

# AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 25 November 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 14 October 2024

4 Presentations, Petitions And Memorials

5 Reports By Councillors

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 September 2024 to 30 September 2024

**Final Report Destination:** Council  
**Paper Type:** For Noting  
**Author:** Acting Manager City Planning & Building, Katherine Walker  
**Manager:** Acting Manager City Planning & Building, Katherine Walker  
**Executive:** 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 Council note the planning applications decided under delegation between 1 September 2024 and 30 September 2024 as set out in the officers' report.

#### 1. REPORT

Details of planning applications decided under delegation from 1 September 2024 to 30 September 2024 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	6
Other	2
Subdivision	9
Units	8
Tree Removal / Pruning	5
Single Dwelling	2
Change of Use	3
Medical Centre	1
Vary Restrictive Covenant	1
<b>TOTAL</b>	<b>37</b>

#### 2. CONFIDENTIALITY

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

#### Attachments

Nil

## Knox City Council

### Report of Planning Applications Decided Under Delegation

1 September 2024 and 30 September 2024

Ward	No/ Type	Address	Description	Decision
Baird	2024/6334	1/210 Dorset Road BORONIA VIC 3155	Use of the land for an indoor recreation facility and associated business identification signage	18/09/2024 Approved
Baird	2024/9065	16 Sinclair Road BAYSWATER VIC 3153	Three Lot Subdivision (approved unit development)	6/09/2024 Approved
Baird	2022/6362	285, 287 & 289 Dorset Road BORONIA VIC 3155	Construction of a residential development containing a three (3) storey apartment building fronting Dorset Road (25 apartments), with a part two (2) and three (3) storey townhouse residential building (nine dwellings) to the rear and basement carparking	26/09/2024 Notice of Decision
Chandler	2024/9014	1339 Mountain Highway THE BASIN VIC 3154	Buildings and works for the construction of a shed in association with an existing dwelling	13/09/2024 Approved
Chandler	2024/6346	1/167 Albert Avenue BORONIA VIC 3155	Removal of one (1) Araucaria heterophylla (Norfolk Island Pine)	13/09/2024 Approved
Chandler	2024/6296	4 Bayview Crescent THE BASIN VIC 3154	Buildings and works (extension to an existing dwelling)	12/09/2024 Approved
Chandler	2024/6323	2 Liverpool Road BORONIA VIC 3155	The removal of one (1) Eucalyptus mannifera (Brittle Gum)	5/09/2024 Refused
Chandler	2024/6108	11 Marland Road BORONIA VIC 3155	Two (2) Lot Subdivision and Tree Removal	30/09/2024 Approved
Chandler	2024/6379	9 Lorna Court THE BASIN VIC 3154	Removal of one (1) Eucalyptus viminalis (Manna Gum)	26/09/2024 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2023/6519	535 - 537 Boronia Road WANTIRNA VIC 3152	Development of the land for 14 triple storey and one (1) double storey dwelling (total 15 dwellings) and the creation and alteration of access to a road in a Road Zone 2	13/09/2024 Notice of Decision
Collier	2024/6239	19-21 Koomba Road WANTIRNA VIC 3152	Buildings and Works (Construct a replacement building)	3/09/2024 Approved
Collier	2024/9072	480 Mountain Highway WANTIRNA VIC 3152	Two Lot Subdivision (approved unit development)	24/09/2024 Approved
Dinsdale	2023/6209	1 King Street/765 Mountain Highway BAYSWATER VIC 3153	Use and development of the land for a place of worship and place of assembly, display internally illuminated signage and reduction of the standard car parking requirements	13/09/2024 Notice of Decision
Dinsdale	2024/6281	57 Gateshead Drive WANTIRNA SOUTH VIC 3152	To vary the Registered Restrictive Covenant contained in the Instrument of Transfer C866926	23/09/2024 Approved
Dinsdale	2024/9058	57 Lewis Road WANTIRNA SOUTH VIC 3152	Two lot Subdivision (approved unit development)	5/09/2024 Approved
Dinsdale	2023/6239	5 Warriem Court BAYSWATER VIC 3153	Development of the land for the construction of a double storey dwelling to the rear of the existing dwelling, including two (2) lot subdivision	19/09/2024 Notice of Decision
Dinsdale	2024/6221	13 Pine Road BAYSWATER VIC 3153	The construction of two (2) single storey dwellings on the land	5/09/2024 Approved
Dinsdale	2024/9073	16 Moonah Road WANTIRNA SOUTH VIC 3152	Two Lot Subdivision (approved unit development)	25/09/2024 Approved
Dobson	2024/6354	67 Finmere Crescent UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Installation of Fibreglass Pool to Backyard)	17/09/2024 Approved
Dobson	2024/6228	12 Langley Court LYSTERFIELD VIC 3156	The use and development of the land for a single dwelling and alteration of approved building envelope	21/09/2024 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2024/9063	66 Alexander Crescent FERNTREE GULLY VIC 3156	Buildings and works (additions and extension to the existing dwelling)	5/09/2024 Approved
Dobson	2024/6407	31 Logan Court LYSTERFIELD VIC 3156	Buildings and works (construction of a Vergola)	6/09/2024 Approved
Dobson	2024/6153	49 Station Street FERNTREE GULLY VIC 3156	Construction of a double storey dwelling and associated vegetation removal	26/09/2024 Approved
Dobson	2024/6270	5 Saxonwood Court FERNTREE GULLY VIC 3156	Alterations and additions to the existing dwelling, including the construction of a ground floor extension, a garage and bungalow	2/09/2024 Approved
Dobson	2024/6410	37 Roberts Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus sideroxylon (Ironbark)	30/09/2024 Approved
Friberg	2024/6159	72 O'Connor Road KNOXFIELD VIC 3180	Construction of two double storey dwellings on a lot	13/09/2024 Approved
Friberg	2024/9071	7 O'Connor Road KNOXFIELD VIC 3180	Two lot Subdivision (approved unit development)	17/09/2024 Approved
Scott	2023/6382	9 Reflection Drive WANTIRNA SOUTH VIC 3152	Use of the site as a Display Home Centre, including the display of business identification signage and a reduction in the car parking requirements.	4/09/2024 Notice of Decision
Scott	2024/9068	48 Lloyd Street North KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	23/09/2024 Approved
Scott	2024/9066	60 Sylphide Way WANTIRNA SOUTH VIC 3152	Two lot subdivision (approved unit development)	10/09/2024 Approved
Taylor	2024/6204	6 Kedleston Way ROWVILLE VIC 3178	Construction of two (2) dwellings on a lot and two (2) lot subdivision	5/09/2024 Notice of Decision
Tirhatuan	2024/9070	19 Bewsell Avenue SCORESBY VIC 3179	Two Lot Subdivision (approved unit development)	13/09/2024 Approved



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2024/6131	6 Canter Street ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	4/09/2024 Approved
Tirhatuan	2024/6165	3 Bernard Hamilton Way ROWVILLE VIC 3178	Use and development of the land for a medical centre	19/09/2024 Notice of Decision
Tirhatuan	2024/6198	32 Denver Crescent ROWVILLE VIC 3178	Construction of a double storey dwelling to the side of the existing dwelling	5/09/2024 Notice of Decision
Tirhatuan	2024/6394	1270 Ferntree Gully Road SCORESBY VIC 3179	Buildings and works for the construction of a warehouse, associated office, and car parking	24/09/2024 Approved
Tirhatuan	2024/9064	28 Avalon Road ROWVILLE VIC 3178	Two lot subdivision (Approved unit development)	5/09/2024 Approved

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## 6.2 Report of Planning Applications Decided Under Delegation 1 October 2024 to 31 October 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 Council note the planning applications decided under delegation 1 October 2024 to 31 October 2024 as set out in the officers' report.

