/26	(3,548)
3	Net cash provided/(used in) operating activities items have been amended to reflect the final 2023/24 year result and adjustments reflected in the 2024/25 Amended Budget	1,511
4	Net cash provided/(used in) investing activities items have been amended to reflect the final 2023/24 year result and adjustments reflected in the 2024/25 Amended Budget; including proceeds budgeted to be received in 2023/24 which are now expected in 2024/25, additional capital expenditure related to carry-forwards and additional cash held in term deposits	17,498
5	Net cash provided/(used in) financing activities items have been amended to reflect the actual borrowings and interest rates. Includes permanent reduction of \$3.2 million and \$6.0M timing in movement in borrowings from 2024/25 to 2025/26 inline with capital expenditure requirements.	(9,042)

<b>Amended Budget Statement of Capital Works for the year ended 30 June 2025</b>					
<b>Description</b>	<b>Notes</b>	<b>2024/25 Adopted Budget \$'000</b>	<b>2024/25 Amended Budget \$'000</b>	<b>Variance \$'000</b>	<b>Variance %</b>
Land and Buildings	1	22,574	16,158	6,416	28.4%
Plant, machinery and equipment	2	2,805	3,145	(340)	-12.1%
Computers and telecommunications	3	7,230	5,531	1,699	23.5%
Artworks	4	150	242	(92)	-61.3%
Roads		7,723	7,723	0	0.0%
Bridges		993	993	0	0.0%
Footpaths and cycleways	5	6,239	6,477	(238)	-3.8%
Drainage	6	6,741	7,794	(1,053)	-15.6%
Recreational, leisure and community facilities	7	15,361	17,984	(2,623)	-17.1%
Off street car parks	8	2,427	2,879	(452)	-18.6%
Other infrastructure	9	4,320	4,359	(39)	-0.9%
<b>Total Capital Works Expenditure</b>		<b>76,563</b>	<b>73,285</b>	<b>3,278</b>	<b>4.3%</b>
<b>Represented by</b>					
Asset renewal		37,437	42,213	(4,776)	-12.8%
Asset upgrade		32,844	22,706	10,138	30.9%
Asset new		5,982	7,584	(1,602)	-26.8%
Asset expansion		300	782	(482)	-160.7%
<b>Total Capital Works Expenditure</b>		<b>76,563</b>	<b>73,285</b>	<b>3,278</b>	<b>4.3%</b>
<b>LESS Operating Projects Expenditure</b>		<b>9,165</b>	<b>8,719</b>	<b>446</b>	<b>4.9%</b>
<b>Net Capital works (capitalised expenditure excluding operating projects expenditure)</b>		<b>67,398</b>	<b>64,566</b>	<b>2,832</b>	<b>4.2%</b>
Notes have been provided detailing the adjustments to the projects where there has been movements from the Adopted Budget, together with the primary reason for the amendment					
<b>Reason Codes</b>					
CF: Project carried-forward as works not completed/started in the 2023/24 financial year					
MY: Multi-year project timing difference					

<b>Amended Budget Statement of Capital Works for the year ended 30 June 2025</b>					
<b>Notes</b>	<b>Project Name</b>	<b>2024/25 Adopted Budget \$'000</b>	<b>2024/25 Amended Budget \$'000</b>	<b>Variance \$'000</b>	<b>Reason Code</b>
1	Knox Regional Netball Centre - Wayfinding Signage	50	66	(16)	CF
	Food Act Compliance - Kitchen Retrofitting	25	49	(24)	CF
	Energy Performance Contract Implementation	0	24	(24)	CF
	Energy Retrofits for Community Buildings	150	180	(30)	CF
	Gilmour Park - Shade Shelter	30	35	(5)	CF
	Early Years Facilities - Landscaping Upgrades	125	149	(24)	CF
	Knox Athletics, Knoxfield - New Shade Structures	96	88	8	CF
	Carrington Park Pavilion - Design	3,590	250	3,340	MY
	Community Toilet Replacement Program	200	162	38	CF
	Wally Tew Pavilion Upgrade	2,032	200	1,832	MY
	Carrington Park - Squash Court	0	350	(350)	CF
	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	0	390	(390)	MY
	Building Renewal Program	5,410	6,336	(926)	CF
	Tormore Reserve Pavilion - Facility Redevelopment	6,040	4,055	1,985	MY
Park Ridge Reserve Existing Pavilion Refurbishment	3,452	2,452	1,000	MY	
2	Plant & Machinery Renewal Program	2,710	3,050	(340)	CF
3	Computers and Telecommunications	7,230	5,531	1,699	MY
4	Public Art Project	150	192	(42)	CF
	Lupton Way Future Public Art Lighting	0	50	(50)	CF
5	Brenock Park Drive Footpath and Bus Stop works	30	23	8	CF
	Scoresby Road/Victoria Road/Devenish Road intersection - Redesign	0	23	(23)	CF
	Turramurra Drive - Kerb outstands at Arcadia Park	0	40	(40)	CF
	High Street Road Bus Stop Connections	160	208	(48)	CF
	Upper Ferntree Gully Rail Link - Shared Path Construction	109	113	(4)	CF
	Cypress Avenue east side between 37 Cypress Ave and Boronia Rd - Footpath	0	130	(130)	CF
6	Cardiff Street - Flood Mitigation Works	502	489	13	CF
	Egan Lee Reserve - Wetland Construction	381	904	(524)	CF
	Gilbert Reserve - Wetland	447	989	(542)	CF
7	Schultz Reserve, Wantirna - Landscape Plan Implementation	107	102	5	CF
	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	270	263	7	CF
	Playground Renewal Program	1,125	987	138	CF

<b>Amended Budget Statement of Capital Works for the year ended 30 June 2025</b>					
<b>Notes</b>	<b>Project Name</b>	<b>2024/25 Adopted Budget \$'000</b>	<b>2024/25 Amended Budget \$'000</b>	<b>Variance \$'000</b>	<b>Reason Code</b>
	Wantirna Reserve, Masterplan Implementation	0	300	(300)	MF
	Major Crescent Reserve, Lysterfield - Landscape Plan Implementation	150	212	(62)	CF
	Knox City Tennis Courts - LED Lighting Upgrades	0	225	(225)	CF
	Knox Hockey Facility Development	239	243	(4)	CF
	Knox BMX Track Renewal Works	250	244	6	CF
	Knox Athletics, Knoxfield - Lighting to Track	0	382	(382)	CF
	Bayswater Oval - Cricket Net Renewal	200	488	(288)	CF
	Egan Lee Reserve Renewal - Top Oval Renewal	0	553	(553)	CF
	Scoresby (Exner) Reserve - Tennis Court Renewals	522	908	(386)	CF
	Knox Athletics Track Renewal & Upgrades	2,696	2,975	(279)	CF
	Seniors Exercise Parks	0	300	(300)	CF
8	Egan Lee Reserve, Knoxfield - Car Park Extension	405	418	(13)	CF
	Knox Skate & BMX Park, Knoxfield - Carpark	99	537	(439)	CF
9	Asbestos Removal	75	101	(26)	CF
	Building Code Australia Compliance	120	148	(28)	CF
	Stud Road Onroad Bicycle Facilities - Design	44	41	3	CF
	Bornoia Basketball Stadium Demolition	1,076	1,066	10	CF

### 5.3 Capital Works Program Annual Report

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Noting
<b>Author:</b>	Coordinator Capital Works Planning, John Bixby
<b>Manager:</b>	Manager Strategic Infrastructure, Matthew Hanrahan
<b>Executive:</b>	Director, Infrastructure, Grant Thorne

#### **SUMMARY:**

This report informs Council on the delivery outcomes of the 2023/24 Capital Works Program.

Below are some program highlights:

- Completion of Westfield Library, which includes Garden room, Computer area, Meeting rooms, Study booths, Lounges, Designated areas for youth and children, The Youth Hive managed by Council's Youth Services;
- Completion of Stamford Park redevelopment works including wetlands, shared path and boardwalks, playgrounds and wildlife habitats;
- Completion of Fairpark Pavilion incorporating U3A;
- Carrington Park Squash Court upgrade completed;
- Significant progress of the Egan Lee synthetic soccer pitch works (which was completed in August 2024);
- Floodlighting upgrade at Bayswater Oval, Windermere Reserve, Kings Park Baseball, Guy Turner Reserve and Chandler Reserve
- Completion of Knox Regional Netball Centre includes two additional indoor courts, new change rooms and a function room, an observation deck, upgrades to the existing stadium including improved accessibility and storage, extra 180 parking bays including accessible parking spaces;
- Completion of the road reconstruction program, including designs to inform the 24/25 program;
- In excess of 100 streets renewed through the road resurfacing program;
- Cricket net renewals at Pickett Reserve and Templeton Reserve;
- Installation of new Dog Park Lighting at Knoxfield and Emerson Reserve Dog Park;
- New shared paths along Napoleon Road, Rowville;
- Upgraded streetscape in Erica Avenue, Boronia including installation of public Art lighting
- HV Jones stage 3 masterplan work completed, including renewal of netball court and expansion of carpark.
- Community Toilet Replacement Program, including completion of Chandler Reserve;
- Over 2,000 street trees planted.

#### **RECOMMENDATION**

That Council receive and note the Capital Works Annual Report for 2023/24.

## **1. DISCUSSION**

The Capital Works Program is essentially the biggest service Council delivers to the community. The outcomes delivered through the Capital Works Program support service delivery and improve the health and wellbeing of the Knox community. To ensure this program is administered appropriately and that good governance and project management practices are observed, this report documents the outcomes of the 2023/24 Capital Works Program.

### **1.1 2023/24 Capital Works Outcomes and Achievements**

In June 2023, Council adopted a budget totalling \$75.7M investment in capital works, with \$67.6 being for infrastructure works. Out of 176 infrastructure projects, 170 projects were completed or commenced in 2023/24. A number of projects were in progress at year-end and will carry through into the 2024/25 year. In overall financial terms, \$54.5M was expended, which represents 81.0% of the adopted Infrastructure Capital Budget was expended in 2023/24.

### **1.2 Asset Renewal Program Performance**

Renewal projects and programs that were undertaken during the year include the following:

- Improvements to buildings, bridges, playgrounds, open space and reserves in excess of \$6.03M.
- Road reconstructions of Faraday Street, Boronia, Harley Street, Knoxfield, Allister Close, Knoxfield, The Haven, Bayswater, Rickards Avenue, Knoxfield and numerous designs for future works to the value of \$2.89M.
- In excess of 100 streets have been received surface treatments under the 2023/24 Road Resurfacing Program to the value of \$5.2M.
- Drainage Pit and Pipe Renewal Program to the value of \$2.57M.
- Rehabilitation programs for footpaths to the value of \$2.77M.
- Bicycle and shared path rehabilitation has been undertaken to the value of \$0.62M.
- Carpark renewal to the value of \$0.57M.
- Replacement of various fleet vehicles to the value of \$2.3M.
- Street Tree Renewal Program – 2435 trees planted to the value of \$0.54M.

The Active Open Space program included the following renewal works:

- Oval renewal works at Egan Lee Reserve, Knoxfield including the construction of a new synthetic pitch, the commencement of athletics track renewal, Knoxfield, renewal of sportsfield ovals, fencing at key sites across Knox and sportsfield works at Knox Regional Netball Courts.
- Cricket Net renewals at Templeton Reserve and Pickett Reserve.

### **1.3 Asset New and Upgrade Program Performance**

New/Upgrade and Expansion projects and programs that were commenced or completed during the year included the following:

- Napoleon Road Stage 4 – share path construction valued at \$332k.
- Cypress Avenue Boronia footpath construction valued at \$102k.
- H.V. Jones, Ferntree Gully Master Plan Implementation Stage 3 works which included upgrading the netball court and extension of existing carpark valued at \$445k.



- Public Arts Projects included the installations that support neighbourhood renewal, village placemaking, tourism and cultural development projects. Major Public artworks for Knox Regional Netball Centre, Fairpark Reserve and First Nations artwork for Knox Library. Public Art Light Sculptures (Lanterns) for Erica Avenue Boronia. Activation of First Nations Light Specific Artwork and Council Immerse program valued at \$234k.
- Quarry Reserve, Ferntree Gully masterplan implementation stage 3 which completed the final works of a skyline lookout valued at \$233k.
- Revegetation plan which included the planting and rejuvenating key biodiversity sites across council valued at \$107k.
- Olivebank to Underwood & Alexander Reserve Ferntree Gully Wetland Treatments valued at \$288k.

Buildings and facilities New/Upgrade works included the following:

- Design development for the Tormore Reserve Pavilion and facilities redevelopment, valued at \$224k.
- Rowville Recreation Reserve DDA and Baby Change Facilities valued at \$131k.
- Solar in Community Facilities valued at \$284k.
- Energy Retrofits for Community buildings valued at \$132k.
- Community Toilet replacement program completed new installation of facilities at Chandler reserve valued at \$284k.

Sporting oval and pitch lighting projects delivered which increase utilization and bring the lighting up to Councils lighting standards included:

- Kings Park Baseball floodlighting upgrade valued at \$536k.
- Guy Turner Reserve floodlighting upgrade valued at \$239k
- Bayswater Oval floodlighting upgrade valued at \$302k.
- Windermere Reserve floodlighting upgrade valued at \$218k.
- Chandler Reserve floodlighting upgrade at \$175k.
- Egan Lee top oval soccer pitch lighting upgrade valued at \$300k.

#### **1.4 Legal Requirements program performance**

The Key Highlights within this program was continued removal of Asbestos as per asbestos audits, addressing Building Code Australia compliance such as Essential Safety Measures defects and kitchen upgrades at various facilities.

#### **1.5 Major Projects Program Performance**

During 2023/24 the Major Projects program included the following:

- Completion of the Stamford Park redevelopment works including wetlands, shared path and boardwalks, playgrounds and wildlife habitats.
- Delivery of the new Knox Library at Westfield, which includes garden room, computer area, meeting rooms, study booths, lounges, in addition to designated areas for youth and children, The Youth Hive managed by Council's Youth Services and furniture fit out valued at \$5M.

- Knox Regional Netball Centre - Finalisation of remaining works at the which delivered over multiple years two additional indoor courts, new change rooms and a function room, an observation deck, upgrades to the existing stadium including improved accessibility and storage, extra 180 parking bays including accessible parking spaces. Value of works completed in 2023/24 was \$553k.
- Fairpark Reserve – Completion of Pavilion Upgrade (incorporating U3A extension) and ancillary construction works, incorporating expenditure of \$3.7M.
- Carrington Park Squash Court upgrade completed.
- Boronia Precinct Planning – Progression of the Erica Avenue Streetscape works, incorporating bespoke public lighting aspects, valued at \$0.71M.
- Lewis Park, Wantirna South Masterplan Stage 1 – waterway daylighting works in-conjunction with Melbourne Water, through a Council contribution in 2023/24 valued at \$1M.
- Carrington Park Centre facility upgrade – construction completed valued at \$1.6M.

## **2. ENGAGEMENT**

Communication and decision making is aided by monthly progress briefings with the Executive Leadership Team and regular liaison with Program and Delivery Coordinators. Council is provided with a monthly Capital Works Status report at Councils Mid-Month Meeting.

## **3. SOCIAL IMPLICATIONS**

As with other levels of Government, Council's commitment to its investment in the Capital Works program has economic benefits through the provision of both direct and indirect employment opportunities for local businesses and the local community. Council's ongoing investment in capital works continues to enhance the social fabric across Knox through the direct provision of community infrastructure and the services they support.

## **4. CLIMATE CHANGE CONSIDERATIONS**

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the projects will positively impact upon Council's exposure to climate risks through adoption of a long-term strategic approach to infrastructure provision.

Council officers will continue to source opportunities to procure recycled content in construction materials and participate in and monitors trials of new recycled and reclaimed materials.

## **5. ENVIRONMENTAL IMPLICATIONS**

Through the introduction of Council's Sustainable Buildings and Infrastructure Policy in 2019, Council has the ability to reduce its consumption of valuable natural resources. The reduction in consumption has a longer lasting effect in that it will reduce Council's operating costs into the future, reduce carbon emissions, protect local waterways and biodiversity values, reduce the use of potable drinking water and assist in Council delivering on many of its established strategies. Council is also progressing trials for the specification and use of recycled materials in both road and shared path projects.

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

The infrastructure capital works projects are funded as part of the broader Capital Works Program approved by the Council. The adopted budget included a total Capital Works Program of \$75.7 million, with \$67.6 million allocated for infrastructure works. Out of 176 infrastructure projects, 170 were either completed or initiated in 2023/24. Several projects were still ongoing at the end of the year and will continue into 2024/25. Financially, \$54.5 million was spent, accounting for 81.0% of the adopted Infrastructure Capital Budget for 2023/24.

## **7. RISKS**

A potential risk for the Council's Capital Works Program is the ineffective management and monitoring of the program, coupled with insufficient communication to stakeholders.

To mitigate these risks Council's performance in Capital Works is regularly assessed through internal audits focusing on project management practices and opportunities for program delivery improvements and a monthly capital report is presented to the Council, providing relevant performance data both monthly and at the end of the year. Risks to capital projects can arise from market conditions, leading to underperforming assets that require additional investment, or from project failures resulting in cost overruns or delivery variances. The objective of this report is to offer an overview of achievements within the Council's Capital Program for the financial year, and to communicate the context of outcomes.

## **8. 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.

### **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.

### **Natural Environment & Sustainability**

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

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

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

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 5.2 - 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**

Nil

## 5.4 Ferntree Gully Cemetery Trust Annual Report for the Year Ended 30 June 2024

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Head of Governance, Saskia Weerheim
<b>Manager:</b>	Manager Governance and Risk, Andrew Dowling
<b>Executive:</b>	Director, Customer and Performance, Greg Curcio

### SUMMARY

This report presents Council, as Trustee for the Ferntree Gully Cemetery, with relevant statutory documentation for the 2023-2024 financial year of operations for consideration and adoption, prior to submission to the Department of Health.

The report also provides Council as Trustee with an overview of work undertaken:

- To support the Ferntree Gully Cemetery in the 2023-2024 financial year including an overview of sales and other enquiries including right of interment queries.
- To progress the development of a landscape master plan.

### RECOMMENDATION

That Council, as the Trustee for the Ferntree Gully Cemetery Trust, resolve to:

1. Receive and note the audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2024 (Attachment 1).
2. Receive and note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2).
3. Adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2023-2024 financial year (Attachment 3) and authorise the Mayor and Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to sign the accounts on behalf of the Trust for submission to the Department of Health.
4. Note other work undertaken supporting the operations of Ferntree Gully Cemetery in the 2023-2024 financial year in as set out in the officers' report.

### 1. DISCUSSION

Knox City Council is Trustee for the Ferntree Fully Cemetery Trust and has a statutory obligation to complete yearly reporting of the financials to Department of Health for the Cemetery, pursuant to the Cemeteries and Crematoria Act 2003 (Vic). This report presents the Trustee with the financials for the Ferntree Gully Cemetery along with an overview of the year's work, including sales, and an overview of the landscape master planning work that has commenced.

### **1.1 Audited Financial Statements**

The following documentation is provided for consideration and adoption where applicable:

- Audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2024 (Attachment 1);
- Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2); and
- An Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2023-24 financial year (Attachment 3) for submission to Department of Health.

The above documents were prepared with the assistance of Council's Financial Operations Department. An independent audit of the Ferntree Gully Cemetery Trust Financial Statements 2023-2024 was conducted by Rizza Alexander Accountants and Auditors in accordance with Australian Auditing Standards, and an unqualified audit report issued, stating:

- "In our opinion, the accompanying financial report of Ferntree Gully Cemetery Trust:
- (i) Gives a true and fair view of the Trusts financial position as at 30 June 2024 and of its financial performance for the year then ended; and
  - (ii) Complying with Australian Accounting Standards (including Australian Accounting interpretations)."

The Abstract of Accounts details a summary of financial operations, right of interment and interment information and a general condition report of the Cemetery, in the form prescribed by the Department of Health. The abstract is required to be signed by three Trust members, being three Councillors in this instance.

### **1.2 Sales in 2023/2024 Financial Year**

There has been an ongoing and strong interest in new positions at the Cemetery, along with a steady stream of enquiries during the reporting period. Staff have received approximately 100 enquiries about new positions. These enquiries converted to 76 sales of ashes positions.

There were a total of 36 ashes interment positions available for sale as of 30 June 2024.

Though outside the reporting period, it is noteworthy that since 30 June 2024 a further 10 positions have been sold, reducing that number to 26 ashes positions available at the time of preparing this report to Council (9 positions in The Gateway and 17 positions in the various walls).

Based on the sales to date, it is clear that the community are interested and have responded positively to the range of price points for the recently installed ashes positions. While the niche walls have offered the community a more affordable entry point to the Cemetery, the premium positions in The Gateway have generated strong interest and are almost exhausted. The landscape master planning process (discussed in section 1.5) will take this into account when scoping new ashes interment and memorialisation opportunities, with the intention to continue offering the community a range of products at varying price points.

### **1.3 Historical Right of Interment Enquiries**

Another significant and ongoing role Cemetery staff in the Governance team fulfil is in handling right of interment enquiries. The Cemeteries and Crematoria Act 2003 (Vic) requires cemeteries to exercise due diligence in establishing the holder rights of interment (ROIs) for ashes and burial positions. This is an important role that staff play on behalf of the Trust, and is essential to ensure that as required by law, any burial or interment requests, or memorialisation or maintenance works, are properly authorised by the rightful ROI holder.

In the 23/24 financial year, we received 86 right of interment enquiries and 26 monument applications. These enquiries are often complex in nature, particularly where the purchase happened one or more generations earlier. These enquiries can take a significant amount of time for staff to handle, particularly where there are few records to rely upon. They often require provision and inspection of death certificates, Wills and other legal documents that prove a familial line, and a valid legal basis for transfer and ownership of a right of interment.

Establishing a right of interment offers families peace of mind along with the ability to inter and memorialise loved ones in a timely and peaceful manner. Additionally, staff have observed an increase in requests to maintain and update memorials on historic positions in recent years, often by descendants several generations removed from those interred in a position. Anecdotally, this is often driven by subsequent generations having the financial resources to install a memorial which may not have been available at the time of the original interment. Due to the historical nature of the Cemetery, it is expected that right of interment enquiries will continue to be complex and be received at a similar volume in the coming years.

### **1.4 Digitisation of Aged Records**

In this reporting period, the Cemetery staff were able to leverage assistance from a staff member from the Civic Centre Operations Team to digitise some of the Cemetery's historical records. Over the course of several months, the staff member was able to transcribe a large number of the Cemetery's aged records into searchable spreadsheets, including deed books and receipt books dating from the 1880s through to 1980s.

Despite this work, there will of course be a need to continue to recall hard copy documents from storage from time-to-time, however the digitisation has enabled more timely and efficient initial searches through historical records assisting with the investigation of rights of interment.

### **1.5 Cemetery Landscape Masterplan**

During this reporting period, Council tendered for a suitably experienced and qualified landscape architect consultant to prepare a landscape master plan for the Ferntree Gully Cemetery. The master plan aims to set the strategic direction for the site and will provide a framework for planning and delivery of future ashes interment and memorialisation.

The Master Plan will be sympathetic to the local environment and to the historical significance of the Cemetery, while facilitating a sensitive development pipeline of ashes positions and memorialisation options within the existing footprint of the Cemetery. Future development will respond to the ongoing needs and expectations of the community and provide revenue streams that will help Council meet the Trust's obligation to provide for perpetual maintenance of the cemetery.

The master plan will:

- Consider and plan for high quality ashes interment development options, suitable for delivery over the short, medium and long term within the Cemetery, at a range of price points that provide equitable access for the community.
- Consider and plan for prospective memorialisation development opportunities, suitable for delivery over the short, medium and long term within the Cemetery, in existing locations including gardens, fountain area and footpaths.
- Consider and enhance the existing historical characteristics of the Ferntree Gully Cemetery by incorporating wayfinding signage and an expanded memorial for unmarked graves within the design.
- Protect and strengthen Ferntree Gully Cemetery as a valuable public asset for the local community in perpetuity.
- Consider existing site infrastructure and site buildings in relation to future use of the site.
- Aim to protect and enhance the green character of the Cemetery within the Foothills environment.
- Establish a framework with high level costings to assist Council to prioritise implementation of the Master Plan.

A request for quote process was finalised in line with Council's Procurement Policy during the reporting period, and Urban Initiatives appointed to complete this project. Urban Initiatives was able to meet all aspects of the project brief and importantly, have previous experience in cemetery landscape master planning.

Urban Initiatives have commenced work and are currently finalising the site investigation and opportunities phases. The first stage of community engagement is also being managed by Urban Initiatives. This stage of engagement will help to inform the development of the draft masterplan. Officers are working with Urban Initiatives to finalise the engagement plan with engagement set to commence following the Council election (after the election period). It should be noted that another stage of community engagement will be undertaken once the master plan has been drafted. Key stakeholders for this engagement include:

- Councillors
- Ferntree Gully Cemetery Community Consultative Group (set up by Council)
- Cemetery users
- Local residents
- Local businesses
- Knox Historical Society

To inform the landscape master plan work, a land survey has also been undertaken, mapping key features and utilities, as well as re-establishing the title boundaries for the Cemetery. This important piece of work will assist the landscape architect when developing the masterplan documentation.

Once the first stage of engagement is finalised, a master plan will be drafted along with a 'works' implementation framework, with a second stage of community engagement to follow. It is expected that the master plan will be finalised by March 2025 and be presented to Council, as



Trustee, for consideration. Once adopted, it is hoped that work can commence on delivering new ashes positions and memorials to meet community demand.

In the meantime, Council's Governance team have been working with the Communications team to develop information for our website informing the community of the process to register expressions of interest for new positions as they become available.

## **2. ENGAGEMENT**

Not applicable.

## **3. SOCIAL IMPLICATIONS**

Implementation of the recommendation is considered to have no direct social implications.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

## **5. ENVIRONMENTAL IMPLICATIONS**

Implementation of the recommendation is considered to have no direct environmental implications.

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

The Ferntree Gully Cemetery Trust operates its accounts separately to those of Knox City Council. The Trust pays Council a management fee (\$195,394 in financial year 2023-24) which covers:

- Financial advice and accounting services, provided by Financial Operations;
- Administrative, sales and management services provided primarily by the Governance and Risk Team; and
- Operational Services provided by the Operations Department.

The Financial Statements reflect a profit of \$184,093 from Ferntree Gully Cemetery operations in 2024-2024, which is an increase from \$69,553 in the previous financial year, however it is important to note this reflects the extremely strong sales result in 2023-2024 when new positions were brought to market, and positions sold to a waiting list of purchasers.

Revenue was driven by sales of ashes positions in the Grove Niche Walls and The Gateway, burial and interment services, and associated plaque sales. In the 2023-24 financial year there were 25 burials (down from 28 the previous year) and 60 ashes interments (up from 51 in the previous financial year).

There were a total of 36 ashes interment positions available for sale as of 30 June 2024 and a total of ten unsold burial positions. These burial positions are not currently being offered for sale, and instead continue to be held as reserve capacity as a risk mitigation measure; due to the quality of historical records at the Cemetery and lack of certainty that all physical positions correctly align with the rights of interment issued.

As at 30 June 2024, the cash/cash equivalents and other financial assets (term deposits) held by Ferntree Gully Cemetery Trust increased approximately 15% to \$1,357,776. The term deposits earned an interest income of \$48,561 in the financial year.

## **7. RISKS**

The major risk for the Trust's consideration arising from the Annual Report is the balance between the requirement for the Cemetery to be maintained in perpetuity and the costs associated with this maintenance.

The landscape master plan aims to address this risk by providing a pipeline of sensitive development of ashes interment positions and memorialisation options, that will contribute to the operating and perpetual maintenance costs.

## **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 - Audited Financial Statements 2023-24 [5.4.1 - 15 pages]
2. Attachment 2 - Ferntree Gully Cemetery - Independent Auditor's Report - 2024 [5.4.2 - 2 pages]
3. Attachment 3 - Abstract of accounts 2023-24 [5.4.3 - 7 pages]

**FERNTREE GULLY CEMETERY TRUST**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 30 JUNE 2024**

**FERNTREE GULLY CEMETERY TRUST**  
**FINANCIAL STATEMENTS**  
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**FERNTREE GULLY CEMETERY TRUST**  
**STATEMENT BY THE TRUSTEE**

In the opinion of the Trustee of the Ferntree Gully Cemetery Trust:

- 1 (a) The accompanying financial statements are drawn up so as to give a true and fair view of the results and the state of affairs of the Trust at 30 June 2024; and  
  
(b) At the date of this statement, there are reasonable grounds to believe that the Trust will be able to pay its debts as and when they fall due.
- 2 The financial statements have been prepared in accordance with AASB Accounting Standards.

Dated at Wantirna South this \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

**FERNTREE GULLY CEMETERY TRUST**  
**COMPREHENSIVE INCOME STATEMENT**  
 FOR THE YEAR ENDED 30 JUNE 2024

	Note	June 2024 \$	June 2023 \$
<b>Income</b>			
Plot sales	1.3	273,652	152,910
Burial fees	1.3	44,720	43,691
Monument fees	1.3	3,645	4,589
Plaque fees	1.3	49,448	55,164
Grant income	1.3	-	-
Investment income	1.3	48,561	30,792
<b>Total income</b>		<u>420,026</u>	<u>287,146</u>
<b>Expenses</b>			
Management fees	5(c)	177,631	170,799
Plaques		29,182	30,465
Operating costs	2.1(a)	16,966	4,262
Utilities	2.1(b)	957	931
Depreciation	2.2	11,197	11,136
<b>Total expenses</b>		<u>235,933</u>	<u>217,593</u>
<b>Profit/(loss) for the year</b>		<u>184,093</u>	<u>69,553</u>
<b>Total comprehensive result</b>		<u>184,093</u>	<u>69,553</u>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

## FERNTREE GULLY CEMETERY TRUST

### BALANCE SHEET

AS AT 30 JUNE 2024

	Note	June 2024 \$	June 2023 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	3.1(a)	257,776	174,450
Trade and other receivables	3.1(c)	31,665	23,751
Other financial assets	3.1(b)	1,100,000	1,000,000
<b>Total current assets</b>		<u>1,389,441</u>	<u>1,198,201</u>
<b>Non-current assets</b>			
Property, plant and equipment	4.1	843,453	848,600
<b>Total non-current assets</b>		<u>843,453</u>	<u>848,600</u>
<b>Total assets</b>		<u>2,232,894</u>	<u>2,046,801</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	3.2(a)	3,844	1,844
<b>Total current liabilities</b>		<u>3,844</u>	<u>1,844</u>
<b>Total liabilities</b>		<u>3,844</u>	<u>1,844</u>
<b>Net assets</b>		<u>2,229,050</u>	<u>2,044,957</u>
<b>Equity</b>			
Accumulated surplus		<u>2,229,050</u>	<u>2,044,957</u>
<b>Total equity</b>		<u>2,229,050</u>	<u>2,044,957</u>

The above balance sheet should be read in conjunction with the accompanying notes.

**FERNTREE GULLY CEMETERY TRUST**  
**STATEMENT OF CHANGES IN EQUITY**  
 FOR THE YEAR ENDED 30 JUNE 2024

	<b>Accumulated surplus</b>	
	<b>June 2024 \$</b>	<b>June 2023 \$</b>
Balance at beginning of the financial year	2,044,957	1,975,404
Comprehensive result	184,093	69,553
Balance at end of the financial year	2,229,050	2,044,957

The above statement of changes in equity should be read with the accompanying notes.



## FERNTREE GULLY CEMETERY TRUST

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2024

	Note	June 2024 Inflows/ (Outflows) \$	June 2023 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Plot sales		273,652	152,910
Burial fees		49,192	48,060
Plaque fees		54,393	60,680
Monument fees		3,645	4,589
Grants		-	-
Interest received		46,083	10,552
Net GST refund		9,365	10,933
		436,330	287,724
<b>Payments</b>			
Payments to suppliers		(246,954)	(227,533)
		(246,954)	(227,533)
<b>Net cash provided by/(used in) operating activities</b>	6.1	189,376	60,191
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(6,050)	-
Proceeds from disposal of financial assets		-	-
Purchase of financial assets		(100,000)	(1,000,000)
<b>Net cash provided by/(used in) investing activities</b>		(106,050)	(1,000,000)
Net increase (decrease) in cash and cash equivalents		83,326	(939,809)
Cash and cash equivalents at beginning of financial year		174,450	1,114,259
<b>Cash and cash equivalents at the end of the financial year</b>		257,776	174,450

The above statement of cash flows should be read with the accompanying notes.

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

#### Note 1 Overview

##### Introduction

The Ferntree Gully Cemetery was established in 1873. Knox City Council took over responsibility as Trustee in 1982. The sole purpose of the Trust is to administer the Ferntree Gully Cemetery.

##### 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*.

##### Accounting policy information

###### 1.1 Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. 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, 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 are in Australian dollars. 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 determination of depreciation on infrastructure (refer to Note 6).

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.

## **FERNTREE GULLY CEMETERY TRUST**

### **NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024**

#### **1.2 Going concern**

In preparing the financial statements, the Trustees are satisfied that the entity is trading as a going concern. However the Trustees also note that the ability of the entity to continue as a going concern in the long term is uncertain due to the lack of sustainable operating profits or cash flows from core business activities, particularly as all available burial plots have been sold.

#### **1.3 Revenue recognition**

Income is recognised when the Trust obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Trust, and the amount of the contribution can be measured reliably.

#### **1.4 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.

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

	June 2024 \$	June 2023 \$
<b>Note 2     The cost of delivering services</b>		
<b>2. 1 Materials and Services</b>		
<b>(a) Operating costs</b>		
Audit fee	1,900	1,800
Refund pre-purchased plots	11,418	-
Maintenance	-	659
Other operating costs	3,648	1,803
	16,966	4,262
<b>(b) Utilities</b>		
Telephone	957	931
	957	931
<b>Total material and services</b>	17,923	5,193
<b>2. 2 Depreciation</b>		
Depreciation expense	11,197	11,136
<b>Total depreciation and amortisation</b>	11,197	11,136

Refer to note 4.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

	June 2024	June 2023
	\$	\$
<b>Note 3 Investing in and financing our operations</b>		
<b>3.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash at Bank	19,446	52,182
Cash at Call	238,330	122,268
<b>Total cash and cash equivalents</b>	<u>257,776</u>	<u>174,450</u>
<b>(b) Other financial assets</b>		
<b>Current</b>		
Term deposits	1,100,000	1,000,000
Total current other financial assets	<u>1,100,000</u>	<u>1,000,000</u>
<b>Non-current</b>		
Term deposits	-	-
Total non-current other financial assets	<u>-</u>	<u>-</u>
<b>Total other financial assets</b>	<u>1,100,000</u>	<u>1,000,000</u>
<b>Total cash and cash equivalents and other financial assets</b>	<u>1,357,776</u>	<u>1,174,450</u>

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 (if applicable).

Financial assets including investments such as term deposits are held to maturity and measured at amortised cost.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense. Other financial assets include term deposits and 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.

<b>(c) Trade and other receivables</b>		
<b>Current</b>		
Plot debtors	-	-
Accrued interest	22,807	20,329
Net GST receivable	8,858	3,422
<b>Total current trade and other receivables</b>	<u>31,665</u>	<u>23,751</u>

Receivables are carried at cost. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred.

No provision has been made for doubtful debts.