### 1. REPORT

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

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	2
Other	5
Subdivision	8
Units	16
Tree Removal / Pruning	9
Signage	10
Variation to Covenant	1
<b>TOTAL</b>	<b>51</b>

### 2. CONFIDENTIALITY

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

### Attachments

Nil

## Knox City Council

### Report of Planning Applications Decided Under Delegation

1 October 2024 and 31 October 2024

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2024/9077	61 Western Road BORONIA VIC 3155	Two Lot Subdivision (approved unit development)	3/10/2024 Approved
Baird	2024/9078	8B Burke Road FERNTREE GULLY VIC 3156	Two lots Subdivision (approved unit development)	4/10/2024 Approved
Baird	2024/9078	8A Burke Road FERNTREE GULLY VIC 3156	Two lots Subdivision (approved unit development)	4/10/2024 Approved
Baird	2023/6231	9 Stradbroke Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	8/10/2024 Notice of Decision
Baird	2024/6046	279 Scoresby Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and alter access to a road in a TRZ2	11/10/2024 Notice of Decision
Baird	2024/6141	141 Boronia Road BORONIA VIC 3155	Buildings and works for the construction of a building to be used for offices and reduction in car parking	16/10/2024 Approved
Baird	2024/6459	783 Burwood Highway FERNTREE GULLY VIC 3156	Double Sided Internally Illuminated Advertising Sign	22/10/2024 Approved
Baird	2024/6393	2 Mossfield Avenue FERNTREE GULLY VIC 3156	Four Lot Subdivision (Approved unit development)	24/10/2024 Approved
Baird	2024/6416	34 Hazelwood Road BORONIA VIC 3155	Four lot subdivision (approved unit development)	25/10/2024 Approved
Baird	2024/6353	80 Farnham Road BAYSWATER VIC 3153	The construction of a double storey dwelling behind the existing dwelling	25/10/2024 Approved
Baird	2024/6456	79 Barry Street BAYSWATER VIC 3153	Double Sided Internally Illuminated Advertising Sign	29/10/2024 Approved
Baird	2024/6457	73 Dorset Road FERNTREE GULLY VIC 3156	Double Sided Internally Illuminated Advertising Sign	29/10/2024 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2023/6493	4 Lyndon Road BORONIA VIC 3155	Construction of two (2) single storey dwellings and tree removal	4/10/2024 Approved
Chandler	2024/6397	36 Southey Road BORONIA VIC 3155	Construction of a ground and first floor extension to the existing dwelling, including a verandah	10/10/2024 Approved
Chandler	2024/6428	26 Casuarina Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus gomphocephala (Tuart)	14/10/2024 Approved
Chandler	2024/6320	1019 Mountain Highway BORONIA VIC 3155	Buildings and works (internal mezzanine) and reduction of car parking spaces	18/10/2024 Approved
Chandler	2024/6206	5 Lorraine Street BORONIA VIC 3155	Construction of a single storey dwelling to the rear of the existing dwelling, including vegetation removal and two (2) lot subdivision	22/10/2024 Approved
Chandler	2024/9074	80 Army Road BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua (Messmate)	25/10/2024 Approved
Chandler	2024/6455	951 Mountain Highway BORONIA VIC 3155	Double Sided Internally Illuminated Advertising Sign	29/10/2024 Approved
Chandler	2024/6441	3/2 Oak Avenue BORONIA VIC 3155	Buildings and Works (construction of a carport)	31/10/2024 Approved
Collier	2024/6415	19 Stratford Square WANTIRNA VIC 3152	Removal of one (1) Corymbia maculata	14/10/2024 Approved
Collier	2024/6421	511 Boronia Road WANTIRNA VIC 3152	Six Lot Subdivision (Approved unit development)	30/10/2024 Approved
Dinsdale	2023/6554	42 Coleman Road WANTIRNA SOUTH VIC 3152	Construction of two (2) single storey dwellings	4/10/2024 Approved
Dinsdale	2024/6372	52 Tate Avenue WANTIRNA SOUTH VIC 3152	To vary Covenant B514552 regarding building materials and finishes.	7/10/2024 Approved
Dinsdale	2023/6257	84 Coleman Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	11/10/2024 Approved
Dinsdale	2024/6169	26 Margaret Avenue BAYSWATER VIC 3153	The construction of three (3) single storey dwellings on the land	11/10/2024 Notice of Decision

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dinsdale	2024/6477	8 Armstrong Road BAYSWATER VIC 3153	Two lot subdivision (approved unit development)	17/10/2024 Approved
Dinsdale	2024/6188	41 Gertonia Avenue BORONIA VIC 3155	The construction of seven (7) double storey dwellings and removal of vegetation	18/10/2024 Notice of Decision
Dinsdale	2024/6458	352 Boronia Road BORONIA VIC 3155	Double Sided Internally Illuminated Advertising Sign	22/10/2024 Approved
Dinsdale	2023/6566	31 Susan Street BAYSWATER VIC 3153	Construction of two (2) double storey dwellings	22/10/2024 Approved
Dinsdale	2024/6126	2 Mingana Road WANTIRNA SOUTH VIC 3152	The construction of two (2) double storey dwellings and two (2) lot subdivision on the land	31/10/2024 Refused
Dobson	2024/6418	32 Roberts Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus rubida (Candlebark)	14/10/2024 Approved
Dobson	2024/6390	1208 - 1210 Burwood Highway UPPER FERNTREE GULLY VIC 3156	Part demolition, alterations and additions to the existing heritage building	21/10/2024 Approved
Dobson	2024/6370	27A/97 Underwood Road FERNTREE GULLY VIC 3156	Pruning of one (1) Quercus robur (English Oak)	25/10/2024 Approved
Dobson	2024/6370	27B/97 Underwood Road FERNTREE GULLY VIC 3156	Pruning of one (1) Quercus robur (English Oak)	25/10/2024 Approved
Dobson	2024/6461	117 Glenfern Road FERNTREE GULLY VIC 3156	Double Sided Internally Illuminated Advertising Sign	29/10/2024 Approved
Friberg	2024/6209	282 Windermere Drive FERNTREE GULLY VIC 3156	Construction of two (2) single storey dwellings and two (2) lot subdivision	14/10/2024 Approved
Friberg	2024/6205	7 Hayward Road FERNTREE GULLY VIC 3156	Buildings and works for the construction of three (3) warehouses	18/10/2024 Approved
Friberg	2024/6460	1873 Ferntree Gully Road FERNTREE GULLY VIC 3156	Double Sided Internally Illuminated Advertising Sign	18/10/2024 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2024/6462	1/802 Burwood Highway FERNTREE GULLY VIC 3156	Double Sided Internally Illuminated Advertising Sign	18/10/2024 Approved
Friberg	2024/6487	3 Silvertown Drive FERNTREE GULLY VIC 3156	Two lot subdivision (approved development site)	23/10/2024 Approved
Friberg	2024/6127	24 Christie Street KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	25/10/2024 Approved
Friberg	2024/9083	145 Anne Road KNOXFIELD VIC 3180	2 Lot Subdivision (approved unit development)	25/10/2024 Approved
Scott	2024/9075	1 Fonteyn Drive WANTIRNA SOUTH VIC 3152	Two lot subdivision (approved unit development)	1/10/2024 Approved
Scott	2024/6463	10 Townview Avenue WANTIRNA SOUTH VIC 3152	Double Sided Internally Illuminated Advertising Sign	18/10/2024 Approved
Taylor	2024/6432	LOT 34 Wellington Road LYSTERFIELD VIC 3156	The display of internally illuminated business identification signage and direction signage	18/10/2024 Approved
Tirhatuan	2024/6422	5 Holstein Court ROWVILLE VIC 3178	Removal of one (1) dead Eucalyptus viminalis (Manna gum)	1/10/2024 Approved
Tirhatuan	2024/9076	3A/28 Janine Street SCORESBY VIC 3179	Build an instrument room with storage on roof space	7/10/2024 Approved
Tirhatuan	2024/6395	7 Bareena Avenue ROWVILLE VIC 3178	Removal of one (1) Eucalyptus nicholii (Narrow Leaved Black Peppermint), one (1) Corymbia citriodora (Lemon Scented Gum), one (1) Eucalyptus mannifera (Brittle Gum) and one (1) Eucalyptus melliodora (Yellow Box)	7/10/2024 Approved
Tirhatuan	2024/6401	57 Candlebark Quadrant ROWVILLE VIC 3178	Pruning of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	7/10/2024 Approved
Tirhatuan	2024/6464	973 Stud Road ROWVILLE VIC 3178	Double Sided Internally Illuminated Advertising Sign	18/10/2024 Approved