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

	June 2024	June 2023
	\$	\$
<b>3.2 Payables</b>		
<b>(a) Trade and other payables</b>		
<b>Current</b>		
Trade payables	3,844	1,844
<b>Total Current Trade and other payables</b>	3,844	1,844

### 3.3 Commitments

The Trustee does not have any outstanding commitments in relation to the Ferntree Gully Cemetery.

### 3.4 Number of graves, ashes and interment positions available

<b>Description</b>	<b>No.</b>	<b>No.</b>
Foothills graves	6	4
Ashes Garden	-	-
Rose garden	-	-
Ashes vault - single	-	-
Wall of Remembrance	1	1
Memorial Rose Garden	-	-
Lawn F	1	1
Methodist Section B	2	2
Roman Catholic Section D	1	1
The Grove Niche Walls	1	5
Grove 386 - 616	19	72
Gateway	15	28
	46	114

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

#### Note 4 Assets we manage

#### 4.1 Plant, furniture, equipment and library materials

##### Summary of property, plant and equipment

	At cost \$	Accumulated Depreciation \$	Written Down Value \$
<b>2024</b>			
Land at cost	554,721	-	554,721
Infrastructure	354,738	(66,007)	288,732
	909,459	(66,007)	843,453

	At cost \$	Accumulated Depreciation \$	Written Down Value \$
<b>2023</b>			
Land at cost	554,721	-	554,721
Infrastructure	348,688	(54,809)	293,879
	903,409	(54,809)	848,600

##### Land

At cost 1 July 2023			554,721
<b>Written down value of land at 30 June 2024</b>			554,721

##### Infrastructure

At cost 1 July 2023			348,688
Accumulated depreciation at 1 July 2023			(54,809)

##### **Movements in Cost**

Acquisition of assets at cost			6,050
			299,929

##### **Movements in accumulated depreciation**

Depreciation			(11,197)
			(11,197)

At cost 30 June 2024			354,738
Accumulated depreciation at 30 June 2024			(66,006)
<b>Written down value of infrastructure at 30 June 2024</b>			288,732

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

**Note 5 People and relationships**

**(a) Trustee**

The Trustee of Ferntree Gully Cemetery Trust is Knox City Council.

**(b) Key Management Personnel**

The Councillors of Knox City Council during the year were:

Councillor Jude Dwight (Deputy Mayor/Mayor)	Deputy Mayor from 1 July 2023 to 14 November 2023
Councillor Sorina Grasso (Deputy Mayor)	Mayor from 14 November 2023 to current Councillor from 1 July 2023 to 14 November 2023 Deputy Mayor from 14 November 2023 to current
Councillor Marcia Timmers-Leitch (Mayor)	Mayor from 1 July 2023 to 14 November 2023 Councillor from 14 November 2023 to current
Councillor Yvonne Allred	Councillor from 1 July 2023 to current
Councillor Meagan Baker	Councillor from 1 July 2023 to current
Councillor Susan Laukens	Councillor from 1 July 2023 to current
Councillor Lisa Cooper	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

The Councillors received no remuneration from the Trust in connection with its management.

**(c) Other Related Party Disclosures**

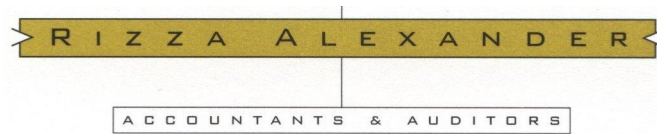
Knox City Council's Finance department provides ongoing financial advice and accounting services to the Trustees. These services are included in the management fee of \$177,631 payable by the Trust to the Council for the year.



## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

	June 2024	June 2023
	\$	\$
<b>Note 6 Other matters</b>		
<b>6.1 Reconciliation of cash flows from operating activities to surplus</b>		
Profit/(loss) for the year	184,093	69,553
<b>Non-cash adjustments:</b>		
Add back depreciation expense	11,197	11,136
<b>Change in assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	(7,914)	(21,447)
Increase/(decrease) in trade and other payables	2,000	949
<b>Net cash provided by/(used in) operating activities</b>	189,376	60,191



**FERNTREE GULLY CEMETERY TRUST ABN 88 002 100 668  
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
FERNTREE GULLY CEMETERY TRUST**

**Report on the Audit of the Financial Report**

**Opinion**

We have audited the financial report of Ferntree Gully Cemetery Trust which comprises the balance sheet as at 30 June 2024, the comprehensive income statement, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the trustees' declaration.

In our opinion, the accompanying financial report of Ferntree Gully Cemetery Trust:

- (i) Gives a true and fair view of the Trusts financial position as at 30 June 2024 and of its financial performance for the year then ended; and
- (ii) Complying with Australian Accounting Standards (including Australian Accounting Interpretations).

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Trust in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Information Other than the Financial Report and Auditor's Report Thereon**

The trustees are responsible for the other information. The other information comprises the information included in the Trust's annual report for the year ended 30 June 2024, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Responsibilities of the Trustees for the Financial Report**

The trustees are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and for such internal control as the trustees determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

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LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

- 2 -

**Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Paul Rizza CA  
Rizza Alexander

Dated: 21<sup>th</sup> day of August 2024

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LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

## Abstract of accounts 2023-24

Rendered pursuant to s. 52 of the Victorian *Cemeteries and Crematoria Act 2003*. Due 1 September 2024.

### OFFICIAL

Cemetery trust name	FERNTREE GULLY CEMETERY
---------------------	-------------------------

### General account

The income and expenditure columns must balance. Bank statements matching the closing bank and investment balances must be attached. Trusts with an annual income (total of the three rows marked \*) or expenditure (total of the 10 rows marked \*\*) of \$250,000 up to \$1 million must attach a copy of a review of their accounts. Trusts with an annual income (\*) or expenditure (\*\*) of more than \$1 million must attach a copy of an audit.

Income	\$	¢	Expenditure	\$	¢
Balance in bank at start of financial year	174,450	00	Secretary and other administrative staff **		
Cash in hand at start of financial year			Grounds staff (groundskeeper employed by the trust, sexton etc.)**		
Investments at start of financial year	1,000,000	00	Gravedigging**		
Interest received*	46,083	00	Contractors**(management fees)	195,394	00
Fees received for cemetery products/ services (graves, memorials, interments, etc.)*	380,882	00	Memorialisation (plaques, etc.)**	32,100	00
Other income*	9,365	00	Office expenses**	18,313	00
Transfers from perpetual maintenance account/s			Buildings (new construction)**		
Department of Health grants			Insurance**		
Other grants			Works (development of new areas, repairs, fencing, drainage, etc.)**	6,050	00
Unpresented cheques			Other expenses and miscellaneous**	1,147	00
[This field remains blank]			Balance in bank at end of financial year		
<b>Total</b>	<b>1,601,780</b>	<b>00</b>	Cash in hand at end of financial year	257,776	00
			Investments at end of financial year	1,100,000	00
			<b>Total</b>	<b>1,601,780</b>	<b>00</b>

### Perpetual maintenance account/s

Complete this section if your trust has a separate account/s designated for perpetual maintenance funds. Do not re-enter bank account or investment information entered in the 'General account' section. The income and expenditure totals must balance.

Income	\$	¢
Balance at start of financial year		
Interest received		
New funds received		
<b>Total</b>	<b>Not Applicable</b>	

Expenditure	\$	¢
Expenditure / transfer to general account		
Balance at end of financial year		
[This field remains blank]		
<b>Total</b>	<b>Not Applicable</b>	

### Assets and liabilities

Please record the total value of assets in each category. Use the value of the asset when originally purchased, as recording the depreciation of assets over time is not required. Monetary assets included in the 'General account' or 'Perpetual maintenance account/s' sections should not be duplicated here. If the trust has no assets or liabilities, enter a zero at both totals.

Assets	\$
Key structures (Examples: office building, mausoleum, chapel, toilet facility, machinery shed, niche wall)	
Minor structures (Examples: gazebo, rotunda, storage shed, outside seating)	
Major machinery (Examples: tractor, backhoe, ride-on mower)	
Small machinery (Examples: mechanical and electrical equipment, computer, printer, grave shoring)	
Miscellaneous equipment (Examples: hand tools, wheelbarrows)	
<b>Total</b>	<b>Not Applicable</b>

Liabilities	\$
Monies owed to a third party	
Monies committed to expenditure	
<b>Total</b>	<b>Not Applicable</b>

**OFFICIAL**

## Right of interment (ROI) and interment information

<b>Cemetery name</b>	FERNTREE GULLY CEMETERY
----------------------	-------------------------

Where accurate numbers are not available, please provide estimates. If your trust manages multiple cemeteries (active or closed), please provide information for each site in a separate table by making copies of this page.

### Bodily remains

Question	Response
Number of ROI for bodily remains (at-need) sold in 2023-24	Nil
Number of ROI for bodily remains (pre-need) sold in 2023-24	Nil
Number of interments of bodily remains (first burial in a plot) in 2023-24	7
Number of interments of bodily remains (second or subsequent burial in a plot) in 2023-24	18

### Cremated remains

Question	Response
Number of ROI for cremated remains (both at-need and pre-need) sold in 2023-24	76
Number of interments of cremated remains (in graves and memorials such as niche walls) in 2023-24	60

### Cemetery Capacity

Question	Response
Total number of bodily remains interred since the establishment of the cemetery	6259
Number of unsold ROI for bodily remains at 30 June 2024 Include the estimated number of plots that could be created in areas of the cemetery that have the potential to be developed. The department collects this information to understand the remaining burial capacity in Victorian cemeteries.	0*
Estimate how many more years there will be ROI for bodily remains (at-need) available for sale in the cemetery (including in areas that are yet to be developed)	0

\* In terms of capacity the trust is not offering for sale any ROI's for bodily remains. As of 30 June 2024 a total of ten burial positions are being held in reserve pending a review of historical records to ensure physical positions align with ROI's issued.

**OFFICIAL**

## Statutory declarations

Three trust members (the chairperson and two other trust members) must execute a statutory declaration.

### Statutory declaration – trust member 1 (chairperson)

<b>Name:</b>	
<b>Address:</b>	
<b>Occupation:</b>	

I, (name, address and occupation stated above), make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above abstract of accounts for the financial year 2023-24 is true and correct for the trust mentioned below.

<b>Cemetery trust:</b>	
------------------------	--

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

<b>Signature of person making declaration:</b>	
<b>Declared at:</b> (City, town or suburb in the state of Victoria)	
<b>Date:</b>	

### Statutory declaration witness

*Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.*

*Note: Stamp of name, capacity and/or address accepted in table below.*

<b>Name:</b>	
<b>Capacity in which authorised to witness statutory declaration:</b>	
<b>Address:</b>	

I, (name, capacity and address stated or stamped above), am an authorised statutory declaration witness\* and I sign this document in the presence of the person making the declaration:

<b>Signature of statutory declaration witness:</b>	
<b>Date:</b>	

\*A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration

**OFFICIAL**

## Statutory declaration – trust member 2

Name:	
Address:	
Occupation:	

I, (name, address and occupation stated above), make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above abstract of accounts for the financial year 2023-24 is true and correct for the trust mentioned below.

Cemetery trust:	
-----------------	--

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

Signature of person making declaration:	
Declared at: (City, town or suburb in the state of Victoria)	
Date:	

## Statutory declaration witness

*Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.*

*Note: Stamp of name, capacity and/or address accepted in table below.*

Name:	
Capacity in which authorised to witness statutory declaration:	
Address:	

I, (name, capacity and address stated or stamped above), am an authorised statutory declaration witness\* and I sign this document in the presence of the person making the declaration:

Signature of statutory declaration witness:	
Date:	

\*A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration

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### Statutory declaration – trust member 3

<b>Name:</b>	
<b>Address:</b>	
<b>Occupation:</b>	

I, (name, address and occupation stated above), make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above abstract of accounts for the financial year 2023-24 is true and correct for the trust mentioned below.

<b>Cemetery trust:</b>	
------------------------	--

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

<b>Signature of person making declaration:</b>	
<b>Declared at:</b> (City, town or suburb in the state of Victoria)	
<b>Date:</b>	

### Statutory declaration witness

*Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.*

*Note: Stamp of name, capacity and/or address accepted in table below.*

<b>Name:</b>	
<b>Capacity in which authorised to witness statutory declaration:</b>	
<b>Address:</b>	

I, (name, capacity and address stated or stamped above), am an authorised statutory declaration witness\* and I sign this document in the presence of the person making the declaration:

<b>Signature of statutory declaration witness:</b>	
<b>Date:</b>	

\*A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration

**OFFICIAL**

## Submission

Under s. 52(3) of the *Cemeteries and Crematoria Act 2003*, a cemetery trust must submit a report for each financial year to the Secretary of the Department of Health by 1 September in the following financial year.

**End of financial year bank, investment and perpetual maintenance account statements must be provided** with this form and [emailed to the Divisional Portfolio Entity and Appointments Advisory Unit](mailto:cemeteries@health.vic.gov.au) at <cemeteries@health.vic.gov.au>.

Email is the department's preferred method to receive these documents. If you do not have access to email, the documents can be posted to:

The Manager  
Divisional Portfolio Entity and Appointments Advisory Unit  
Department of Health  
GPO Box 4057  
MELBOURNE VIC 3001

To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [Divisional Portfolio Entity and Appointments Advisory Unit](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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ISBN 978-1-76096-085-8 (pdf/online/MS word)

Available at [Class B cemetery trust financial reporting and financial procedures](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-financial-reporting-and-procedures)

<<https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-financial-reporting-and-procedures>>

**OFFICIAL**

## 5.5 Knox Disability Advisory Committee Membership Recruitment and Annual Report

**Final Report Destination:** Council  
**Paper Type:** For Decision  
**Author:** Disability Inclusion Team Leader, Alison Treeby  
**Manager:** Manager Community Access and Support, Gail Power  
**Executive:** Director Connected Communities, Judy Chalkley

### SUMMARY

The Knox Disability Advisory Committee assists Council in the development of policy and planning about issues of access and inclusion and provides advice to promote disability awareness within Council and the wider community. In June 2024 an Expression of Interest and recruitment process was conducted for new Committee members to fill up to eight vacancies.

This report seeks approval to appoint new Committee members and the re-appointment of one Committee member for a two-year term from October 2024 to October 2026.

This report also provides an overview of the Committee’s achievements over the past 12 months.

### RECOMMENDATION

That Council:

1. Thank all the community members who took the time to apply for the Knox Disability Advisory Committee.
2. Appoint the following current Knox Disability Advisory Committee member for a second term for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
1	Community Representative

3. Appoint the following applicants to the Knox Disability Advisory Committee for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
2	Community Representative
3	Community Representative
4	Community Representative
5	Community Representative
6	Community Representative
7	Community Representative
8	Service Provider/Industry Representative
9	Service Provider/Industry Representative

4. Appoint the following fifth Service Provider/Industry Representative for the period October 2024 to October 2026 as presented in Confidential Attachment 2:

Name	Category
10	Service Provider/Industry Representative

5. Note the achievements of the Committee over the past 12 months.

6. Thank the outgoing members of the Knox Disability Advisory Committee for their valuable contribution:
- Angela Sipka– Community Representative.
  - Geoff Deacon – Community Representative.
  - Sue Dymond – Community Representative.
  - Lara Lyon – Community Representative.
  - Laura Atwell– Community Representative.
  - Manja Wirth – Industry Representative.
  - Jess Laffy – Industry Representative.

## **1. DISCUSSION**

The Knox Disability Advisory Committee (KDAC) was established in 1999. The primary function of KDAC is to advise Council on strategic issues regarding Knox residents with disabilities and their carers. KDAC also works to provide valuable information to support the decision making of Council in relation to access and inclusion and assist with the monitoring and implementation of the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027 (Knox CARES), which includes Council’s Disability Action Plan. The Committee’s role also includes advocacy, and ensuring services and programs are accessible and inclusive for people with a disability in Knox.

### **1.1 Terms of Reference**

The Terms of Reference for KDAC are aligned with the Committee’s Policy adopted by Council in September 2022 (refer to Attachment 1).

The objectives of the Committee are to:

- Report to Council on its work and advise Council of strategic issues regarding Knox residents with disabilities, their families and carers;
- Assist Council in the development of policy and action planning about issues of access and inclusion;
- Work with Council officers to ensure that all of Council’s policies, programs and protocols reflect the needs and rights of residents with disabilities, their families and carers;
- To provide a central point for Council and the Knox community for the identification of issues relevant to people with disabilities, their families and carers; and
- To promote disability awareness within Council and the wider Knox community.

The selection and recruitment of new members for KDAC followed the process outlined in Section 3.1 of the Terms of Reference (Refer Attachment 1). The Committee vacancies have occurred due to three committee members finishing their second two-year term, one member completing a two-year term on the committee, plus three resignations.

### **1.2 Selection Process**

The promotion of the Expression of Interest (EOI) process occurred through Council’s social media, electronic mail, and via various networks during June 2024.

Council received 17 EOI's, with all applications fully completed and eligible for assessment:

- One current Committee member has applied to be re-appointed for a second two-year term;
- Eight applications were received from community representatives; and
- Eight applications were received from service provider/industry professional representatives.

The vacant Committee positions to be filled through the selection process included seven community representatives and two service provider/industry representatives.

A Selection Panel was established to interview and assess the applicants in accordance with the Committee's Terms of Reference. The Selection Panel comprised Councillor Meagan Baker, Councillor Nicole Seymour and two Council officers from the Community Access and Support Department.

The following criteria was used when assessing the applicants:

1. Being a Knox resident, a Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the Knox Disability Advisory Committee as articulated in the Terms of Reference;
2. Demonstration of involvement and efforts to promote disability inclusion within the Knox community;
3. Capacity to communicate effectively with a wide range of individuals; and
4. Experience and/or expertise and demonstrated understanding of the issues facing people with disability and carers.