7 Public Question Time

## 8 Officer Reports

### 8.1 Minor Grants Program Monthly Report

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

#### SUMMARY

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

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

#### RECOMMENDATION

That Council resolve to:

1. Approve 20 applications for a total of \$41,391.16 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Cass Care Limited	Be Hooked On Crochet	\$2,028.60	\$1,844.18
Knox Wind Symphony Incorporated	Ensemble Development	\$1,412.25	\$1,412.25
Rowville Neighbourhood Learning Centre Inc T/as Community Learning Centre (referred to as CLC)	Stay Fresh	\$897.00	\$815.45
Wantirna Jetbacks Basketball Club	Junior Jets Basketball Program	\$3,000.00	\$2,727.27
Knox Dog Obedience Club	Replacement of chest freezer with upright freezer	\$2,500.00	\$1,899.00
Ferntree Gully Knitting for Charity Group (Auspiced by Your Library)	Purchase knitting yarn	\$500.00	\$454.55
Knox Sporting Club Inc (Phoenix Basketball)	Wellbeing & Mental Health Sessions (SALT)	\$3,000.00	\$3,000.00
Mountain District Learning Centre	Chicken Coop Upgrade	\$3,000.00	\$2,727.27
Chinese Association of Victoria Inc.	Camera	\$1,888.90	\$1,718.18



Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Knox Environment Society	Nursery Trolley Purchase	\$1,650.00	\$1,650.00
ADRA Community Care (Ferntree Gully)	Standup Fridge for ADRA Community Care Centre – Ferntree Gully	\$3,000.00	\$2,727.27
Knox City Cricket Club	Launching Knox City Cricket Club's first women's team and developing Junior teams.	\$3,000.00	\$3,000.00
Templeton Cricket Club	Purchase replacement defibrillator	\$1,000.00	\$1,000.00
Knox and District Over 50's Inc.	Purchase two laptop computers	\$954.00	\$954.00
Levande Wantirna Village	Garden Bed Upgrade	\$3,000.00	\$2,727.27
Society of St Vincent de Paul	Christmas Hampers	\$3,000.00	\$2,727.27
Spring of Life Christian Ministry Inc.	Senior Praise Dance Health and Wellbeing Project	\$3,000.00	\$3,000.00
Wattleview Playgroup Inc	Everyone Gets to Play Equipment	\$2,008.20	\$2,008.20
All Stars Choir	Upgrade main PA speakers	\$2,895.30	\$2,000.00
Boronia Soccer Club	Uniform Upgrade	\$3,000.00	\$3,000.00
<b>Totals</b>		<b>\$44,734.25</b>	<b>\$41,391.16</b>

2. Defer consideration of one application requesting a total of \$2,880.00 (including GST), as detailed below, pending receipt of further information:

Applicant Name	Project Title	Amount Requested
Australia Multicultural Arts Association Inc.	2025 Dragon Boat Festival Celebration in Knox	\$2,880.00
<b>Total</b>		<b>\$2,880.00</b>

3. Refuse one application requesting a total of \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
The Basin Country Fire Authority	The Basin CFA - Thermal Imaging Camera	\$3,000.00	Ineligible under Minor Grant Procedure item: 6.16 - Applications will not be eligible to receive a Minor Grant if they are from organisations who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program.
<b>Total</b>		<b>\$3,000.00</b>	

4. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2024-2025 will be \$49,443.21 after GST adjustments.

## **1. DISCUSSION**

### **1.1 Background**

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

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

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

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

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

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

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

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

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

The Minor Grant program received 22 applications since the last report in September, requesting grants totaling \$50,614.25. Of the 22 applications, 20 are recommended for approval. A summary of the projects recommended is as follows:

- Cass Care Limited will host a one-time crochet workshop which aims to teach basic crochet skills whilst fostering community connections and addressing social issues.
- Knox Wind Symphony Incorporated would like to purchase a set of music books specifically for warm-up and ensemble skill development.
- Rowville Neighbourhood Learning Centre Inc T/as Community Learning Centre (referred to as CLC) will use grant funds to replace their old fridge to ensure volunteers and facilitators can safely store their food.

- Wantirna Jetbacks Basketball Club will host a Basketball program that aims to introduce children to the fundamentals of basketball and will use grant funds to purchase equipment, hire courts, and provide uniforms to participants.
- Knox Dog Obedience Club wish to purchase an upright freezer providing a storage option for fresh ingredients for dog treats
- Ferntree Gully Knitting for Charity Group (Auspiced by Your Library) requests a grant to purchase yarn for the group to continue knitting items that are donated to the local community and charities.
- Knox Sporting Club Inc. (Phoenix Basketball) would like to support their members with a Wellbeing and Mental Health session delivered by Sport and Life Training (SALT) for members aged between 15-23 years.
- Mountain District Learning Centre will upgrade their chicken coop with a new roof, small water tank, new nesting boxes and sleeping area to continue raising chickens with their social support and youth cottage programs.
- Chinese Association of Victoria Inc. will use the grant to purchase a camera and accessories to support the marketing promotion and online presence of activities.
- Knox Environment Society has requested a grant to purchase more Nursery Trolleys to support the increased level of production and the growing number of volunteers each week, which often sees more than 20 at each session.
- ADRA Community Care (Ferntree Gully) will utilise this grant to upgrade their facilities, specifically to acquire a commercial upright stainless-steel freezer. This upgrade is essential for enhancing the ability to store and distribute food, ensuring consistent and nutritious food is supplied to those in need.
- Knox City Cricket Club is seeking funding to support the launch of its first-ever women's cricket team, along with the development of junior teams. This initiative aims to provide an inclusive platform for women in the community to participate in cricket, giving them an opportunity to engage in sports and spend time outside of their family responsibilities
- Templeton Cricket Club will replace the outdated defibrillator located within the clubrooms.
- Knox and District Over 50's Inc. would like to purchase two laptop computers to ensure all Club data and records are secure on Club specific equipment.
- Levande Wantirna Village would like to raise the garden beds in the village community garden so that all residents have easier access to gardening.
- Society of St Vincent de Paul will use the Minor Grant to purchase items for Christmas Hampers that are delivered to 125 Knox families in need.
- Spring of Life Christian Ministry Inc. have requested a Minor Grant to contribute to venue hire for running their Senior Praise Dance Health and Wellbeing Project, which provides dance, exercise and social connection for senior citizens of Knox.
- Wattleview Playgroup Inc. has seen significant growth of approximately 40% in the number of children and families attending their sessions and will use this grant to purchase additional play equipment to cater to this increase.
- All Stars Choir have requested a grant to support the purchase of two replacement speakers. Under the Minor Grant Program procedures, the All Stars Choir is eligible to receive a maximum of \$2,000.00 as they have reached the cap of the program of \$5,000.00 over two consecutive financial years.
- Boronia Soccer Club would like to update their uniform which is currently 10 years old and provide players with this uniform for a low cost to keep fees down.

Application details are provided in Attachment 1.

### **1.3 Applications Recommended for Deferral**

One application is recommended for deferral to the December 2024 Meeting of Council as officers have requested further information regarding the application:

- Multicultural Arts Association Incorporated for the Dragon Boat Festival 2025.

### **1.4 Applications Recommended for Refusal**

One application is recommended for refusal under Clause 6.16 of the Minor Grant Procedure which states applications from organisations who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program are not eligible for Minor Grant funding:

- The Basin Country Fire Authority for a thermal imaging camera.

## **2. ENGAGEMENT**

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

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

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

## **3. SOCIAL IMPLICATIONS**

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

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

## **5. ENVIRONMENTAL CONSIDERATIONS**

There are no environmental considerations associated with this report.

## **6. FINANCIAL & RESOURCE IMPLICATIONS**

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

Funding commitments to date are summarised below:

<b>Yearly Summary 2024-25</b>	<b>Amount Recommended at Council Meeting (Excluding GST)</b>	<b>Total Amount Approved (Excluding GST)</b>
July	\$14,554.41	\$14,554.41
August	\$27,099.61	\$27,099.61
September	\$22,656.60	\$22,656.60
October	-	-
November	\$41,391.16	
December		
January		
February		
March		
April		
May		
<b>Totals (Year to Date)</b>	<b>\$105,701.78</b>	<b>\$64,310.63</b>

Recommended applications for the October/November 2024 period total \$41,391.16 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2024-2025 will total \$49,443.21, after GST adjustments.

## **7. RISKS**

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

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

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

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

### **Opportunity & Innovation**

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

### **Resilience & Wellbeing**

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

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

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

### **Civic Engagement & Integrity**

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

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 author of this report has declared a conflict of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council in relation to application 2424-MGP084 – All Stars Choir. The author consequently was not involved in the assessment or recommendation of this application.

**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. Minor Grants Program Application Extraction Report Attachment November 2024 [**8.1.1** - 24 pages]

## 2425-MGP065

### ADRA Community Care - Ferntree Gully

<b>Application ID</b>	2425-MGP065
<b>Organisation Name</b>	ADRA Community Care - Ferntree Gully
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Standup Fridge for ADRA Community Care Centre – Ferntree Gully
<b>Project Start Date</b>	01/12/2024
<b>Project End Date</b>	31/12/2024

<b>Request Details</b>	The grant will be utilized to upgrade our facilities, specifically to acquire a commercial upright stainless steel freezer. This upgrade is essential for enhancing our ability to store and distribute food, ensuring that we can provide consistent and nutritious supplies to those in need.		
<b>Community Benefit</b>	A new freezer will allow us to store a larger quantity and variety of perishable food items. This will enable us to provide more balanced and nutritious food supplies to families and individuals. With the ability to store more fresh produce, dairy products, and meats, we can offer healthier options and reduce food waste. With spring and summer coming, we need to ensure our operations readiness are not impacted so that we can work to assure that no family goes hungry and that everyone has access to nutritious food.		
<b>Total Beneficiaries</b>	200	<b>Total Project Cost</b>	\$ 4000.00
<b>Knox Beneficiaries</b>	200	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
3000	\$ 3000.00	3000	\$ 3000.00

# 2425-MGP084

## All Stars Choir

<b>Application ID</b>	2425-MGP084
<b>Organisation Name</b>	All Stars Choir
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Upgrade main PA speakers
<b>Project Start Date</b>	26/11/2024
<b>Project End Date</b>	26/11/2025

<b>Request Details</b>	The 2 main speakers used for All Stars choir session are in over 10 years old and are underpowered for the program. At the moment use of the underpowered speakers is effecting the sound quality during the delivery of the program as all PA desk is overdriving the system in an attempt to compensate for the underpower speakers The acquisition of 2 new speakers will enable to other components of the system to be run and normal levels which will significantly improve the control of the sound system		
<b>Community Benefit</b>	The All Stars program will benefit the community by providing appropriate equipment for the size of the program, resulting in better sound management and control. The community will also benefit from an increased capacity of the program to be delivered to more people.		
<b>Total Beneficiaries</b>	100	<b>Total Project Cost</b>	\$ 2895.30
<b>Knox Beneficiaries</b>	50	<b>Total Amount Requested</b>	\$ 2895.30

Income Description	Income Amount	Expenditure Description	Expenditure Amount
council grant	\$ 2895.30	2 x speakers	\$ 2895.30



# 2425-MGP079

## Boronia Soccer Club

<b>Application ID</b>	2425-MGP079
<b>Organisation Name</b>	Boronia Soccer Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Uniform update
<b>Project Start Date</b>	01/12/2024
<b>Project End Date</b>	01/04/2025

<b>Request Details</b>	To replace old & worn playing uniform worn by open age men & woman’s teams		
<b>Community Benefit</b>	Retention & increase in playing participants together with retained & new coaches & support staff the majority of whom are Knox residents, participating in our activities contributes to both their physical & mental health as well as overall well being. Grants such as this also help us keep fees from being a barrier to participation		
<b>Total Beneficiaries</b>	60	<b>Total Project Cost</b>	\$ 3831.30
<b>Knox Beneficiaries</b>	55	<b>Total Amount Requested</b>	\$ 3000.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council Grant	\$ 3000.00	Uniform purchase	\$ 3000.00
Club funds	\$ 831.30	Uniform purchase	\$ 831.30

## 2425-MGP002

### CASS Care Ltd

<b>Application ID</b>	2425-MGP002
<b>Organisation Name</b>	CASS Care Ltd
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Be Hooked On Crochet!
<b>Project Start Date</b>	16/12/2024
<b>Project End Date</b>	15/08/2025

<b>Request Details</b>	<p>"Be Hooked On Crochet!" is a one-time crochet workshop designed to provide a fun and engaging experience for senior residents of Knox, with a particular focus on those from culturally and linguistically diverse (CALD) backgrounds. This event aims to teach basic crochet skills while fostering community connections and addressing social issues such as exclusion, language barriers, limited social networks, and cognitive health risks.</p> <p>The main objectives of "Be Hooked On Crochet!" are to:</p> <ol style="list-style-type: none"> <li>1. Promote Social Inclusion: Create an inviting environment where seniors can interact and build a sense of community.</li> <li>2. Overcome Language and Cultural Barriers: Facilitate connections among participants from diverse backgrounds through a shared, enjoyable activity.</li> <li>3. Expand Social Networks: Help participants form new friendships and support networks.</li> <li>4. Support Cognitive Health: Engage seniors in a mentally stimulating activity, which can contribute to reducing the risk of dementia.</li> </ol> <p>We request financial support from the Knox City Council which will cover the venue hire, crochet products purchase and other expenses to make this project run.</p>
<b>Community Benefit</b>	<p>Aligned with Knox City Council's 2031 vision of fostering a community where people connect, feel supported, and thrive, "Be Hooked On Crochet!" is a targeted initiative aimed at senior residents in Knox, particularly those from a Chinese-speaking background. This one-off crochet workshop is designed to address key social issues, including cultural and language barriers, social exclusion, and cognitive health risks among seniors.</p> <p>According to the 2021 Census by the Australian Bureau of Statistics, Knox is a diverse community with 30% of residents born overseas and 25% speaking a language other than English at home. Notably, the Chinese population in Knox is approximately 22,425, making it one of the local government areas with a significant Chinese community. Additionally, 24.1% of Knox residents are aged 60 years and over, highlighting the need to focus on the ageing population.</p> <p>Seniors from culturally and linguistically diverse (CALD) backgrounds, such as those from Chinese-speaking communities, often face unique challenges. These challenges can include difficulties related to cultural differences, language barriers, and limited access to social resources.</p> <p>"Be Hooked On Crochet!" aims to address these challenges through three primary goals:</p> <ol style="list-style-type: none"> <li>1. Capacity Building: Participants will learn basic crochet skills, empowering them with a</li> </ol>

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	<p>new craft and skill set.</p> <p>2. Health Promotion: Engaging in crochet offers numerous health benefits, including improved hand-eye coordination, stress reduction, enhanced mood, and potentially delayed onset of dementia. Additionally, the activity helps build self-esteem.</p> <p>3. Social Inclusion: The workshop will provide a platform for participants to meet new people, fostering connections and a sense of belonging within the local community.</p> <p>While our organisation’s office is not located in Knox, we serve all eastern suburbs and have established relationships with Chinese senior groups in the area. We will recruit participants from these groups to ensure the workshop effectively reaches those who will benefit most.</p>		
<b>Total Beneficiaries</b>	30	<b>Total Project Cost</b>	\$ 4124.10
<b>Knox Beneficiaries</b>	24	<b>Total Amount Requested</b>	\$ 2028.60

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grants	\$ 2028.60	Project Coordination	\$ 1775.50