The Selection Panel met on the 18, 22 and 25 July 2024 to interview 15 applicants, noting the returning member was not required to be re-interviewed and one applicant did not respond to requests for interview.

The selection process involved reviewing the application and applicant against selection criteria above and the applicant's knowledge and experience of disability, as well as their motivation for wishing to join the Committee.

The Terms of Reference provide:

- A maximum of seven community members with a disability;
- A maximum of four unpaid carers of a person with a disability;
- A maximum of four industry or professional representatives; and
- One to two Councillors.

A maximum of four industry or professional representatives is outlined in the Terms of Reference, however, total number of members has been exceeded in the past after consideration on a case-by-case basis where recommendation was made by the Committee Chair and endorsed by Council.

Given the strength and number of applications from Industry or professional representatives in 2024, officers recommend a fifth industry or professional representative is worthy of

consideration. Noting this is an exception to the Terms of Reference, it is recommended to add further strength and sector engagement by this additional appointment. This recommendation was supported by both KDAC Councillor representatives and Councillor Baker as the Committee Chair.

Recommendations and the assessment of applicants are provided in Confidential Attachment 2.

### 1.3 KDAC Achievements – July 2023 to August 2024

KDAC currently includes representatives who have lived experience of disability and a thorough working knowledge of the issues affecting people with disability and carers. There are a diverse range of abilities represented on the Committee. The Committee meets bi-monthly and the meetings are structured to seek feedback and advice on presentations regarding issues and activities aligned to priority areas in the Knox CARES Strategy 2022-2027 (inclusive of Knox's Disability Action Plan) and the Knox Disability Access and Inclusion Work Plan 2022-2026. The Committee also provides advice and direction regarding new and emerging issues impacting people with disabilities in Knox.

The Committee has continued to be an active committee with a focus on strengthening Knox's response to access and inclusion issues. KDAC members have supported the distribution of information to members of the community and key service providers.

The following information provides an overview of the Committee activities and contribution to key Council projects over the last 12 months:

Topic	Action	Outcome
Active Knox Strategy	Leisure Services presented an overview of the Active Knox Strategy and sought input from the Committee.	KDAC provided feedback regarding what people with a disability do in their leisure time, how access and inclusion can impact participation. Barriers for consideration including shared paths, seating, equipment, bollard placement and sensory considerations.
NDIA Changes and Update	NDIA presented information and data regarding changes being implemented and the NDIS Review.	KDAC was provided with information regarding the NDIS Scheme to share with community and networks on size and changes to Scheme.
Alcohol Harm Minimisation	Community Wellbeing presented an overview of the development of the Knox Alcohol Harm Profile, policy and plan.	KDAC provided input and information regarding the impact of alcohol addiction on people with a disability and carers.
Regional Disability Advisory Committee Forum	Representatives from KDAC attended a regional forum held in Whitehorse and attended by Eastern Region Disability Advisory Committees in recognition of International Day of People with a Disability.	KDAC representatives participated in the regional forum sharing knowledge and experiences of disability issues and identifying emerging issues across the Eastern Region.

Topic	Action	Outcome
Knox Community Engagement Policy	The Customer and Communication Department presented regarding the development of Council's Community Engagement Policy.	KDAC provided information and examples of what accessible and inclusive communication looks like, assisting with the development of the Council policy.
Accessible Parking	Traffic and Transport presented an overview of accessible parking standards and sought input regarding updating Knox parking policy.	KDAC provided input and feedback regarding issues and barriers to accessible parking across Knox.
Knox Mobility and Access Action Plan (KMAAP) and Knox Cycling Action Plan	Presentation from Traffic and Transport team. KDAC representatives participated in KMAAP community consultations and local audits.	KDAC provided feedback and input regarding the KMAAP and Cycling Action Plan. This feedback informs the development of the two plans with disability lived experience information.  KDAC representatives were selected to participate in KMAAP audits of key Knox sites.
Intergenerational Projects	Presentation from Community Access and Support regarding intergenerational projects currently running in Knox.	KDAC provided with information regarding current intergenerational programs. Committee able to share update with community and networks.
Inclusive Language Guide	Presentation from Community Wellbeing regarding the development of an inclusive language guide for Council staff.	KDAC provided feedback and input regarding the disability section of this draft guide.
Knox Central Project	City Projects presentation of the Knox Central Project, including overview of the site and 3D model.	KDAC provided feedback and suggestions regarding design considerations to ensure access and inclusion in public spaces and housing design.

## 2. ENGAGEMENT

Council officers invited community members, Government departments, industry associations and businesses relevant to the purpose of the Committee to nominate suitable representatives to participate in KDAC.

Information calling for nominees to join the KDAC was placed on the Council's website, distributed through Council community email networks and newsletters, advertised and via Seek Volunteer and Better Impact volunteer websites.

### **3. SOCIAL IMPLICATIONS**

The Committee provide input and advice to Council on matters relating to people with a disability. Advising on Council policies, programs and protocols to reflect the needs of residents with disabilities and their carers. The Committee also provides a central point for Council and the Knox community to identify issues relevant to people with disabilities and their carers.

The Committee considers social implications when providing advice to Council, aligned to goals and objectives within the Knox Council Plan 2021-2025.

### **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**

KDAC provides input and advice to Council on matters relating to environmental and amenity issues as applicable.

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

Council has supported the Committee since 1999 through a small allocation of resources within Council's annual budget and Long-Term Financial Forecast. Council officers also provide administrative support to this Committee.

### **7. RISKS**

The major risks associated with Council not consulting with the disability community are:

- Stigma and discrimination – lack of consultation can contribute to stigma and discrimination against individuals with a disability, further marginalising vulnerable populations; and
- Public perception – inadequate response to disability issues can erode public trust and diminish community support for initiatives aimed at addressing access and inclusion.

The focus of the Disability Advisory Committee is to inform Council on issues of access and inclusion and promote disability awareness within Council and in the wider community.

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

#### **Connection, Resilience & 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.

### **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 2 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information being the names and details of prospective committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

The Selection Panel's recommendation for KDAC representative appointments are listed above under Recommendation.

#### **ATTACHMENTS**

1. Attachment 1 - Terms of Reference - Knox Disability Advisory Committee - 2022-2026 - 2022-12-20 [5.5.1 - 6 pages]



## Knox Disability Advisory Committee

Directorate:	Connected Communities		
Approval by:	Council	Responsible Officer:	Team Leader Disability Inclusion
Approval Date:	19 December 2022	Version Number:	1
Review Date:	19 December 2026		

### 1. Purpose

The purpose of this Advisory Committee is to promote disability awareness within Council and the wider community and assist Council in the development of policy and planning about issues of access and inclusion.

### 2. Objectives

The objectives of the Knox Disability Advisory Committee are:

- To report to Council on its work and advise Council of strategic issues regarding Knox residents with disabilities<sup>1</sup>, their families and carers;
- To assist Council in the development of policy and action planning about issues of access and inclusion;
- To work with Council officers to ensure that all of Council's policies, programs and protocols reflect the needs and rights of residents with disabilities, their families and carers;
- To provide a central point for Council and the Knox community for the identification of issues relevant to people with disabilities, their families and carers; and
- To promote disability awareness within Council and the wider Knox community.

### 3. Membership, Period of Membership and Method of Appointment

The Knox Disability Advisory Committee shall comprise the following:

- A maximum of 7 community members with a disability;
- A maximum of 4 unpaid carers of a person with a disability;
- A maximum of 4 Industry or professional representatives; and
- 1-2 Councillors

---

1

KDAC adopts *Australia's Disability Strategy 2021–2031 definition of disability* which states people with disability include, but are not restricted to, those who have long-term physical, mental, cognitive, intellectual or sensory impairments. People with disability have specific needs, priorities and perspectives based on their individual identities including their gender, age, sexuality, race and cultural background, and can face additional barriers and inequities.



### 3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community and Industry or professional representatives will be advertised on Council's website, digital platforms and through local networks. Applicants must make application via an expression of interest process.

Submissions will be assessed alongside the following selection criteria:

- Have a lived experience of disability and/or interest in and good working knowledge of the disability sector
- Offer insight into the social, cultural, environmental and economic factors that impact Knox residents with a disability
- Live, work or study in Knox

The approach and method for appointing representatives will include the following:

- Community and Industry or professional members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered; except in special circumstances;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Industry or professional representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed industry or professional representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Committee.

### 3.2 Councillors

Council will appoint Councillor representation annually.

Unless otherwise appointed to the Committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.



The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

### 3.3 Council Officers

Council officers will be nominated to support the Committee by the CEO as required to provide advice and administrative support to the Committee.

## 4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The Committee provides advice or makes recommendations to Council and staff to assist them in their decision making.

## 5. Meeting Procedures

The Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis.

From time to time, the Committee may decide that a joint meeting of two or more Council Committees will be beneficial for progressing the work of the Committee or for sharing ideas and providing updates on key issues of relevance in progressing the work of the Council Plan. Such committee meetings will only occur where requested and agreed by two or more Council Committees.

## 6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.



## 7. Agendas and Minutes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than four (4) days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the Committee to be kept.

The meeting notes of a Council Committee must:

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

Meeting notes must be:

- (a) distributed to all Committee Members within 14 days of the meeting; and
- (b) submitted to the next meeting of the Committee for information.

## 8. Voting

As this is an Advisory Committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## 9. Conflict and Interest Provisions

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

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

Meetings of the Advisory Committee will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.



Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Advisory Committee, they must disclose the matter to the Advisory Committee before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee must agree to participate in training on the Conflict and Interest provisions. Training shall be provided in consultation with Council's Governance team.

## 10. Planning and Reporting

The Committee will formulate an annual work plan that aligns with Council's Community Plan and Council Plan and may also highlight any emerging issues which will also be documented. The business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues. From time to time the Committee may be requested to include training or other business in their agendas such as occupational health and safety, emergency management and First Nations matters.

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference. Once adopted by the Committee the report will be presented to Council.

## 11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

## 12. Personal Support

The provision of resources for the personal support of Committee members to attend KDAC meetings is provided by Council as required.

## 13. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and then Council Communications team, if deemed necessary and should take care not to respond as a representative of the Council or Committee.

## 14. Review Date

The Committee must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the Committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the Committee's Terms of Reference and seeking endorsement



from Council to continue act for a further period.

#### 15. Meals

Council will provide reasonable meals for the Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

#### 16. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this terms of reference. Where an update does not materially alter this terms of reference, such a change may be made administratively and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the terms of reference. Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.

## 5.6 Climate Response Plan Annual Report 2023-2024

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Noting
<b>Author</b>	Senior Project Manager Climate Response, Julie Kirkwood
<b>Manager:</b>	Manager City Futures, Shiranthi Widan
<b>Executive:</b>	Director City Liveability, Matt Kelleher

### SUMMARY

This report provides the third annual report on the implementation of the Climate Response Plan 2021 – 2031 which was adopted by Council on 27 September 2021.

### RECOMMENDATION

That Council note the Knox Climate Response Plan (CRP) 2021-31 annual report (Attachment 1) which provides an update on the implementation of CRP actions during the 2023/2024 financial year.

#### 1. DISCUSSION

The Knox Climate Response Plan 2021 – 2031 (CRP) was adopted by Council on 27 September 2021 and sets out its pathway to net zero emissions for Knox City Council by 2030, and actions to help our community reach net zero emissions by 2040. The CRP also identifies the actions required for climate change adaptation. The CRP identified 55 actions for implementation over a ten-year period, totaling an estimated program budget of \$31.3M across both mitigation and adaptation initiatives (including \$685,000 in community focused emissions reductions initiatives). This report provides an update on CRP implementation over the 2023/2024 financial year and is the third annual report for the CRP. Note also that a mid-year review is scheduled for completion in 2026.

Following a review of the Local Government Climate Emergency Toolkit (LGCET), Council at its January 2023 meeting endorsed the consideration of three key areas for the mid-term review of the Climate Response Plan. The three areas to consider are the inclusion of Culturally and Linguistically Diverse (CALD) communications on CRP initiatives, incorporation of Traditional Owner knowledge in the development of CRP initiatives and Transport bulk buy opportunities. Work is already underway to ensure engagement of the relevant stakeholders to inform the mid-term review process, particularly Traditional Owners and CALD communities.

The CRP addresses seven key areas of focus:

- community health and resilience
- natural environment
- transportation
- buildings and infrastructure
- renewable energy
- business and industry; and
- internal administrative processes and practices.



The CRP was developed to outline how Council and the community both have roles to play in responding to climate change. The actions that Council can enact more immediately are those within direct control of Council, such as internal process actions, beginning work on vehicle fleet transition, and powering Council with renewable energy. Over time we are also building Council's capacity to support community focused actions that will have longer timeframes such as increasing the provision of public electric vehicle chargers, providing informative education sessions that lead to behaviour change, supporting our businesses to reduce their energy use and increasing our urban tree canopy.

These activities will be increasingly reflected in future annual reports and demonstrate progress towards achieving community net zero targets and climate adaptation.

Since the adoption of the CRP, steady progress has been made with the CRP implementation, with 41 of the 55 actions either on schedule or completed to date. Table 1 below summarises the status of all 55 CRP actions.

<b>CRP Action Status</b>	<b>Number of CRP Actions (as at July 2024)</b>
Completed 2023/24 financial year	8
Completed in previous reporting years	8
On Schedule	25
Deferred	2
Behind Schedule	6
Not Started – start date in future years or action not scheduled to commence in departmental work program	6
<b>TOTAL</b>	<b>55</b>

**Table 1: Climate Response Plan (CRP) action status (July 2024)**

Highlights for 2023-24 include the following:

- Signing a Renewable Energy Power Purchase Agreement (PPA) with Red Energy for 100% renewable energy for all of Council's electricity use for buildings from 1 July 2025 to 30 December 2030. This will result in a reduction of around 35% of Council's emissions, contributing significantly to Council's 2030 net zero target.
- Installation of an additional 198kW of Solar Panels and 82kWh of batteries in five facilities being the Knox Civic Centre, Fairpark Multi-purpose facility, Rowville Community Workshop, Scoresby Tennis Club, Scoresby Football & Cricket Pavilion. The projects are expected to result in electricity savings of a total of approximately \$45,000 per annum for the building users.
- Roll out of 3 additional Electric Vehicle Charging Stations in Wantirna South, Bayswater and Mountain Gate (of a total 6 in Knox) under a license agreement with Charging Point Operator, Jolt along with the opening of 2 more Council owned charging stations at Fairpark Reserve. The charging stations have recorded over 21,000 charging sessions and over 1.5 million kilometres of tailpipe emissions free motoring.

- Completion of Fairpark Multipurpose Facility and Knox Regional Netball Centre with significant energy saving measures and climate resilience in accordance with the Sustainable Building and Infrastructure Policy. This includes achieving a 4-star Green Star rated Knox Regional Netball Centre. Both buildings are fully electric with 100kW of Solar and 120kWh of Batteries combined. Electric Vehicle charging bays are also provided for visitors to charge their vehicles. Water Harvesting and rain gardens are also features in both projects.
- Appointment of a new service provider for the Solar Savers program, which will now include Heat Pump and Reverse Cycle Air Conditioning options for residents and businesses to help with their electrification journey.
- Roll out of further community education program with approximately 500 residents engaged through workshops, webinars and events on topics such as energy efficiency, solar, electric vehicles, electrifying your home, growing your own food and sustainable gardening.
- Launch of the Net Zero Hero online community.
- Roll out of 2 more electric vehicles (EVs) to Council's fleet to bring the total number of EVs to 5 in the Council fleet.
- Development of a heat vulnerability map to guide Council infrastructure projects to consider heat risk for the vulnerable members of the community.

There were 8 actions scheduled for implementation during the 2023-24 year which are either deferred or behind schedule. Some delays in actions are due to the following:

- Not being able to obtain approvals from power authorities and/or VicRoads for the installation of 2 Electric Vehicle chargers (at Studfield and The Basin Triangle). The expected installation of these have been pushed back to the first quarter of 2024/25.
- Lack of progress in obtaining a signed funding agreement from the Department of Transport and Planning for the Cost Shared lights on Major Roads, with the project re-scoped to focus on replacing 1,700 lights that are the responsibility of Council in the 2024/25 year and defer the cost-shared lights to the 2025/26 year. While the replacement of Street Lights are complete in Boronia, the remaining light replacement (approximately 85%) are expected to be delivered over the next two financial years (2024/25 and 2025/26) pending Council securing a funding agreement from the Department of Transport and Planning for the Cost Shared lights on Major Roads.

Additionally, some of the actions are to be initiated later in 2024, so are not technically overdue. The exception to this is for further work on a car share trial. Work on this has been deferred at the conclusion of the feasibility study stage, due to other organisational priorities.

A status report with further details on the implementation of 2023-24 CRP actions is provided at Attachment 1.