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Organisation contribution- Project Coordination Community Services coordinator35.51/h X 2.5 hrs/per week X 20 weeks 50 hrs in total	\$ 1775.50	In-kind volunteer contribution	\$ 320.00
In-kind volunteer contribution 2 volunteers X \$40/h X 4 h	\$ 320.00	Hire crochet teachers X 3	\$ 450.00
		Venue hire	\$ 55.00
		Refreshments	\$ 246.50
		Crochet materials	\$ 835.80
		Promotional materials	\$ 241.30
		Administration fees	\$ 200.00

## 2425-MGP062

### Chinese Association of Victoria Inc

<b>Application ID</b>	2425-MGP062
<b>Organisation Name</b>	Chinese Association of Victoria Inc
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	camera
<b>Project Start Date</b>	29/11/2024
<b>Project End Date</b>	07/12/2024

<b>Request Details</b>	<p>We plan to procure the following equipment for the CAV Inc. marketing team to support the marketing promotion and online presence of our community association's activities:</p> <ol style="list-style-type: none"> <li>1. Sony ZV-E10 Camera (\$1,199): This professional digital camera offers high-quality video and photo capabilities, ideal for capturing events in various lighting conditions.</li> <li>2. Davinci Resolve Pro Video Editing Software (\$450): This software will be used for professional post-production of recorded materials, ensuring the highest quality of content.</li> </ol> <p>The account will be attached to our association's official email account so that it can be logged into remotely on different devices and is a one off transaction.</p> <ol style="list-style-type: none"> <li>3. Rode Wireless Compact Microphone System (\$239): This wireless microphone system ensures clear audio recording in noisy or outdoor environments, perfect for live interviews and event documentation.</li> <li>4. Manfrotto Bag M III Camera Bag (\$159): This portable camera bag will safely store and transport the above equipment, ensuring they are accessible during various activities.</li> <li>5. Instax Film x60 packs (4 packs at \$60 each): These instant films will be used during community events to take and print photos on the spot, allowing participants to immediately receive a keepsake. This not only enhances interaction during events but also instantly showcases the enthusiasm and vibrancy of our community activities.</li> </ol> <p>These devices will be used to document a variety of community activities held at the CAV campus and other locations. For example, in our weekly Chinese school, the Sony ZV-E10 camera will be used to capture interactions amongst adults, and to record special events such as cultural festivals. In the youth group, this equipment will document workshops and training sessions attended by young adults and create promotional videos to attract more youth participation. Additionally, we will use this equipment to conduct interviews, recording the stories of key community members, preserving these valuable oral histories. All recorded materials will be professionally edited using Davinci Resolve Pro to ensure the quality and appeal of the content.</p>
<b>Community Benefit</b>	<p>The procurement of this equipment will significantly enhance CAV Inc.'s ability to document and promote community activities, providing the following community benefits:</p> <ol style="list-style-type: none"> <li>1. Increased Event Participation: By capturing high-quality videos and photos, we can more effectively showcase CAV's activities on social media and other promotional channels. This will help attract more community members, especially the youth, to participate in our events, thereby strengthening community cohesion.</li> <li>2. Preservation of Community History: With this equipment, we will be able to document and preserve important community events and personal interviews, creating a long-term digital archive. These archives will not only help in preserving cultural heritage but also provide valuable historical references for future community members.</li> </ol>

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	<p>3. Enhanced Community Image and Visibility: Through professional video editing and production, we can create high-quality promotional content for our community activities, thereby enhancing CAV’s image and influence within the broader community. This will help establish a more positive community image and attract more resources and support.</p> <p>4. Promotion of Education and Cultural Transmission: By documenting and sharing the activities of our school and youth groups, we can inspire current students and youth, and also provide learning and development opportunities for future participants, thus promoting the spread of cultural and language education.</p>		
<b>Total Beneficiaries</b>	1400	<b>Total Project Cost</b>	\$ 1888.90
<b>Knox Beneficiaries</b>	300	<b>Total Amount Requested</b>	\$ 1888.90

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Knox Minor Grants Program	\$ 1888.90	Sony ZV-E10	\$ 1199.95
		Davinci Resolve Pro	\$ 430.00
		Rode wireless Compact MR	\$ 189.00
		Manfrotto Bag M III	\$ 69.95

## 2425-MGP050

### Ferntree Gully Knitting for Charity Group

<b>Application ID</b>	2425-MGP050
<b>Organisation Name</b>	Ferntree Gully Knitting for Charity Group
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Knitting for Charity
<b>Project Start Date</b>	06/12/2024
<b>Project End Date</b>	02/05/2025

<b>Request Details</b>	Money to purchase knitting yarn for the group. Some of the charities we donate to include - Angliss Hospital, Royal Children's Hospital, Eastern Health Palliative Care & Geriatric Medicine, Yooralla, Red Cross, various local Aged Care facilities and Knit One Give One.		
<b>Community Benefit</b>	Items produced by our group are donated to the local community and charities. We have donated approximately 13,000 items in nine years.		
<b>Total Beneficiaries</b>	15 to 20	<b>Total Project Cost</b>	\$ 500.00
<b>Knox Beneficiaries</b>	15 to 20	<b>Total Amount Requested</b>	\$ 500.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council grant	\$ 500.00	purchase knitting yarn	\$ 500.00

## 2425-MGP074

### Knox & District Over 50s Inc.

<b>Application ID</b>	2425-MGP074
<b>Organisation Name</b>	Knox & District Over 50s Inc.
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Purchase of two laptop computers to ensure all Club data and records are secure on Club specific equipment
<b>Project Start Date</b>	02/12/2024
<b>Project End Date</b>	25/02/2025

<b>Request Details</b>	Knox & District Over 50s Inc does not have a specific address out of which we operate. We hire a room at Club Kilsyth for our monthly meetings. At present Committee members are operating off multiple private computers with records and data being managed by those members of the committee. It would improve security of records and make handover in succession much more efficient, to have both Secretary and Treasurer using Club owned computers with data maintained on the computers. The club plans to purchase the Microsoft Office suite to share between these computers and any future PCs purchased by the Club.		
<b>Community Benefit</b>	Knox & District Over 50s Inc is a Not For Profit social group whose purpose is to provide a range of activities to enhance the social and well being for its members drawn from the over 50 age group living in the Knox and surrounding districts. Security of Private details of members and ensuring that good Governance is followed will be of great benefit to all members.		
<b>Total Beneficiaries</b>	158	<b>Total Project Cost</b>	\$ 954.00
<b>Knox Beneficiaries</b>	134	<b>Total Amount Requested</b>	\$ 954.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 954.00	Purchase 2 laptops	\$ 954.00

## 2425-MGP069

### Knox City Cricket Club

<b>Application ID</b>	2425-MGP069
<b>Organisation Name</b>	Knox City Cricket Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Launching Knox City Cricket Club’s First Women’s Team and Developing Junior Teams
<b>Project Start Date</b>	30/09/2024
<b>Project End Date</b>	31/03/2025

<b>Request Details</b>	<p>Knox City Cricket Club is seeking funding to support the launch of its first-ever women’s cricket team, along with the development of junior teams. This initiative aims to provide an inclusive platform for women in the community to participate in cricket, giving them an opportunity to engage in sports and spend time outside of their family responsibilities. The project also focuses on fostering the growth of junior teams, which are vital to the long-term success and sustainability of the club.</p> <p>The requested funds will be used to purchase essential cricket kits, equipment, and provide coaching to both the women’s and junior teams. These resources will ensure that the teams are equipped to actively participate in the upcoming 2024/2025 season. Additionally, the funds will cover training and promotional activities aimed at increasing participation and engagement.</p> <p>This project not only promotes the growth of cricket in the community but also encourages physical activity, teamwork, and community involvement.</p>
<b>Community Benefit</b>	<p>The community benefits gained from this project are substantial, including:</p> <p><b>Enhanced Opportunities for Women:</b> By launching the first-ever women’s cricket team, the project provides local women the chance to engage in physical activity, social interaction, and personal development. It offers them a break from family responsibilities and promotes mental and physical well-being through sport.</p> <p><b>Youth Engagement:</b> Developing junior cricket teams will encourage young members of the community to participate in a healthy and disciplined team sport, fostering leadership skills, teamwork, and sportsmanship.</p> <p><b>Inclusive Community Participation:</b> The project promotes inclusivity by welcoming women and juniors from diverse backgrounds to participate, helping to strengthen community bonds and create a more vibrant local sports culture.</p> <p><b>Health and Well-being:</b> Participation in cricket will encourage a healthier lifestyle for both women and junior players, contributing to overall physical fitness and reducing sedentary behavior in the community.</p> <p><b>Skill Development and Empowerment:</b> The project will provide coaching and skill development opportunities, empowering participants with confidence, leadership qualities, and cricketing expertise that they can carry beyond the sports field.</p> <p><b>Strengthening Community Ties:</b> The club’s initiative will bring families and community members together through matches, events, and training, enhancing community cohesion and offering positive social interactions. This project will serve as a platform for</p>