#### Progress on Council's Emissions Mitigation and Net Zero by 2030 target

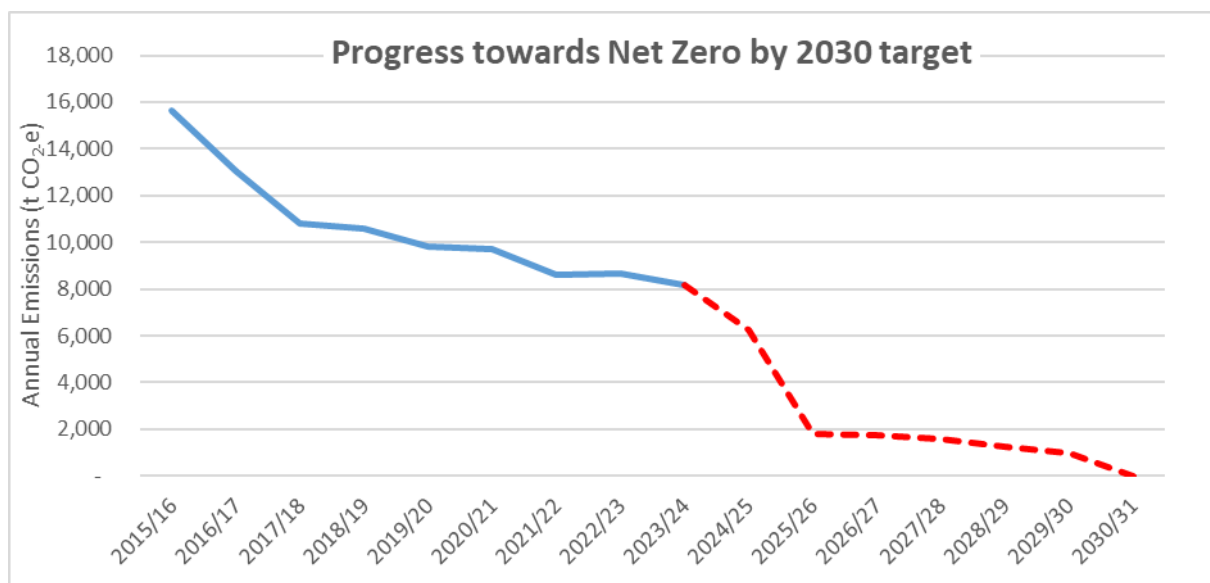
The actions of the CRP assist Council's progress towards the corporate Net Zero by 2030 target by addressing "Scope 1" and "Scope 2" emissions in our carbon accounting.

Scope 1 emissions for

Knox encompass direct emissions produced within our operational boundaries, such as emissions from fleet vehicles and gas used in Council buildings. As Council does not have an active (and open) landfill in the municipality, waste emissions are not included in our carbon accounting. Scope 2 emissions involve indirect emissions from the consumption of purchased electricity used by Council for its operations. This methodology is consistent with the National Greenhouse Emissions Reporting framework.

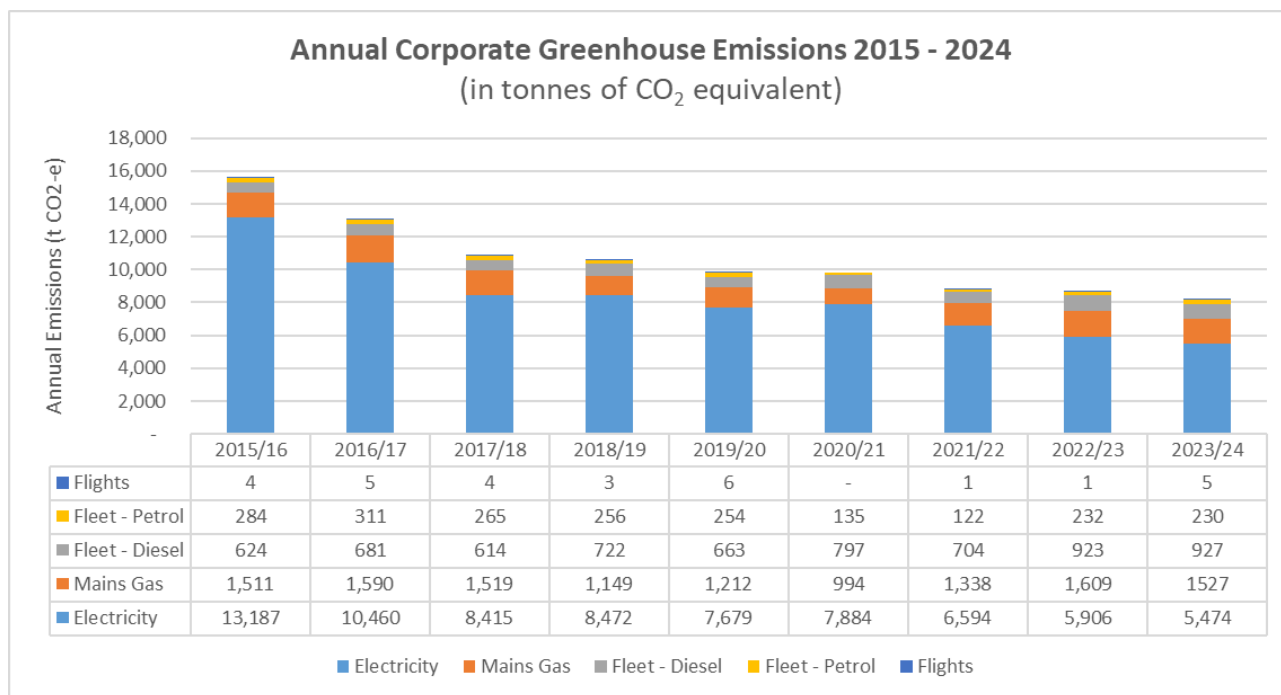
At this stage, Council does not include all “Scope 3” emissions in the corporate net zero target. This is due to these emissions being difficult to track. Scope 3 emissions extend beyond our direct operations to account for a broader range of emissions generated indirectly - such as transportation of goods, waste generated by Council sites, staff commute, business flights, electricity used by streetlights and energy used by facilities not in operational control of Council. Currently only the energy used by streetlights and business flights are included in Council’s Scope 3 emissions calculations.

Figure 1 below outlines the progress towards Council’s corporate Net Zero by 2030 target. It highlights that energy efficiency projects as well as electrification of Council buildings continue to lower emissions from Council operations, with a 48% decrease in Council emissions since 2015/16.



**Figure 1: Progress towards Council’s Net Zero Target. Source: Knox Energy and Fuel Data**

Figure 2 (below) shows that 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. The impact of the bounce back from the pandemic period on emissions from Council’s facilities is also evident in the data shown in Table 2. Of note is the increase in transport emissions.



**Figure 2: Annual Corporate Greenhouse Emissions. Source: Knox Billing data**

With nearly 70% of Council’s carbon emissions attributable to electricity use, Council will need to purchase renewable electricity (with voluntary Large-scale Generation Certificates) in order to meet Council’s net zero target. To address this requirement, the CRP includes an action to investigate the development of a solar farm, or to explore other measures to allow for a reduction in emissions, such as a Power Purchase Agreement (PPA).

In May 2024, Council formally joined the Victorian Energy Collaboration (VECO), a Renewable Energy Power Purchase Agreement that will provide electricity to all of Council’s buildings from 100% renewable wind energy from 1 July 2025 through to 30 December 2030. There are now 60 of the 79 Victorian councils (over 75 per cent) signed up to VECO. As the 2022 investigation into progressing a solar farm within Cathies Lane Landfill was deferred to the latter half of this decade, the VECO 2.0 offer presents an important opportunity to address this CRP action and Council’s emissions targets. By meeting all of Council’s electricity needs for its buildings (Small and Large market sites), this will help Knox to reduce its emissions by an expected 35%.

Knox Community Emissions

At the time of this report, information on Community Emissions was not available. This information is expected to be released towards the end of 2024 through the Snapshot website (See: <https://snapshotclimate.com.au/>). Timing of the release of this data is outside Council’s control.

Progress on Council’s Climate Adaptive Capacity

Internal engagement to assess Council’s adaptive capacity was conducted as part of the CRP annual reporting process using the Victorian Climate Resilient Councils (VCRC) Adaptive Capacity Assessment Tool ([Adaptive Capacity Checklist \(waga.com.au\)](https://waga.com.au)). This tool was designed to assess a Council’s strengths, opportunities and priorities for climate adaptation.

This assessment tool will be used each year to monitor and review Council’s response to climate adaptation actions relevant to the CRP. The following Council teams formed part of the Assessment:

- City Strategy and Planning
- Sport and Leisure
- Active and Creative Communities
- Governance and Risk
- Community Wellbeing
- Community Access and Inclusion
- City Safety and Health
- Emergency management; and
- Assets.

Other teams are also being approached to conduct the team-specific survey, including Statutory Planning, Civil Project Delivery, Major Projects, Open Space and Urban Forest and City Presentation.

An organisation-wide assessment conducted by the Sustainable Futures team taking into account the results of the individual team responses, identified key areas of strength and future opportunity within Knox City Council. 2They are outlined in Table 2 below. The results will be monitored each year for progress and will also help to inform the upcoming CRP review process.

Result	Commentary
What are we doing well?	<ol style="list-style-type: none"> <li>1. Vulnerable community support</li> <li>2. Biodiversity resilience, street trees and parks</li> <li>3. Planning</li> <li>4. Major Council Projects</li> <li>5. Good Council, Executive and Manager support for Climate Action</li> </ol>
What are key gaps/opportunities?	<ol style="list-style-type: none"> <li>1. Continue to monitor and review liability and risk</li> <li>2. Partnership building internally and with external stakeholders</li> <li>3. Adaptation as core business</li> <li>4. Adaptive innovation</li> </ol>
What actions should we take to build capacity?	<ol style="list-style-type: none"> <li>1. Continue to monitor and review legislation and risk profile</li> <li>2. Community (and internal) engagement on adaptation</li> </ol>
How have the results changed over time?	This is the first year an overall adaptive capacity score has been produced. Future annual reports will track the trends across the years

**Table 2: Adaptative capacity assessment observations**

As well as providing a basis for annual monitoring of Council's adaptation progress each year, the assessment tool also identifies areas for focus and additional effort, such as improving collaboration, understanding climate risks and further embedding climate adaptation as core business across the organisation.

#### Regional Collaboration and Advocacy

A key part of Council's Climate response is through regional alliances and partnerships. *The Eastern Alliance for Greenhouse Action (EAGA) Annual Report* (Attachment 2) highlights key projects undertaken with the Alliance. This report provides quantitative analysis of the impact across the region resulting from participation through EAGA.

It shows that the Alliance has delivered an estimated 60,000 tonnes of emissions reductions across the eastern region during 2023-24, through programs such as the Energy Performance Contract, Energy Savers, Solar Savers and the Ausnet street lighting replacement. Of these emissions reductions, 5,306 tonnes of CO<sub>2</sub> are saved corporate emissions for Knox City Council and 452 tonnes are saved from community emissions within Knox. In addition, the Alliance has provided submissions to 13 state and federal policy papers and programs in 2023/24.

## **2. ENGAGEMENT**

The 2023/2024 CRP Annual Report (Attachment 1) has been developed in consultation with relevant Officers across the organisation and the CRP Steering Group. The Environment Advisory Committee (EAC) is scheduled to be briefed on the Year 3 actions and achievements from the Climate Response Plan at its 28 August 2024 meeting.

A summary report will be released to the public highlighting the key achievements in 2023/24. This will be circulated via Council's communication channels from November 2024.

## **3. SOCIAL IMPLICATIONS**

The CRP highlights many issues that have a direct impact on the community's health and resilience. Engagement with council teams through the Climate Adaptive Capacity assessment, particularly the City Safety and Health, Community Wellbeing and Community Access and Inclusion teams, has highlighted the important connection between the CRP adaptation actions and community health and wellbeing.

Climate actions are primarily designed to reduce greenhouse gas emissions and climate risks, but they often bring other benefits to the public (e.g., health, air quality, employment, equity). The action plan of the CRP has been designed with this in mind, and the Plan aims to achieve the fair and equitable distribution of benefits with vulnerable communities identified in the climate risk assessment specifically targeted for some actions.

In addition to the specific CRP actions which impact on the community's health and resilience, there are a number of other community wellbeing initiatives driven out of the Council Plan (incorporating the Municipal Health and Wellbeing Plan of which climate change is one of the six key health priorities).

This includes the development of strategies to ensure climate change communications are inclusive of Culturally and Linguistically Diverse (CALD) communities. One example is the preparation and distribution of 'prepare for extreme weather' packs in the lead up to the summer

of 2023, with a focus on heatwaves. These resources are available in English, Easy English, Burmese, Farsi (Persian), Greek, Hindi, Italian and 5 other languages. All resources (including translated versions) are available online here: <https://www.knox.vic.gov.au/our-services/safety-and-emergencies/extreme-heat-and-hot-weather> . CALD (*Culturally and Linguistically Diverse communications*) is one of three actions that council previously recommended for consideration through the 2025-26 CRP review, following the Local Government Climate Emergency Toolkit (LG CET) review to consider gaps in the Climate Response Plan.

Council cannot implement the CRP alone. It requires the community to play a role both in understanding the issues and taking action as individuals and a community. Council is in a position to provide leadership, information, support, and opportunities for all members of the community to understand and contribute to climate change mitigation and adaptation.

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

This report provides a status update on the implementation of the CRP, of which all actions aim to positively impact on Council's net zero 2030 target, the community net zero 2040 target, Council's exposure to climate risks and to create opportunities for climate change adaptation. The report demonstrates that electricity and gas emissions have reduced since the previous year, contributing to an overall reduction in corporate emissions, expected to be partly due to solar panel installations and building efficiency measures. Part of this has been achieved through partnership with the Eastern Alliance for Greenhouse Action (EAGA), which estimates that 5,306 tonnes of CO<sub>2</sub> corporate emissions and 452 tonnes of CO<sub>2</sub> community emissions have saved through participating in EAGA supported projects.

Committing to the VECO Power Purchase Agreement from July 2025 is expected to further reduce corporate electricity emissions by up to 35%. The purchase of Large Scale Generation Certificates (LGCs) ensures that the 100% renewable energy that Knox claims through this VECO purchase cannot be claimed by another organisation, thus confirming Council is accessing and supporting renewable energy through this agreement.

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

The CRP provides the pathway for a net zero emissions Knox City Council by 2030 and actions to help our community reach net zero emissions by 2040. This pathway includes actions which focus on natural environments; transportation; buildings and infrastructure; and renewable energy.

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

The CRP has identified 55 actions at an estimated cost of approximately \$31M (based on 2020 figures) to help drive both the corporate and community emissions to zero. Approximately \$10M across 6 initiatives are currently not identified in any work programs and these initiatives will be subject to business cases and Council's budget deliberation processes in the future. This \$10M includes \$8.5M estimated for a solar farm if this is a feasible option in future years, and the remaining \$1.5M estimated for the implementation of the Living Melbourne Metropolitan Urban Forest Strategy, telematics in vehicle fleet, additional funding anticipated for EV Council Fleet transition, enforcement of National Construction Code and planning requirements and initiatives to help retain tree canopy on private land. These cost estimates are likely to be reduced as new and more cost-effective approaches come to light in future years due to different delivery models, grant opportunities or policy reform.

## **7. RISKS**

The inability to adapt appropriately to the threats of climate change is identified as an Extreme Strategic Risk for Knox City Council, and implementation of the Climate Response Plan directly addresses this risk. The Adaptive Capacity assessment highlighted that Council should continue to assess and address risk of climate change to key council assets and the community.

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

### **Natural Environment & Sustainability**

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

## **9. CONFLICT OF INTEREST**

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

## **10. STATEMENT OF COMPATIBILITY**

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

## **11. CONFIDENTIALITY**

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

## **ATTACHMENTS**

1. Attachment 1 - Annual Report 2023-2024 - Climate Response Plan [5.6.1 - 24 pages]
2. Attachment 2 - Annual Report - Eastern Alliance for Greenhouse Action - 2023-24 [5.6.2 - 8 pages]





# Annual Report for 2023-2024

## Knox Climate Response Plan



*Picture: Knox Regional Netball Centre*



## Annual Report for 2023-2024 - Climate Response Plan

### Introduction

In September 2021, Council formally adopted the Knox Climate Response Plan 2021-2031 (Climate Response Plan). Knox City Council is committed to managing our greenhouse gas emissions and response to climate change and recognises that we are in a state of climate emergency. As a community, we need to take action to reduce our impact on the environment and to prepare for the effects of a changing climate.

### Net Zero Emissions

The Climate Response Plan sets out a pathway to a net zero emissions Knox City Council by 2030 and actions to help our community reach net zero emissions by 2040.

### Our Key Areas of Focus

These are the key areas that we are going to focus our efforts on and that will best address climate mitigation and adaptation within our municipality.



#### Renewable energy

- Solar for rentals
- Switching to renewable energy



#### Transportation

- Expanding the electric vehicle charging network
- Changing the future of transport
- Expansion of Council's electric vehicle fleet



#### Natural Environment

- Adapting and preserving our natural environment



#### Efficient buildings and infrastructure

- Low emissions buildings through design
- Increasing energy efficiency in council buildings
- Changing public lighting to LED
- Sustainable roads
- Adapting and projecting our buildings
- Climate resilient infrastructure



#### Advocacy

- Changes need to occur at various levels of government, within the community and by major business and industry



#### Business and industry

- Transitioning to a zero-carbon economy



#### Community health and resilience

- Protecting community health and resilience



#### Education

- Internal and community education programs



## Annual Report for 2023-2024 - Climate Response Plan

### Annual Progress Report – 2023-24

This report provides an overview of the progress against the Climate Response Plan actions under each Key Focus Area and how we’re making a difference.

#### Actions

The actions reported are those that were scheduled to commence, continue or conclude within the given reporting year with the commentary detailing a progress status of the work completed to date. Many of these actions run over multiple years and have been categorised into the relevant Key Area of Focus. Each action includes information on:

- whether it is contributing to climate mitigation (i.e. reducing carbon emissions), climate adaptation (i.e. changes in response to and in preparation of climatic conditions) or both.
- whether it is targeting outcomes for Council or the Knox community.
- the Council department which is leading the action.
- anticipated start and completion dates; and
- progress made to date (including % complete, status and commentary).