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	engagement, skill-building, and well-being, fostering a stronger, healthier, and more connected community.		
<b>Total Beneficiaries</b>	50	<b>Total Project Cost</b>	\$ 25884.00
<b>Knox Beneficiaries</b>	50	<b>Total Amount Requested</b>	\$ 3000.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council Grants	\$ 3000.00	Topline preseason Coaching and nets	\$ 3000.00
Registration	\$ 10500.00	Coaching	\$ 8200.00
Topline Sponsorship	\$ 1500.00	Coaching	\$ 1500.00
Sponsorships	\$ 8000.00	Council Tenancy	\$ 1300.00
Other Grants	\$ 500.00	Cricket Balls	\$ 3918.00
		Cricket T Shirts	\$ 1000.00
		Umpire Fees	\$ 3240.00
		Insurance	\$ 1342.00

## 2425-MGP037

### Knox Dog Obedience Club

<b>Application ID</b>	2425-MGP037
<b>Organisation Name</b>	Knox Dog Obedience Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Replacing the chest freezer with an upright freezer for health and safety reasons.
<b>Project Start Date</b>	01/12/2024
<b>Project End Date</b>	31/01/2025

<b>Request Details</b>	An upright freezer is required to support the club providing training snacks for dog classes and to support club activities such as membership BBQs, trials and competitions. This is also a cost saving measure for volunteers providing storage for raw ingredients and dog treats. Our current freezer is old and as a chest freezer causes significant health and safety issues for many of our volunteers. Many of our volunteers are over 65 and then low access, bending and risk of the heavy lid closing on them as well as the heaviness of the lid are significant issues.		
<b>Community Benefit</b>	The new freezer will allow us to provide free training snacks to new members and allow us to provide cheaper alternatives to expensive store bought snacks. The club's socialization for new members and participation in community events and trials/competition will be significantly improved. We are a strongly community based club with members from a mix of ethnicities, abilities and physical conditions, offering value for domestic training as well as a sporting activities that is beneficial to the community in terms of exercise, safety and community involvement		
<b>Total Beneficiaries</b>	15	<b>Total Project Cost</b>	\$ 2500.00
<b>Knox Beneficiaries</b>	40	<b>Total Amount Requested</b>	\$ 2500.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
2500	\$ 2500.00	Freezer including delivery	\$ 2500.00

## 2425-MGP064

### Knox Environment Society

<b>Application ID</b>	2425-MGP064
<b>Organisation Name</b>	Knox Environment Society
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Nursery Trolley Purchase
<b>Project Start Date</b>	01/12/2024
<b>Project End Date</b>	31/05/2025

<b>Request Details</b>	The KES nursery has increased the level of its production over the last 5 years and is now getting many more volunteers each week, often 20+ at each of our sessions. We therefore need more trolleys for the movement and management of our stock.		
<b>Community Benefit</b>	The benefit is more tube stock that will be available for orders and retail sales and the less physical lifting and carrying undertaken by our volunteers.		
<b>Total Beneficiaries</b>	5000	<b>Total Project Cost</b>	\$ 1650.00
<b>Knox Beneficiaries</b>	4500	<b>Total Amount Requested</b>	\$ 1650.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council Grant	\$ 1650.00	Nursery Trolleys	\$ 1650.00

## 2425-MGP053

### Knox Sporting Club (KSC Phoenix)

<b>Application ID</b>	2425-MGP053
<b>Organisation Name</b>	Knox Sporting Club (KSC Phoenix)
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Wellbeing & Mental Health sessions
<b>Project Start Date</b>	24/03/2025
<b>Project End Date</b>	28/03/2025

<b>Request Details</b>	Our club would like to run Wellbeing and Mental Health sessions for our players aged 15 - 23 years. We contacted and discussed with SALT (Sport and Life Training) and decided they would be the best to deliver these sessions.		
<b>Community Benefit</b>	As a club we have been facing into mental and anxiety problems with several of our members. Through conducting mental health sessions our young sporting community gains awareness and understanding of a very pressing topic. On top of that the sessions will help directly individuals involved.  There are many challenges our young people face every day in today's society and Mental health sessions can help them navigate these challenges by offering guidance, support, and coping strategies. Talking about mental health reduces the stigma of the topic and also fosters a more supportive and empathetic youth community. Our club believes these sessions would be an investment into the future of healthy community.		
<b>Total Beneficiaries</b>	86	<b>Total Project Cost</b>	\$ 3120.00
<b>Knox Beneficiaries</b>	130	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
KSC Phoenix cash contribution	\$ 120.00	mental health session run by SALT	\$ 3120.00
Income Description	Income Amount	Expenditure Description	Expenditure Amount
council grant	\$ 3000.00		\$ \$

## 2425-MGP020

### Knox Wind Symphony Incorporated

<b>Application ID</b>	2425-MGP020
<b>Organisation Name</b>	KNOX WIND SYMPHONY INCORPORATED
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Ensemble Development
<b>Project Start Date</b>	02/12/2024
<b>Project End Date</b>	30/06/2025

<b>Request Details</b>	Knox Wind Symphony would like to purchase a set of 'Sound Innovations: Ensemble Development for Advanced Band'. This is a set of music books for the specific purpose of warm-up and ensemble skills development. We continue to strive to provide a high-quality, large ensemble within Knox and we are proudly doing so. As a result, we are finding that we are achieving such a high standard that it is becoming necessary to form an 'intermediate band' (with a working title of Knox Concert Band) to meet one of our other stated purposes of providing pathways for students finishing school to continue to participate in a quality community music program.		
<b>Community Benefit</b>	These development books will ensure that we are able to gain ensemble skills suitable for both bands to entertain the community and represent Knox at national and state band competitions while still developing young musicians.		
<b>Total Beneficiaries</b>	80	<b>Total Project Cost</b>	\$ 1412.25
<b>Knox Beneficiaries</b>	45	<b>Total Amount Requested</b>	\$ 1412.25

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 1412.25	Books	\$ 1412.25

## 2425-MGP075

### Levande Wantirna Village

<b>Application ID</b>	2425-MGP075
<b>Organisation Name</b>	Levande Wantirna Village
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Garden Beds Upgrade
<b>Project Start Date</b>	02/12/2024
<b>Project End Date</b>	28/02/2025

<b>Request Details</b>	the average age of our residents at Wantirna Village is 83. we would like to have more residents engage with our garden plots and become active gardeners. unfortunately this is hard to do when the garden beds are very hard to navigate. we would like to raise the beds so that the residents have ease to access and are comfortable gardening and not on their knees. this can only be if they have the beds raised		
<b>Community Benefit</b>	the benefit would be that residents could meet new people become connected to their friends and their community and have a purpose which includes growing plants and watching them grow and also sharing their fruits with others.		
<b>Total Beneficiaries</b>	220	<b>Total Project Cost</b>	\$ 18000.00
<b>Knox Beneficiaries</b>	220	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
council grant	\$ 3000.00	3000	\$ 3000.00

## 2425-MGP055

### Mountain District Learning Centre

<b>Application ID</b>	2425-MGP055
<b>Organisation Name</b>	Mountain District Learning Centre
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Chicken Coop Upgrade
<b>Project Start Date</b>	02/12/2024
<b>Project End Date</b>	02/06/2025

<b>Request Details</b>	<p>Raising chickens is an integral part of our social support and youth cottage programs, where interacting with chickens can have significant mental health benefits. Many of the youth in our cottage program have seen their anxiety levels drop while interacting with the chickens.</p> <p>Their current coop is over 10 year old, when it was first built it served its purpose, however over time it has started to age, has had many repairs, it leaks when it rains, part of their nesting box/sleeping areas are falling apart, and we have a problem of easy access into the coop for the local rodents which leave droppings and a terrible smells, not to mention the many diseases that rodents bring.</p> <p>With this grant we will be able to upgrade the current coop with a new roof, including gutters and a small water tank, new nesting boxes and sleeping area. Weather proof walls and upgraded external wire where needed. Extending their current coop, so they have more area to roam when they are locked away securely over the weekends. Fresh paint and new eating and drinking devices.</p>		
<b>Community Benefit</b>	<p>At MDLC our chickens are part of our family. Some have been raised from eggs as student learning outcomes and others have been rescued from a rough life. The routine of caring for chickens offers a sense of purpose and responsibility, which can be particularly beneficial for mental well-being. The chickens help build stronger social connections and community bonds. With many visitors from within our community being able to take fresh eggs home, while the chickens waste can be put back into the soil where the produce is then given back to our local community.</p>		
<b>Total Beneficiaries</b>	100+	<b>Total Project Cost</b>	\$ 5000.00
<b>Knox Beneficiaries</b>	100+	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Knox CD Grant	\$ 3000.00	Carpenter /trades	\$ 3000.00
cash contribution	\$ 500.00	Rubbish removal	\$ 500.00
cash contribution	\$ 500.00	Chicken feeders	\$ 500.00
cash contribution	\$ 1000.00	Watertank/paint	\$ 1000.00

## 2425-MGP028

### Rowville Neighbourhood Learning Centre Inc T/as Community Learning Centre (referred to as CLC)

<b>Application ID</b>	2425-MGP028
<b>Organisation Name</b>	Rowville Neighbourhood Learning Centre Inc T/as Community Learning Centre (referred to as CLC)
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Stay Fresh
<b>Project Start Date</b>	30/11/2024
<b>Project End Date</b>	16/12/2024

<b>Request Details</b>	<p>Replace current fridge to store food items for social connection activities.</p> <p>Food safety is paramount to our community. We engage vulnerable people and we don't wish them to become ill because our storage facilities are poor.</p>		
<b>Community Benefit</b>	<p>We are finding the most successful of our activities are when we offer light food options so having appropriate storage &amp; food preparation is very important.</p> <p>With Christmas celebrations almost on us, my hope is to support our facilitators by being able to store their food safely for their activities.</p> <p>The fridge is in a shared space to allow access for facilitators and our volunteers to safely store their lunches etc.</p>		
<b>Total Beneficiaries</b>	50	<b>Total Project Cost</b>	\$ 897.00
<b>Knox Beneficiaries</b>	45	<b>Total Amount Requested</b>	\$ 897.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 897.00	Purchase	\$ 897.00



## 2425-MGP076

### St Vincent dePaul Society (Boronia Conference)

<b>Application ID</b>	2425-MGP076
<b>Organisation Name</b>	St Vincent dePaul Society (Boronia Conference)
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Christmas Hampers
<b>Project Start Date</b>	30/11/2024
<b>Project End Date</b>	30/12/2025

<b>Request Details</b>	Purchase of Christmas items for our Hampers		
<b>Community Benefit</b>	125 Knox families in need will receive a hamper to ease the burden of Christmas expenses		
<b>Total Beneficiaries</b>	300	<b>Total Project Cost</b>	\$ 12000.00
<b>Knox Beneficiaries</b>	300	<b>Total Amount Requested</b>	\$ 3000.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
This grant	\$ 3000.00	Hamper Items	\$ 12000.00
Donations	\$ 9000.00		

## 2425-MGP080

### Spring of Life Christian Ministry Inc.

<b>Application ID</b>	2425-MGP080
<b>Organisation Name</b>	Spring of Life Christian Ministry Inc.
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Senior Praise Dance Health and Wellbeing Project
<b>Project Start Date</b>	01/12/2024
<b>Project End Date</b>	30/06/2025

<b>Request Details</b>	Provide Praise Dance and exercise for senior Citizens of Knox residents to upkeep their social life, health and wellbeing for light exercise twice every week except Public holidays.		
<b>Community Benefit</b>	Keep The Knox Community to connect all members and do the Praise Dance exercise and link up with members to upkeep their sprit and bodily health.		
<b>Total Beneficiaries</b>	60	<b>Total Project Cost</b>	\$ 6160.00
<b>Knox Beneficiaries</b>	50	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
This Grant	\$ 3000.00	Venue hire	\$ 6160.00
Members donation	\$ 3160.00		

# 2425-MGP071

## Tempelton Cricket Club

<b>Application ID</b>	2425-MGP071
<b>Organisation Name</b>	Tempelton Cricket Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Purchase of replacement defibrillator
<b>Project Start Date</b>	02/12/2024
<b>Project End Date</b>	30/12/2024

<b>Request Details</b>	We have been advised by the supplier of the defibrillator located within the clubrooms of Templeton Reserve, Wantirna that it requires replacement. This defibrillator is a vital medical device for both the Templeton Cricket Club (TCC) (summer tenant) and Wantirna South Junior Football Club (WSJFC) (winter tenant).		
<b>Community Benefit</b>	A defibrillator is a vital medical device used to restore normal heartbeat in an emergency situation when on of our members, opposition and visitors suffers a life threatening cardiac event.		
<b>Total Beneficiaries</b>	1000+	<b>Total Project Cost</b>	\$ 1725.00
<b>Knox Beneficiaries</b>	750+	<b>Total Amount Requested</b>	\$ 1000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
TCC Contribution	\$ 362.50	FRED PA-1 Defib	\$ 1595.00
WSJFC Contribution	\$ 362.50	Paediatric electrodes	\$ 130.00
Council Grant	\$ 1000.00		

**Minor Grant Program Applications**  
November 2024

## 2425-MGP029

### Wantirna Jetbacks Basketball Club

<b>Application ID</b>	2425-MGP029
<b>Organisation Name</b>	Wantirna Jetbacks Basketball Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Junior Jets Basketball Program
<b>Project Start Date</b>	04/02/2025
<b>Project End Date</b>	25/03/2025

<b>Request Details</b>	<p>Our club wishes to expand our 6-week Junior Jets Basketball program where we introduce children up to 12 years old to the fundamentals of basketball. The program consists of drills, skill sessions, and practice games to let the kids experience the sport and acquire basic basketball knowledge. It will be managed by our vice president - James Lancaster. At the moment, we charge fees to cover some of the expenses that the club cannot cover. We provide a personalised t-shirt (with the individual's name) at the end of the program, and if they decide to sign up for the domestic competition, we offer a free uniform (for first-time players) and the fee for the first season is also shouldered/subsidised by the club (around \$220 per player). As mentioned before, most of this is funded by the club and given the cost, we restrict the registrations to 40 - 50 players. We seek funding assistance to procure equipment and participants' tops for the program, which will aid us in expanding our program by accommodating more young kids to join and be part of the program.</p>		
<b>Community Benefit</b>	<p>The program allows us to spark the interest of young community members in sports. Providing free opportunities for youth to discover and enjoy basketball is one of the most effective ways to encourage participation from youths among different backgrounds. Engaging in sports keeps young kids physically healthy as they grow up. Also, being part of a close-knit community such as a sports club helps kids learn how to socialise and build meaningful connections with other children and community members. This boosts their confidence, communication skills, and teamwork abilities. These qualities will help shape the children into adults who are physically, socially, and mentally healthy community members. Through this project, we can promote a healthy active lifestyle in the City of Knox.</p>		
<b>Total Beneficiaries</b>	80	<b>Total Project Cost</b>	\$ 5130.00
<b>Knox Beneficiaries</b>	70	<b>Total Amount Requested</b>	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant	\$ 3000.00	Training equipment	\$ 1930.00
Club cash contribution	\$ 2130.00	Players tops	\$ 1200.00
		Court hire	\$ 600.00
		Coaches fee	\$ 1200.00
		Other expenses (i.e. participants bags, etc)	\$ 200.00