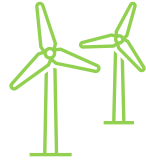
Progress status is reported based on the following colour coding:

Complete	On schedule	Behind schedule	Not started	Deferred



## Annual Report for 2023-2024 - Climate Response Plan

### Key Highlights for 2023-24



100% Renewable Energy Power Purchase Agreement for all Council buildings from 2025. Approx. 35% reduction in Council's emissions



First Green Star rated Council Building at Knox Regional Netball Centre. Over \$120,000 per annum in water and energy savings



Launch of Net Zero Hero online as well as workshops and events for over 500 residents



Heat alert campaign for community including for elderly and non-English speaking residents. Material translated into 10 languages



Six Electric Vehicle Charging Stations for public use. With an estimated 21,000 charging sessions and approximately 1.5 million kms tailpipe emissions free motoring

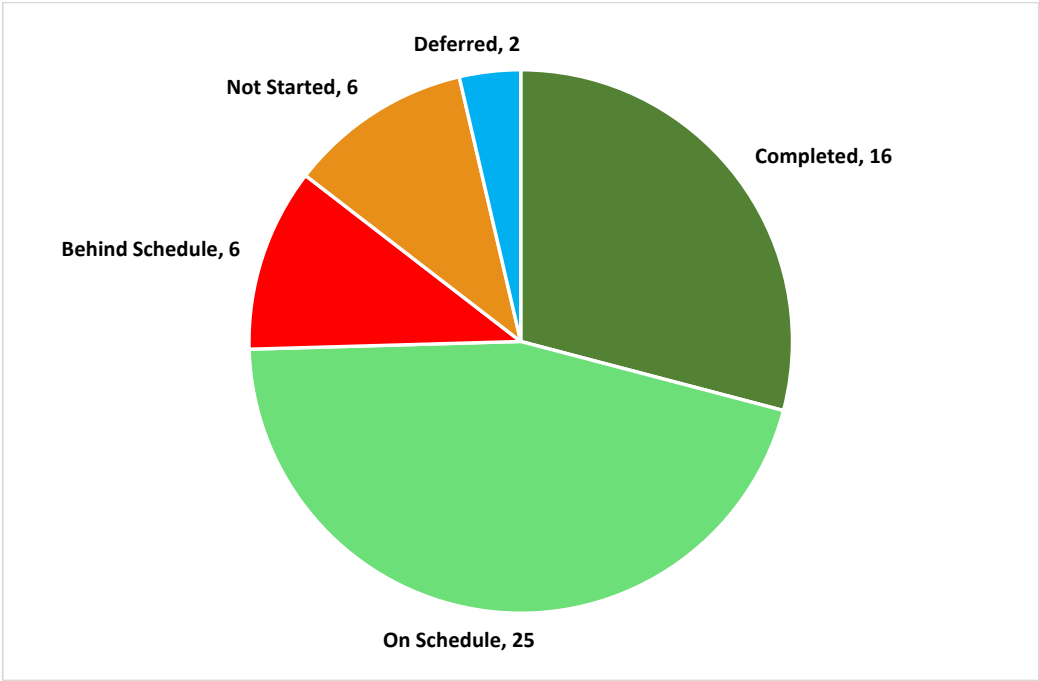


198kW of Solar and 82 kWh of Batteries across five buildings. Estimated to save \$45,000 annually in electricity costs



### Annual Report for 2023-2024 - Climate Response Plan

#### Progress Summary to 2023-24



## Annual Report for 2023-2024 - Climate Response Plan

### Natural environment and sustainability

Knox’s natural environment is protected and enhanced to ensure sustainability for future generations.

*Prepare for, mitigate and adapt to the effects of climate change.*



#### Community health and resilience

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Community health and resilience	CRP 1.5	Identifying areas where urban heat islands intersect with vulnerable populations.	Adaptation	Community	01/01/2022	01/06/2023	100%	Identifying key data sets and developing a map with multiple data points including heat vulnerability has been completed for a smaller section of Knox (Boronia Activity Centre and surrounding precincts). This map will be tested with various council departments in 24/25 and then a whole of Council map produced following feedback from staff.	
Community health and resilience	CRP 1.6	Undertaking a prioritisation process for investment in urban cooling measures.	Adaptation	Community	01/06/2023	01/12/2031	10%	A Heat Vulnerability Map has been produced for a smaller section in and around the Boronia Activity Centre Area. The data in the map will be road-tested with council departments to determine how the various departments would use the data to consider climate risk (in particular heat risk) when planning urban cooling measures	

### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Community health and resilience	CRP 1.7	Deliver an annual campaign to help vulnerable populations prepare for heat health alert days and periods.	Adaptation	Community	01/06/2023	01/12/2031	100%	At the beginning of Summer 2023/24 - a heat alert campaign was completed, to inform senior and vulnerable residents of the best measures to be prepared for the coming heat. The Summer period did not produce the perceived number of extreme heat days as first predicted which was helpful, and on no day was there a total fire ban requiring clients to be phoned to check in on their wellbeing minimising the need to complete a follow up campaign. Client engagement has suggested this is a valuable annual campaign to raise awareness for those most at risk, as well as Knox senior residents in general.	✓

### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Community health and resilience	CRP 1.8	Develop and deliver community education programs on climate change adaptation.	Adaptation	Community	01/01/2022	01/12/2031	50%	<p>A range of community workshops have been delivered, promoted, and attended well by community members, with topics including how to grow food at home and sustainable gardening, natural cooling solutions and other home energy advice, and solar savers. The "Net Zero Heros" webpage was launched, providing local community members with sustainability and adaptation information, access to workshops and events, and a community discussion page.</p> <p>Initial planning has commenced regarding the collection of data to enable measurement of the program's reach into the community.</p>	





## Annual Report for 2023-2024 - Climate Response Plan



Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Natural Environment	CRP 1.9	Developing and implementing the Knox Biodiversity Resilience Plan.	Adaptation	Council	01/12/2021	30/09/2023	100%	Biodiversity Resilience Plan Adopted in 2023/24	✓
Natural Environment	CRP 1.10	Implementing the Living Melbourne Metropolitan Urban Forest Strategy, which includes setting canopy tree targets and a mechanism to regularly track progress towards these targets.	Adaptation	Council	01/07/2022	01/06/2031	30%	Preliminary work has commenced on identifying a suitable mapping tool that would help track the canopy tree targets. In addition, over 21,000 plants have been planted by the Biodiversity Team to enhance and restore habitat corridors.	●
Natural Environment	CRP 1.11	Developing a holistic tree species selection model that incorporates climate change risk, urban heat island mitigation and habitat corridor connectivity for enhanced biodiversity outcomes.	Adaptation	Community	01/12/2021	01/06/2022	100%	Completed as part of the Biodiversity Resilience Strategy which was adopted by Council in January 2024.	✓
Natural Environment	CRP 1.12	Advocating to power authorities for lower impact vegetation management near power lines to minimise damage to canopy trees.	Adaptation	Council	01/12/2021	01/06/2031	60%	Discussions ongoing with Local Government bodies and Councils for proposed changes to regulations, aligning with the Line Clearance Regulations review in July 2025.	●

### Annual Report for 2023-2024 - Climate Response Plan






Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Natural Environment	CRP 1.13	Reviewing and revising the Livable Streets Plan and the Green Streets Policy to promote 'tree-friendly' streetscapes that promote healthy canopy tree growth and reduce the harmful effects of urban heat islands.	Adaptation	Community	01/07/2022	01/06/2024	0%	Project not started, due to staff vacancies in the Open Space team.	
Natural Environment	CRP 1.14	Investigating incentives, enforcement and planning options that help retain tree canopy cover on private land as well as mechanisms that increase additional tree canopy cover.	Adaptation	Community	01/07/2022	01/06/2031	70%	In Q4 of 2023-24 officers presented a report at a Council meeting with a recommendation to review and progress a program of initiatives to support the increase of planning controls for vegetation and trees in the Knox Planning Scheme. Since Council's endorsement of Stage 1 of the program, Council officers have been undertaking a review of the planning controls for vegetation protection in the Knox Planning Scheme with the intention of initiating a planning scheme amendment to audit and update the existing controls. Exploration and scoping is also ongoing on identifying an appropriate spatial tool to assist the Council in monitoring tree canopy cover across Knox.	

## Annual Report for 2023-2024 - Climate Response Plan



Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Transportation	CRP 1.15	Identifying and setting aside select parking spaces for Electric Vehicle (EV) charging points and exploring delivery models including partnerships with EV charging service providers, or through requiring EV charging points in new developments in certain zones.	Mitigation	Community	01/12/2021	01/06/2024	90%	Five Jolt EV Charging stations are now operational, with the latest two chargers being opened in Wantirna South (near the corner of Tyner Road and Burwood Hwy) and the Mountain Gate Shopping Centre. Delays with Ausnet approval for power to The Basin Triangle Car Park have pushed the delivery of the Evie charger to the first quarter of 24/25. Jolt's final two sites at High St, Bayswater and the Studfield Shops Car Park will also be completed in this timeframe. In addition to the charging stations delivered under a licence by Charge Point Operators, Council has also opened three new charging bays at Fairpark Reserve (2) and Knox Regional Netball Centre (1).	
Transportation	CRP 1.16	Engaging with owners or potential owners of charging infrastructure and work together with the relevant stakeholders to facilitate discussions that result in the removal of identified barriers.	Mitigation	Community	01/12/2021	01/06/2024	100%	Continued advocacy with the State Government (DEECA) on unlocking technical and legal barriers to the expansion of EV chargers in Council managed Arterial Road Car Parks as part of the State Government EV Roadmap project.	

### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Transportation	CRP 1.18	Investigating the feasibility of a policy that promotes car share programs.	Mitigation	Community	01/07/2022	01/06/2023	100%	Feasibility Study Completed.	
Transportation	CRP 1.19	Facilitating the establishment of practical and easily available car and bike share schemes that are mutually beneficial to service providers and residents, if applicable after the feasibility study.	Mitigation	Community	01/06/2023	01/12/2025	0%	Further work on this project has been deferred for an indefinite period of time based on advice from Council's Executive Leadership Team.	
Transportation	CRP 1.20	Reviewing Council's Fleet policy to ensure that sustainable technologies are embedded.	Mitigation	Council	01/12/2021	01/06/2022	80%	A full review is ongoing in relation to Council's passenger fleet policy highlighting the importance of transitioning the passenger fleet to maximize the utilisation of sustainable technology.	
Transportation	CRP 1.21	Providing staff driver training which includes sustainable/efficient driving techniques and practices.	Mitigation	Council	01/07/2022	01/12/2031	15%	There are no available resources to provide this service in-house. The fleet team are working with the sustainability team to identify opportunities to provide staff with access to information that will support improved driving efficiency	
Transportation	CRP 1.22	Investigating and phasing in the use of electric cars for Council's Pool Fleet. All Council's passenger pool vehicles to be EVs by 2025 where viable.	Mitigation	Council	01/12/2021	01/12/2025	60%	Investigations are ongoing in relation to the reduction and rationalisation of Council's passenger fleet numbers. This will enable where possible and support a gradual transition to electric vehicles	

### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Transportation	CRP 1.23	Installing EV charging stations to meet Council's operational needs as demand increases.	Mitigation	Council	01/07/2022	01/12/2031	75%	Investigation into options for replacing the DC fast charger at Operations Centre has been completed with quotes being sought and evaluated.	
Transportation	CRP 1.24	Ensuring utility vehicles used for operational activities are modern with the latest fuel-efficient technologies.	Mitigation	Council	01/12/2021	01/12/2031	15%	Officers are investigating opportunities to improve the tracking and utilisation of fleet. This will support and identify opportunities to ensure vehicles are purchased which will reduce impacts on the environment	
Transportation	CRP 1.25	Investigating and implementing the use of Telematics as appropriate.	Mitigation	Council	31/12/2021	31/12/2031	40%	Officers are investigating opportunities to purchase telematics to improve tracking of fleet utilisation	
Transportation	CRP 1.26	Exploring and trialling alternative fuel systems, improved fuel efficiency or electric vehicles for heavy plant vehicles with a view to incorporating and converting the heavy fleet when viable (based upon market options that are fit for purpose and cost effective).	Mitigation	Council	31/12/2021	31/12/2031	15%	This measure is subject to the outcomes from previous metrics	
Transportation	CRP 1.27	Ensuring that small plant is regularly serviced and changed over to battery to ensure that the most efficient equipment is used across Council's operations.	Mitigation	Council	31/12/2021	31/12/2031	50%	This is currently measured however officers are investigating opportunities to purchase more efficient small plant when possible	




## Annual Report for 2023-2024 - Climate Response Plan





### Efficient buildings and infrastructure

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.28	Working within approvals process for new buildings to establish a collective understanding of what constitutes acceptable Environmentally Sustainable Design (ESD) and encourage all new buildings to achieve net-zero energy or net-zero energy-ready rating.	Mitigation	Community	01/07/2021	01/12/2026	100%	Council continues to apply its existing Environmentally Sustainable Design (ESD) policies and guidelines within the Knox Planning Scheme to assess planning applications and inform applicants on how to incorporate ESD principles within new buildings. Council is still awaiting the Minister's decision on elevating ESD targets for new development in the Knox Planning Scheme. The approval and incorporation of these new targets will support new developments achieve net zero energy ratings.	
Efficient buildings and infrastructure	CRP 1.29	Encouraging phasing in requirements for all existing commercial buildings to achieve net-zero energy or net-zero energy-ready ratings.	Mitigation	Community	01/12/2024	01/12/2031	0%	Not due to start until December 2024.	
Efficient buildings and infrastructure	CRP 1.30	Working with developers to pioneer zero net emission buildings and zero-net emission housing.	Mitigation	Community	01/12/2025	01/12/2026	0%	Not due to start until December 2025.	

### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.31	Investigating planning scheme and rates incentives for positive outcomes such as faster processing of planning permits that meet specific requirements, or discounted rates.	Mitigation	Community	01/12/2023	01/12/2024	0%	This initiative has not commenced. Council is awaiting the Minister for Planning's decision on Council's application for Elevating ESD targets in the Knox Planning Scheme. The Minister's decision will impact whether an incentive-based planning policy or control is required.	
Efficient buildings and infrastructure	CRP 1.32	Building on existing public reporting requirements to implement a communications program that will actively apply pressure to developers to raise the energy efficiency performance through greater public awareness of the emissions footprint of new buildings.	Both	Community	01/12/2026	01/12/2031	0%	Not due to start until 2026	
Efficient buildings and infrastructure	CRP 1.33	Deploying resources to increase the enforcement of National Construction Code (NCC) and planning requirements. This may take the form of increased capacity of an ESD officer working in conjunction with Planning Enforcement Officers.	Mitigation	Community	01/12/2023	01/12/2031	0%	It is expected that a Business Case will be prepared in accordance with this action, and following the completion of the Statutory Planning Service Plan	

### Annual Report for 2023-2024 - Climate Response Plan



Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.34	Implementation of the Sustainable Design and Infrastructure Policy.	Both	Council	01/12/2021	01/12/2031	20%	Policy requirements for major projects have been included in design and construction tenders awarded/in progress during 2023/24 including: Fairpark Multipurpose Facility - construction completed Knox Regional Netball Centre - construction completed Stamford Parklands Stage 3 - construction completed Knox Library - Construction completed Wally Tew pavilion upgrade - design Carrington Park Squash courts - construction completed	
Efficient buildings and infrastructure	CRP 1.36	Undertaking energy efficiency opportunities for Council buildings.	Mitigation	Council	01/12/2021	01/12/2031	30%	Projects in the last quarter of 23/24 included improvements tuning and commissioning to improve efficiency at Knox Netball Centre and a heat pump hot water system at Scoresby Tennis Centre to replace an electric storage hot water system.	



### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.37	Installing solar PV across remaining viable sites.	Mitigation	Council	01/12/2021	01/12/2026	50%	A 198kW of Solar and 82kWh of Battery capacity added to Council facilities in 23/24, sites include Fairpark Multi-purpose facility, Knox Civic Centre, Scoresby Tennis Centre, Scoresby Football/Cricket Club and the Rowville Community Workshop (Men's Shed). This brings the total number of Council buildings with Solar to 50 and total installed capacity of 1.1 Megawatts along with 554 kWh of batteries in 10 buildings.	
Efficient buildings and infrastructure	CRP 1.38	Replacing approximately 3,300 lights to LED on major roads and intersections.	Mitigation	Council	01/12/2021	01/06/2023	15%	Lights in Boronia completed, representing about 15% of the lights left to replace. The remaining lights are being delivered over the next two financial years (2024/25 and 2025/26) due to delays in securing a funding agreement from the Department of Transport and Planning for the Cost Shared lights on Major Roads. 24/25 will see the replacement of 1,700 LED lights including the remaining stock of mercury vapour lamps.	
Efficient buildings and infrastructure	CRP 1.40	Engaging with the facility operators (Council and third party) to establish safe operating levels for facilities that are at risk of being impacted by climate stressors.	Adaptation	Community	01/12/2021	01/12/2031	25%	Climate vulnerability is to be considered as part of any building refurbishment works in accordance with the Sustainable Buildings and Infrastructure Policy.	


### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.41	Incorporating climate variables and future climate risk into building condition assessments to ensure that climate stressors, such as storms, bushfires, floods, and heatwaves are considered.	Adaptation	Council	01/12/2021	01/12/2023	100%	A desktop screening of approximately 80 buildings in Flood or Bushfire Zones as part of the Building Condition Audit has been carried out by the Sustainable Futures Team. Of the 80 buildings assessed, none were considered critical or vulnerable to warrant a more detailed assessment. Council to revisit this assessment when the next Building Condition Audits are due.	
Efficient buildings and infrastructure	CRP 1.42	Developing site-specific strategies for water harvesting of open space including sporting facilities to improve resilience.	Adaptation	Council	01/12/2021	01/12/2031	30%	Works have commenced on designing and implementing improvements to existing stormwater harvesting sites including at Carrington Park and Bayswater Oval. These sites have been identified for structural modifications to increase catchment (water) yield; reduce sediment loads to protect irrigation system; and install monitoring equipment for supply/demand reliability.	





### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.43	Embedding future planning and design criteria that ensure critical facilities and emergency services are in accessible and resilient locations.	Adaptation	Council	01/12/2021	01/12/2031	0%	The Community Facilities Planning Policy which was adopted in 2021 along with the Building Asset Management Plan and the Sustainable Buildings and Infrastructure Policy address facility planning and climate adaptation considerations when planning, delivering and management of community facilities.	


### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.44	Reviewing and updating climate hazard mapping to ensure that planning decisions account for areas of future and current risk.	Adaptation	Council	01/12/2021	01/12/2031	70%	Flood hazard mapping of the Municipality for the 1% Annual Exceedance Probability (AEP) rainfall event taking into consideration the impacts of climate change is complete with the results filtered into the relevant flood safety categories (as prescribed within Australian Rainfall & Runoff 2019, Book 6, Figure 6.7.9). A mapset of the Municipality depicting the relevant flood hazards with a focus on the impacts on road safety and accessibility during peak rainfall events has been produced with the view to circulate to relevant authorities (such as the State Emergency Services) in the coming months. Whilst the results of Council's flood mapping are yet to be formally integrated into relevant the Planning and Building overlays, the data is being utilised when setting conditions as part of Planning and Building application processes. Council have nominated the 1% AEP rainfall event including the impacts of climate change as the benchmark to for all future developments in regard to flood risk and safety.	

### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.46	Engaging with public sector service providers, such as water authorities, to signal the importance of being prepared for future climate risks, learn from their practices, identify potential points of intersection with Council services and areas where collaboration might be mutually beneficial.	Adaptation	Council	31/12/2021	31/12/2031	100%	The State Emergency Service is now responsible for looking at risks and trends, collaborating with Council and other agencies, identifying points of intersection between Council services and other agencies. Hazards, risks and mitigation of these are published in the CERA Hazard Assessment and form part of the Municipal Emergency Management Plan.	
Efficient buildings and infrastructure	CRP 1.47	Developing detailed financial impact analysis studies to access future external capital to support risk mitigation works linked to climate change.	Adaptation	Council	01/7/2025	01/12/2031	0%	Project not due to start until 2025/26 financial year.	
Efficient buildings and infrastructure	CRP 1.48	Identifying infrastructure that may require long-term adaptation measures due to flood or fire risk, such as retreat or relocation.	Adaptation	Council	01/12/2021	01/12/2031	0%	Project not started.	
Efficient buildings and infrastructure	CRP 1.49	Commencing an internal education process so that Council officers understand the future financial and infrastructure costs of not implementing climate change adaptations.	Adaptation	Council	01/12/2021	01/12/2031	100%	Completed through the Staff Climate Change Induction program and workshops with key teams.	

### Annual Report for 2023-2024 - Climate Response Plan

Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Efficient buildings and infrastructure	CRP 1.50	Undertaking a feasibility study of the avoided costs of futureproofing the stormwater system via the renewals process rather than large-scale stormwater upgrades.	Adaptation	Council	01/12/2024	01/12/2025	0%	Not due to start until December 2024	
Efficient buildings and infrastructure	CRP 1.51	Including drainage upgrades in future Capital Works Program business cases of all relevant asset types, to deliver climate resilient infrastructure.	Adaptation	Council	01/12/2025	01/12/2026	0%	Not due to start until December 2025	

## Annual Report for 2023-2024 - Climate Response Plan



Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Renewable energy	CRP 1.52	Working with solar installation companies and real estate agents to devise schemes that provide financial mechanisms for property owners to install solar on rental properties. Possible options to consider are residential Environmental Upgrade Agreements (EUAs) and the Special Charges Scheme.	Mitigation	Community	01/07/2022	01/12/2025	50%	Through the Solar Savers program and with the assistance of Solar Victoria, the Solar Savers team have a dedicated page encouraging 'solar for rentals'. Residential Environmental Upgrade Agreements and Special Charges Schemes are not yet feasible for large-scale implementation.	
Renewable energy	CRP 1.53	Investigating enterprise models and detailed business cases for the funding, construction, and operation of a solar farm. If not feasible, Council will investigate other methods of rapidly getting to zero emissions for energy through measures such as Power Purchase Agreements.	Mitigation	Corporate	01/12/2021	01/12/2023	0%	The investigation into Solar Farms has been deferred to 2026 or later. Council is currently investigating the options for switching all of Council's electricity to an existing Power Purchase Agreement.	

## Annual Report for 2023-2024 - Climate Response Plan



Key Area of Focus	Code	Action Name	Mitigation/ Adaptation/ Both	Focus of Action	Start Date	Due Date	Progress	Comments	Status
Business and industry	CRP 1.54	Implementing working groups to focus on a specific set of interventions including alternative technologies, Power Purchase Agreements (PPAs), energy efficiency and degasification.	Mitigation	Community	01/07/2022	01/12/2031	30%	Council is working with other local governments on two initiatives to address this action. The first is the Business Energy Savers program which is helping businesses reduce energy, de-gasify and consider electrification options for their businesses. From 2024/25, the Business Energy Savers program will be hosted by Knox Council, taking over this responsibility from the City of Monash. The second is an initiative to encourage large energy consuming businesses to switch to renewable energy through a long-term Power Purchase Agreement. Recruitment of suitable businesses currently underway.	
Business and industry	CRP 1.55	Delivering workshops on renewable energy Power Purchase Agreements (PPAs) for industrial organisations with large electricity demand.	Mitigation	Community	01/07/2022	01/12/2025	80%	Council has joined with a number of other Victorian based Councils to promote Round 2 of the Business Renewables Buying Group. The project, is lead by City of Yarra and a number of webinars have been offered to Knox based businesses and looking to recruit a number of businesses to join a Power Purchase Agreement.	





# Annual Report 2023-24



# Impact

Since its inception in 2012, the net financial benefits of EAGA’s work in the region has amounted to ~8 times the amount invested by its member councils in the form of membership fees and project costs.

The impact of EAGA’s initiatives often extend beyond the region. Councils outside of EAGA have saved over \$9M and reduced emissions by 216,000 tonnes the past 12 months.

## This year

## 2021–25 MOU Period

## Forecast for 2025–29

Three years so far...

Savings locked in from existing initiatives

**\$6M**  
savings to councils  
and communities

**\$14.5M**  
savings

**\$12M**  
savings

**63,000 tonnes+**  
emission reductions

**183,000 tonnes+**  
emissions reductions

**217,000 tonnes+**  
emissions reductions

**13**  
advocacy submissions

**25**  
advocacy submissions

**1,300+**  
businesses engaged

**1.1MW+**  
community solar  
delivered

## Chairperson's Statement

Over the past 12 months, there have been significant signs of progress in Australia's commitment to climate action. At COP28 in the UAE, the Australian government made a crucial decision to join the Coalition for High Ambition Multilevel Partnerships (CHAMP). This commitment paves the way for enhanced cooperation on climate action between national, state, and local governments. More recently, the Federal Government recently announced a substantial investment of \$22.7 billion in the Future Made in Australia package, specifically aimed at fostering the development of green manufacturing within our country. EAGA was one of many stakeholders who helped advocate for this significant commitment to transform our economy.



**Cr Suzy Stojanovic**  
Maroondah City Council,  
EAGA Executive Chair

EAGA's projects continue to deliver state-wide impacts. The second round of the Victorian Energy Collaboration (VECO) will expand to encompass 60 councils, including seven EAGA member councils. The initiative is the largest emissions reduction project ever undertaken within the sector and is already delivering substantial cost savings for councils across Victoria.

EAGA spearheaded the sector's assessment of battery storage opportunities through the ground-breaking Greenhouse Alliance Neighbourhood Battery Investigation Metropolitan (GANBIM) project, conducted in collaboration with the Yarra Energy Foundation. This pioneering initiative delivered detailed business cases for neighbourhood batteries in 22 council-selected locations, all provided to the participating councils at no cost.

EAGA's Solar Savers and Business Energy Savers programs continued to help households and businesses save money, while reducing emissions by facilitating access to subsidised solar and energy efficiency products. Notably, this year saw a significant milestone with the expansion of Solar Savers to introduce heat pumps and split system air conditioners and support the growing electrification ambitions of councils. Another outstanding achievement was the Energy Savers team securing \$310,000 in federal funding for energy efficiency upgrades for 13 of the businesses they engaged with.

Throughout the year, EAGA and the Victorian Greenhouse Alliances (VGAs) have been highly proactive in the advocacy space. The VGAs have coordinated a dozen submissions, responses, and letters, demonstrating a strong commitment to driving sustainability and climate resilience for local governments and communities. Our advocacy has called for better collaboration on climate action across all levels of government.

Our past advocacy efforts have yielded tangible results over the last 12 months. The recent amendments to Victoria's Planning and Environment Act (March 2024) were a direct result of our 'planning for a safe climate' advocacy campaign. As a result, planning authorities will need to explicitly consider greenhouse gas emissions reduction targets and climate resilience in day-to-day planning processes. Additionally, our advocacy on embedded network policy has delivered significant annual reduction of 1,706 tonnes of CO<sub>2</sub>e emissions across the state.

I would like to extend my heartfelt appreciation to my fellow representatives on the Executive Committee, the council officers on the Steering Committee, and our dedicated staff for their hard work in achieving these important outcomes. Their commitment and efforts have been invaluable. Together, we have made significant progress in addressing the challenges we face, and I am confident that our continued collaboration will lead to further achievements in the future.

# About

## The Eastern Alliance for Greenhouse Action (EAGA)

is a formal collaboration of eight councils in Melbourne's east, working together on regional programs that reduce greenhouse gas emissions and facilitate adaptation. The Alliance implements joint initiatives that provide economies of scale and enable projects typically beyond the reach of individual councils. EAGA's project work is complemented by advocacy, capacity building and regional partnerships.

# Our Region



EAGA acknowledges the traditional custodians of the land that we work from – the unceded lands of the Wurundjeri Woi Wurrung and Bunurong people of the Kulin Nations. We pay our respect to elders past and present.

## Summary of 2023–24 Outcomes Against Strategic Plan

Strategy Direction	Initiatives	Outcomes
<b>Mitigation and adaptation projects</b>	<b>Victorian Energy Collaboration (VECO)</b>	VECO is the largest emissions reduction project ever undertaken within the local government sector. Since commencing in 2021, councils across Victoria have saved ~600,000 tonnes of greenhouse gas emissions and ~\$10M in cost savings. In the past 12 months VECO has expanded to encompass 60 councils, including one additional EAGA member. EAGA councils have cut their emissions by 41,000 tonnes and reduced costs by \$1M over the 2023/24 period.
	<b>Energy Savers</b>	Energy Savers is a program assisting businesses undertake energy efficiency upgrades with subsidised appliances and equipment. In 2023/24, the program engaged with 1371 businesses across the region. Moreover, the program successfully assisted 13 businesses to receive \$310,000 in federal funding to undertake energy efficiency upgrades. The Energy Savers team have transitioned to Knox City Council after being hosted by the City of Monash since 2021.
	<b>Solar Savers</b>	EAGA's Solar Savers program has expanded its membership and grown its program scope to introduce heat pumps and split system air conditioners as new offerings. During the 2023/24 financial year, Solar Savers successfully facilitated the installation of nearly 200 solar PV systems with a combined capacity of ~1,130kW of clean power generation. Maroondah City Council continues to play a leadership role in hosting the Solar Savers team.
<b>Capacity building and information exchange</b>	<b>Reporting FOGO Impacts</b>	EAGA carried out a review and analysis of councils' approach to quantifying and communicating the greenhouse impacts of their FOGO programs. The project identified a number of opportunities for improving the approach to data analysis and emissions calculation methodologies, laying the foundation for second phase, which will provide tools and guidance for councils to publicly report the emissions reduction impact of their FOGO programs.
	<b>GANBIM</b>	EAGA lead coordination of the Greenhouse Alliance Neighbourhood Battery Investigation (GANBIM) project, which delivered detailed business cases for neighbourhood batteries in council-selected locations. The project was funded by the Victorian Government's Neighbourhood Battery Initiative (NBI) and involves no cost for the participating councils. Participating councils now have the opportunity to progress to the implementation stage by applying for a 100 Neighbourhood Batteries grant.
	<b>Victorian Greenhouse Alliances Conference</b>	EAGA officers played a key organisational role in the conference, held on 4 August 2023. The event attracted over 400 attendees – the majority from local government – for a day of learning and networking. The 2024 conference on 30 August will be a similar size with session topics included the role of sub-national governments in COP, enhancing community resilience to climate change effects, and using nature-based solutions to meet climate mitigation and adaptation goals.
<b>Advocacy</b>	<b>Low income and vulnerable households</b>	AusNet approved EAGA's proposal to allocate \$1.5M to an electrification pilot for vulnerable households. The pilot seeks to better understand the impact of electrification on households, both from a network perspective and a vulnerable customer perspective. AusNet will partner with councils and other community groups to facilitate engagement with households and leverage existing on-ground programs and campaigns focusing on electrification, such as Solar Savers.
	<b>Planning reform</b>	The Victorian Greenhouse Alliances' <i>Planning for a Safe Climate</i> advocacy campaign has led to the recent amendments to Victoria's Planning and Environment Act 1987. As a result, the amendments "require consideration of climate change when making planning decisions about the use and development of land under the act and for other purposes, which includes greenhouse gas emissions, reductions targets and increased climate resilience" – a key ask of the campaign.
	<b>Submissions and Engagement</b>	In 2023/24, EAGA collaborated with various Victorian Greenhouse Alliances on 13 advocacy initiatives. These efforts encompassed submissions to consultations and inquiries, as well as letters addressed to state and federal ministers. EAGA took the lead in drafting four of these endeavours, which included responses to the Climate Change Authority's Consultation on 2024 Issues Paper and the Federal Inquiry into Residential Electrification, and letters advocating for a strategic partnership between state, local and federal government to address the challenges of climate change.

## Testimonials From Our Members

“Boroondara adopted our Climate Action Plan in 2021 and our second Implementation Plan in late 2023. EAGA projects such as the Solar Savers program are crucial for Boroondara to achieve our Climate Action Plan target of 60% community emissions reduction by 2030. We recognise that the tireless efforts of EAGA in advocating for policy change, community initiatives and programs provide immense value to our region. With EAGA’s support, Boroondara strives to continue our work with the community to achieve our climate action goals and drive emissions reductions, climate change adaptation and resilience.”

**Cr Wes Gault,  
City of Boroondara**

“In 2020, Glen Eira City Council declared a climate emergency, recognising the scale and urgency of the climate crisis and the need for all levels of government to work with our community to reduce emissions and adapt to the impacts of climate change. Our membership of EAGA has been instrumental in our efforts to act on these commitments. Examples of the critical contributions that EAGA has made to our successful delivery of Our Climate Emergency Response Strategy 2021–25 | Dhumbali Wurrungi-biik Parbin-ata include – but are not limited to – enabling Glen Eira to source 100% of our electricity from renewable sources via the VECO partnership; the Adaptive Community Assets project, which is guiding our work to adapt to the ongoing impacts of climate change; facilitating Glen Eira residents and businesses to reduce their emissions through the Business Renewables Buying Group, Solar Savers and Energy Savers; and giving councils and our communities a voice through the Alliance’s ongoing engagement with state and federal government. We look forward to another year of successful partnership and achievements in 2024-25!”

**Cr Simone Zmood,  
Glen Eira City Council**

“Knox City Council benefits greatly from participating as a part of EAGA. Through EAGA, each council is able to amplify our efforts and achieve things that would otherwise be difficult as a single council working in isolation, especially through effective advocacy and large-scale regional projects. The sharing of expertise and experience among members also helps improve efficiencies and assists with our effectiveness in implementing Knox’s Climate Response Plan. This year EAGA played a significant part in supporting Knox to sign up to 100% renewable energy with the Victorian Energy Collaboration (VECO), which will result in council emissions being reduced by 35% (2,800 tonnes per year) from July 2025. Energy Savers and Solar Savers also continue to support the business and residential communities to electrify, and through the support of EAGA, Knox has agreed to host the business-focused Energy Savers program from July this year. We look forward to continuing this significant strategic and project work with the alliance, at a time when collaborative efforts to meet net zero with our communities are more important than ever.”

**Cr Sorina Grasso, Knox City Council**

“Our membership of EAGA continues to deliver both environmental and financial dividends for residents and ratepayers in Monash. Above and beyond the practical benefits of programs like Solar Savers, the Alliance’s advocacy efforts continue to amplify our voice on behalf of local people, highlighting the impact of global heating on the way we live and our prospects for the future. Put simply, being a member of the Alliance has been critical to our strategic objectives to proactively address climate change, to reduce greenhouse gas emissions from Council operations, and to take action to reduce emissions across the Monash community.”

**Cr Josh Fergeus, City of Monash**

## Testimonials From Our Members CONTINUED

“In the past year, our collaboration with EAGA has driven numerous successful projects. EAGA’s Community Net Zero Emissions Analysis has guided the development of climate mitigation initiatives within Whitehorse City Council’s newly adopted Climate Response Strategy 2023-30. This follows council’s Climate Emergency declaration in September 2022. These efforts reinforce our determination to achieve net zero corporate emissions by 2032, and our pursuit of net zero community emissions by 2040. With this, council has joined Solar Savers this year to continue to support its community access solar and energy efficiency upgrades. In addition, council has progressively transitioned its purchase of 100% renewable electricity from VECO and from 1 July 2024 will purchase all its electricity requirements via this joint initiative. EAGA’s collaboration with the wider Victorian Greenhouse Alliances and other alliances such as the Council Alliance for a Sustainable Built Environment has been instrumental to further its advocacy efforts and reach – from New Vehicle Efficiency Standards to the Victorian Inquiry into Climate Resilience, this continued partnership has allowed for impactful submissions to be made, raising the profile of our communities’ role in contributing towards climate mitigation and adaptation.”

**Cr Amanda McNeil,  
Whitehorse City Council**

“In the 2023–24 period, our membership with EAGA proved instrumental in driving our efforts to achieve more ambitious climate change outcomes, aligning with Stonnington’s Climate Emergency Action Plan. The value of EAGA was particularly evident this year through the multitude of advocacy opportunities it provided. From responding to the federal government’s First Nations Clean Energy Strategy Consultation Paper to a submission informed by the perspective of councils to the Victorian Inquiry into Local Government Funding and Services, EAGA facilitated our active participation in crucial discussions. Furthermore, with Stonnington joining Solar Savers in 2024, we are excited to witness the program’s benefits in facilitating the installation of high-quality solar PV systems for more Stonnington residents.”

**Cr Mike Scott,  
City of Stonnington**

“Thank you to EAGA officers and all staff involved from across the councils for the year of achievements. Climate change is a cost-of-living issue already, from heatwave energy spikes to food price shocks or home damage after flooding. It has been great to be part of a group reducing long-term climate change impacts and getting benefits for community members now. Councils are always listening and working to respond to issues and opportunities we hear from residents and ratepayers, and see in the natural environment. EAGA also helps us to advocate where these align with state and federal goals for meaningful climate action. Federal funding for community batteries and the EV charger roll out have been two areas it has been important to have our unique regional perspective on in the last year. EAGA helps us work together to save time and money in reducing greenhouse gases and achieving community benefits. In a warming (and tight fiscal) environment, this collaboration becomes even more important.”

**Cr Johanna Skelton,  
Yarra Ranges Council**



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## 5.7 Contract 3401 - Provision of Cleaning & Sanitary Services for Council Buildings, Public Toilets, BBQ's and Incidentals - Council Report

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
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<b>Executive:</b>	Director, Connected Communities, Judy Chalkley Director, Infrastructure, Grant Thorne

### SUMMARY

Following a public tender process, this report recommends the appointment of Menzies International for the provision of Cleaning Services – Knox City Council Assets (Contract 3401).

The contract combines several existing contracts:

- Cleaning of Council operated buildings.
- Cleaning of Public Toilets, BBQs and Incidental Facilities.
- Provision of Sanitary Bins; and
- Early Years Facility Cleaning and Maintenance.

Tenderers were able to submit for Part 1 and/or Part 2, summarised as follows:

- Part 1: Provision of Cleaning and Sanitary Services for Council Buildings, Public Toilets, BBQ's and Incidentals (including consumables).
- Part 2: Early Years Facilities Cleaning, communicable outbreak cleans, and sanitary bins (including consumables).

With the reduction of kindergarten services from the cleaning program for the Early Years Facilities cleaning, as well as combining the sanitary services, it was anticipated that combining the contracts would provide scale and efficiency to both Council and interested contractors.

By tendering these services together under a single contract, the contract management requirements will be streamlined compared to maintaining separate contracts.

Creating a clearer and comprehensive specification document, will be able the contract to be managed against the scope with greater clarity and transparency.

The contract is a schedule of rates contract and will be delivered within the existing budget.

### RECOMMENDATION

That Council resolve to:

1. Accept the tender submission from Menzies International for the Schedule of Rates Contract 3401 – Provision of Cleaning Services, for an initial period of three years, with the option of two one-year extensions, commencing 3 November 2024, at an estimated value of \$8,219,067.63 excluding GST (\$9,040,974.40 including GST).

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 increase; and
4. Advise all tenderers accordingly.

## **1. DISCUSSION**

### **1.1. Background**

Knox City Council is dedicated to enhancing service efficiency for the community while maintaining the quality of its delivery model. This tender includes initiatives that support this goal.

Part 1, Provision of Cleaning and Sanitary Services for Council Buildings, Toilets, BBQs and Incidentals, combines 3 previously independent services into one agreement. Contracts 2829 and 3250, both cleaning specific services, are currently delivered by the contractor Peopleworks Pty Ltd (Peopleworks), with the provision of Sanitary Services managed by Borg Property Services under a schedule of rates arrangement. The provision of sanitary services is often provided by cleaning service providers. This has been included in the tender to combine the 3 service provisions into a single contract. This will assist Council manage contract risks and streamline administrative efforts associated with contracts of this size and complexity.

Part 2, Early Years Facilities cleaning, is an updated contract for the provision of cleaning services to Early Year Services including Council operated three- and four-year-old kindergarten, as well as licensed three-year-old kindergarten, community playgroup, supported playgroup, childcare and Maternal and Child Health. This contract is intended to build upon previous learnings experienced through the contract from 2019.

As part of the State Government Early Years Management Framework, which was implemented by Council in January 2019, Council is responsible for holding and managing all contracts applicable to kindergarten services (including cleaning contracts). Contract 2406 was established through a public tender process and awarded to Menzies International for 5 years, commencing 1 January 2019. Contract 3314E was established as an exemption from Councils procurement policy to Menzies International for 12 months. The exemption was recommended and endorsed to support continuation of cleaning services until the future state of the kindergarten service review was completed, as well as explore the opportunity to consolidate the FCS team service contract with the Facilities cleaning contract suite.

Following the Council decision on Monday 22 July 2024, Council has established Lease agreements with new service providers, who are responsible for the provision of cleaning services of kindergartens from 1 Jan 2025. Knox will remain responsible for the cleaning of the remaining 18 Early Years facilities spaces, including the two (2) Children and Family Centres in Bayswater and Wantirna South (the Hubs) as well as cleaning of Maternal and Child Health Consulting Rooms, Community Playgroup and Shared spaces co-located with Lease and Licensee sites. Cleaning of licensee three-year-old kindergarten services may be adjusted at the end of their current license agreements in December 2025.

### **1.2. Services under the contract**

This Contract will provide cleaning and sanitary services to Council's large building portfolio, including Council staffed buildings, community and arts centres, libraries, public toilets and early

years facilities. By capturing these services under the same Contract, and particularly if Part 1 and Part 2 are awarded to the same Contractor, there are significant opportunities for streamlining of contract management processes and cost savings combined with more adequate resourcing dedicated to Knox through a greater economy of scale.

As per the terms of the Contract, Council will conduct monthly Contract meetings to ensure that:

- Key Performance Indicators (KPI's) are being met.
- any Occupational Health and Safety (OHS) incidents are being reported, with appropriate corrective actions being put in place; and
- the overall service provided through this Contract is up to the expectations of Council, and the greater Knox Community.

Council will also be able to monitor the performance of the Contractor through the following methods:

- Conducting spot audits of facilities to assess their cleanliness.
- Issuing customer satisfaction surveys to internal and external stakeholders; and
- Real time reporting through a Contractor portal and GPS reports to verify time spent at each site is as per the submissions.

By tendering these services as a Schedule of Rates contract, Council will be able to adapt its servicing requirements to meet budget constraints, changes in scope and the ability to cater for ad hoc and reactive cleaning requirements across its range of services that would normally sit outside of this Contract scope.

### 1.3. Tenders Received

A public notice was placed in The Age newspaper on 16 July 2024, with the RFT period closing on Monday 12 August 2024 at 2.00pm. 23 submissions were received. A summary of the respondents is tabled below:

Name of Tenderer/Respondent	ABN	Tendered Price
<b>Advanced National services</b>	20 096 450 190	Schedule of Rates
<b>Alpha Corporate Property Services Pty Ltd</b>	98 123 574 658	Schedule of Rates
<b>Fernando Enterprise (Aus) Pty Ltd t/as Ausbright Facilities Management</b>	43 131 468 687	Schedule of Rates
<b>Blue Sky Services (Vic) Pty Ltd</b>	65 151 650 298	Schedule of Rates
<b>Borg Property Services Pty Ltd</b>	67 080 313 159	Schedule of Rates
<b>GDM Group Pty Ltd ATF Gagovski Family Trust t/as Cleaning Melbournng Pty Ltd</b>	54 160 063 325	Schedule of Rates
<b>Clearworld Holdings Pty Ltd t/as Clearworld Cleaning Services</b>	66 164 639 927	Schedule of Rates
<b>Command51 Pty Ltd</b>	33 164 634 039	Schedule of Rates
<b>Delen Benzetsel t/as Dream Clean Group</b>	77 163 409 830	Schedule of Rates
<b>HappsaGroup Pty Ltd</b>	69 869 189 157	Schedule of Rates
<b>Higeniq Cleaning Services Pty Ltd</b>	53 603 816 566	Schedule of Rates

<b>Ikon Services Australia Pty Ltd</b>	25 087 163 120	Schedule of Rates
<b>Just Focus</b>	46 155 790 971	Schedule of Rates
<b>Campeyn Group t/as Knight Facilities Management Australia</b>	33 006 818 051	Schedule of Rates
<b>Menzies International (Aust) Pty Ltd</b>	44 004 967 757	Schedule of Rates
<b>Nationwide Cleaning Services t/as People Works Cleaning</b>	90 671 766 466	Schedule of Rates
<b>Pickwick Group Integrated Facility Services</b>	74 089 708 818	Schedule of Rates
<b>The trustee of the Pintaudi Trust t/as Royal Facilities</b>	64 596 351 732	Schedule of Rates
<b>Sharper Facility Service</b>	39 687 663 870	Schedule of Rates
<b>Shiners Group Pty Ltd</b>	31 634 729 329	Schedule of Rates
<b>SSX Group Pty Ltd</b>	22 167 381 610	Schedule of Rates
<b>VDG Pty Ltd t/as VDG Services Australia</b>	75 092 980 893	Schedule of Rates
<b>YNS Commercial Group</b>	63 661 376 469	Schedule of Rates

#### **1.4. Evaluation Panel**

This tender had two tender Evaluation Panels, one for each of the 'Parts' considered in this contract. Both Evaluation Panels consisted of suitable members with appropriate experience and perspectives to assess the tender proposals. A skilled technical advisor was consulted for this tender, in a non-voting capacity.

The Procurement representative appointed to this project was unable to complete the evaluation stage of this tender project. The Manager of Strategic Procurement and Property took over the process from 12 August 2024 onward to support the Evaluation panels and the probity requirements for this tender.

#### **1.5. Evaluation Criteria**

The evaluation criteria were established in the Procurement Plan, approved before the tender closed and was unlocked. The Procurement Plan set out the Mandatory, Commercial and Comparative evaluation criteria for this tender process.

The comparative Criteria (weighted assessment) for the tender is as follows:

Comparative Criteria	Weight
<b>1. Capability and Resources</b> <ul style="list-style-type: none"> <li>Resources dedicated to this Contract at all levels. i.e. Contract Management, Accounts, Inspectors/quality control/supervisors, Number of cleaners dedicated to Knox, flexibility to service entire Contract wherever required, etc.</li> <li>Services provided directly/in-house, services sub-contracted or unable to be offered</li> <li>Cleaning Equipment, chemicals, Vehicles, work management systems to be used for this Contract</li> <li>Any value adds to the Contract. i.e. Additional services such as Pest Control, graffiti removal, etc.</li> </ul>	15%
<b>2. Relevant experience, past performance and category management</b> <ul style="list-style-type: none"> <li>Local Government Contract Experience – displayed ability to work in the Local Government environment.</li> <li>Relevant category experience. i.e. Experience and/or history of Contracts including large volumes of cleaning of Public Toilet and/or BBQ's/Shelters, Office buildings, Community Centres, Sanitary provisions, etc.</li> </ul>	15%
<b>3. Employment practices</b> <ul style="list-style-type: none"> <li>Customer Service Methodology</li> <li>Fair wages in line with industry award</li> <li>Reporting methods – Adherence to Daily, Weekly and Monthly reporting requirements as per Specifications. Additional services may include summary reports, GPS logging/site attendance registering, real time reporting capabilities, etc.</li> </ul>	20%
<b>4. Local considerations</b> <ul style="list-style-type: none"> <li>Local base, local employment opportunities</li> <li>Use of local suppliers</li> <li>Contribution to local Community – Sporting Organisations, sponsorships, events, etc.</li> <li>Charitable contributions and initiatives</li> </ul>	10%
<b>5. Social Considerations</b> <ul style="list-style-type: none"> <li>Business practices or policies that support employee welfare. E.g. family violence leave.</li> </ul>	5%
<b>6. Environmental Considerations</b> <ul style="list-style-type: none"> <li>Business practices or policies that support environmental benefits e.g. carbon neutral objectives, sustainability targets.</li> <li></li> </ul>	5%
<b>7. Pricing</b> <ul style="list-style-type: none"> <li>Lump Sum Component</li> <li>Schedule of rates comparison</li> <li>Any benefit/discount applicable to being awarded multiple Contract (Part 1 here and Part 2 Early Years buildings)</li> </ul>	30%
<b>TOTAL</b>	<b>100%</b>

### 1.6. Evaluation Results

The panel unanimously agreed the Menzies International proposal is preferred. Through an evaluation of the capability and pricing components, in accordance with the procurement plan, the panel agreed the submission from Menzies International represents overall value of money for the services to Council.

The final evaluation matrix and details of the evaluation process are included in Confidential Attachment 1, appended to this report.

### **1.7. Preferred Tenderer**

The Evaluation Panels each endorsed Menzies International as the preferred tender.

A summary of the Menzies International tender submission is as follows:

- Menzies International is the incumbent cleaner of the Early Years services at Knox City Council, since 2019 and has performed satisfactorily. Menzies International also service businesses within the Knox region.
- Menzies International have extensive relevant experience and hold several current cleaning contracts for Local Governments including the City of Melbourne and City of Greater Geelong.
- Menzies International are committed to sustainable business practices including having implemented a formal Environmental Social Governance plan, this plan has set measurable targets and timeframes to assist them to decarbonise the business.
- Menzies International are committed to continual business improvement using GPS technology to track onsite cleaning hours and log real time audit reports on facilities minimising the risk of missed cleans.
- Menzies International has committed to directly employing the staff required for this contract, which has previously utilised subcontractors to complete the services. This will ensure greater accountability and responsiveness.
- Menzies International translate their policies into 20 languages to support their diverse workforce.
- Menzies International offers employees the opportunity to earn certificate 1, 2 and 3 in Cleaning Operations.
- Menzies International outlined strong employee practices including gender pay gap analysis, employee assistance program, a reconciliation plan, gender equality policy among others.
- Site audits are timestamped and signed by both Menzies International upline and Council representatives.

### **2. ENGAGEMENT**

The tender for the Provision of Cleaning Services – Knox City Council Assets was advertised in The Saturday Age on 16 July 2024, in accordance with standard tender practices. Online market research demonstrated more than 80 cleaning companies in the municipality; over 80 businesses registered interest in this tender.

Public consultation was not undertaken.

### **3. SOCIAL IMPLICATIONS**

Officers conducting this tender recognise that the provision of cleaning services is often delivered by a cohort of the population that are of social risk. Tender submissions were assessed against a social criterion of 5% weighting, requesting tenderers to advise of business practices or policies that support the welfare of their employees. Tenderers were asked to demonstrate that they support social values in their business.

Commercial criteria were included in the tender, requiring evidence of compliance with the minimum award salary for staff and of an Industrial Relations (IR) Policy.

In this proposed contract, Menzies International have:

- committed to directly employing the staff required for this contract from the Knox region. This will ensure greater accountability and responsiveness and job security for employees.
- Menzies International are committed to strong employee practices including gender pay gap analysis, an employee assistance program, a reconciliation plan, and a gender equality policy.
- Menzies International has been issued a 3-star rating for Cleaning Accountability Framework (CAF). The CAF is committed to improving labour practices and ethics in the cleaning industry.
- Menzies International maintains a Corporate Social Responsibility Policy (CSR) policy which sets out the principles they follow and the projects they have undertaken, to support their CSR ethos. The CSR addresses items such as Ethical Trading, Honesty & Integrity, Sustainable Progress, Demonstrable Compliance, Environment, Relationships, Charitable Giving, Recruitment & Selection, Freedom of Association, Gender Equality, WHS & Quality Management.

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

In 2022, Menzies International implemented a formal Environmental Social Governance (ESG) plan, with set measurable targets and timelines to drive further improvements, and in 2023 they began using Emitwise's online carbon accounting platform to calculate direct and indirect emissions and identify opportunities to 'decarbonise' their business and broader supply chain.

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

The preferred tenderer, Menzies International, has a commitment to their environmental impact and monitor, measure and report on its greenhouse emissions.

This includes

- Emissions produced through direct operations.
- Indirect emissions due to energy consumption; and
- Indirect emissions within the sourcing supply chain.

Utilising local employees will reduce the emissions associated with travel in delivering cleaning services.

Menzies International gives priority to equipment that is battery powered, water efficient and/or uses zero or less chemicals.

Menzies International has an environmental quality system compliant with the requirements of ISO14001.

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

This contract is for the provision of Cleaning Services of Knox Council Assets. Each Part of the Contract has an estimated value as follows:

Part 1: \$1,179,959.16 (excluding GST), \$1,297,955.08 (including GST), per annum, or a total estimated value, including extension options, of \$6,338,838.57 (excluding GST), \$6,972,722.43 (including GST).

Part 2: \$350,000 (excluding GST), \$385,000 (including GST), per annum, or a total estimated value, including extension options, of \$1,880,229.06 (excluding GST), \$2,068,251.96 (including GST).

Please note that this is a schedule of rates contract, and these figures are estimates. The calculations assume an annual adjustment of 3.6% for Consumer Price Index rises, which is the current indexation.

The contract is expected to operate within the available budget.

## **7. RISKS**

The financial risk to Council for this service is low, as payment is made upon completion of each month of service. The preferred contractor has demonstrated their capability to deliver services on time and the required contract specifications, having worked for Council for the previous 6 years.

Menzies International have demonstrated capacity and undertake similar works across numerous Local Government Areas throughout Victoria, including The City of Melbourne.

Operational risks are mitigated through Council quality control measures, including regular performance reviews and on-site audits.

## **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.

### **Natural Environment & 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 & 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 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

## **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 tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

## **ATTACHMENTS**

Nil

6 Notices Of Motion

## 7 Supplementary Items

### 7.1 Biannual Report of the Audit and Risk Committee

This report will be circulated separately

8 Urgent Business

9 Confidential Items