## 2425-MGP081

### Wattleview Playgroup Inc

<b>Application ID</b>	2425-MGP081
<b>Organisation Name</b>	Wattleview Playgroup Inc
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Everyone gets to Play Equipment
<b>Project Start Date</b>	28/11/2024
<b>Project End Date</b>	16/02/2025

<b>Request Details</b>	<p>Throughout 2024, Wattleview Playgroup has experienced a 40 per cent growth in the number of children and families attending from Term 1 to 4. As part of that growth, there has been an increase in children and families who are sensory seekers, neurodiverse, or have special needs. Playgroup aims to cater for all children and their families, providing for a safe, secure and friendly environment so everyone gets to play. To become more inclusive, Wattleview Playgroup have undertaken consultation with Playgroup Victoria (refer to the attached letter of support) on how Playgroup can provide more for these children and families through recommended equipment. The grant will help to provide inclusive play equipment such as the wobble cushions, the sand and water tray, and calming giant comfy cushions, for example, which provide for sensory needs, support diverse abilities, and even support dysregulated children as they learn the life skill of self-regulation.</p> <p>As part of being inclusive, Playgroup also aims to promote cultural awareness by acknowledging play on the traditional lands of the Kulin nation and recognising different cultural backgrounds and family structures across the world. The grant will help to promote cultural awareness through providing indigenous animal cushions and wooden family cultural people from around the world, to grow our children's awareness through play.</p> <p>Knox City Council also uses the playgroup's playspace to provide first-time parent groups with an inclusive environment to meet. The grant will help to provide a boat play centre with a baby slide for younger children to play with during these group meetings.</p> <p>Overall, the provision of this equipment will not only provide inclusive play that supports all children's growth and development but will also support their cultural awareness and our growing playgroup community, a place for all families to meet and play.</p> <p>This project has been discussed with Knox City Council's Team Leader Playgroup (Leanne Michaud), whom we contacted in preparing this submission and who supports it.</p>
<b>Community Benefit</b>	<p>This project provides inclusive and age-appropriate equipment for all children participating in the playgroup to use, which benefits the Knox community by providing a well-equipped, inclusive playspace to support and connect all families (parents/carers and children). Wattleview Playgroup has recently opened a Saturday morning operation to further support full-time working families and those with limited support by providing a safe and inclusive playspace to use. The playspace is also utilised by Knox City Council in providing first-time parents with an opportunity to meet and greet other first-time parents or other families, further supporting the development of the Knox community.</p>

**Minor Grant Program Applications**  
November 2024

	<p>Wattleview Playgroup is one of few community playgroups in Knox that is completely volunteer-run. As a non-for-profit, we aim to keep fees affordable so the playgroup community can be accessible to all Knox families. Other than fundraising and support from local Knox businesses, this grant will greatly support the long-term development of our playspace as being inclusive to all in our growing community.</p> <p>This project is also supported by Playgroup Victoria who have provided a letter of support (refer to the attachment).</p>		
<b>Total Beneficiaries</b>	117	<b>Total Project Cost</b>	\$ 2077.05
<b>Knox Beneficiaries</b>	117	<b>Total Amount Requested</b>	\$ 2008.20

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council Minor Grant	\$ 2008.20	Equipment and Part Shipping	\$ 2008.20

## 8.2 Quarterly Performance Report for the Quarter Ended 30 September 2024

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Coordinator Finance Operations, James Morris; and Corporate Planning and Reporting Officer, Rod Beecham
<b>Manager:</b>	Manager Strategy Transformation, Liesl Westberry
<b>Executive:</b>	Chief Financial Officer, Navec Lorkin; and Director, Customer and Performance, Greg Curcio

### SUMMARY

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

### RECOMMENDATION

That Council resolve to:

1. Note the Financial Performance Report for the period ended 30 September 2024 (Attachment 1).
2. Note the Quarterly Performance Report for the period ended 30 September 2024 (Attachment 2).
3. Approve the closure of action CP 4.4.18 - Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.

### 1. DISCUSSION

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management and transparent reporting on Council Plan initiatives.

The Council Plan Quarterly Progress Report provides an overview of how we are performing in Year 4 of the Council Plan 2021-2025.

#### 1.1 Financial Performance Report

The Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

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

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted and Amended Budgets.

Council adopted its 2024-45 Annual Budget at its Ordinary Council Meeting held on 24 June 2024. The Amended Budget was tabled to Council at its Ordinary Council Meeting held on 16 September

2024. The Amended Budget enables Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. The Annual Report will detail performance against the original Budget as adopted by Council on the 24 June 2024.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted and Amended Budgets are compared against the projected financial year-end position as reflected by the Forecast. The 2024-25 forecast includes the following details:

- The 2024-25 Adopted Budget.
- Carry forward funding from 2023-24 into 2024-25 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.
- Adjustments to forecasts as a result of officers periodically assessing Council's budgetary performance considering emerging events and matters.

General discussion in regard to the Financial Performance Report (Attachment 1) is detailed under Section 5 Financial & Economic Implications.

Further to the Statement of Capital Works shown in Attachment 1, Attachment 2 provides the status of each project within the 204/25 Capital Works Program.

## **1.2 Council Plan Progress Report**

The Council Plan 2021-25 (incorporating the Municipal Public Health and Wellbeing Plan) was adopted on 25 October 2021 and outlines the Council's contribution to the achievement of the Community Vision.

The Council Plan includes several four-year initiatives, which are broken down into annual milestones. These are described in the format "Initiative – Milestone". Delivery against these milestones is monitored through quarterly progress reports.

Milestones are set annually and, as this is the first quarter progress report, each initiative is followed by a new milestone specific to Year 4 of the Council Plan 2021-25.

These are not comprehensive reports on all the Council's activities: they identify the progress Council has made towards the achievement of the Key Directions of the Council Plan and, ultimately, the Community Vision.

Attachment 3 provides the Council Plan 2021-25 Year 4 Quarterly Progress Report for the first quarter of 2024-25. Progress status reflects the status of the annual milestones, not necessarily the status of the overall initiative, as many of the initiatives run over multiple years. Initiatives that are behind schedule include commentary to explain why we are behind schedule.

Of the 36 initiatives included in 2024-25 (Year 4) of the Council Plan:

- 1 initiative is complete.
- 34 initiatives are on schedule.



Also included in this report are the incomplete initiatives from Year 3 of the Council Plan 2021-25 (refer Attachment 3, Appendix 1). These initiatives were incomplete on 30 June 2024 primarily due to external factors beyond Council's control. They will be included as an appendix to this report until completion. During Q1 2024-25 one Year 3 initiative has been completed, and one is recommended to be closed.

On rare occasions, Council may decide to close an incomplete Council Plan initiative. This may be due to factors beyond Council's control, or because priorities have shifted in the years since the Plan's adoption. Closing an initiative means that it will formally be removed from all future Council Plan Quarterly Performance Reports. Unless these actions are closed then reporting will continue for the remainder of the Council Plan 2021-25 term.

The following initiative is proposed to be closed:

- CP 4.4.18 - Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.

Reason for proposed closure: While originally intended to simply focus resilience as part of emergency management, it is appropriate that community resilience is better addressed at an overarching community and social policy level, particularly as part of the future Municipal Public Health and Wellbeing Plan. As a result, community resilience will be considered as part of and will influence emergency management planning and the intent is retained.

Should Council agree to close this initiative the decision will be noted in Knox City Council's 2024-25 Annual Report, in line with Local Government Victoria's guidance.

## **2. ENGAGEMENT**

Significant community engagement was incorporated into the development of the Council Plan 2021-25 and the Community Plan 2021-31, which incorporates Community Vision. The initiatives identified in the Council Plan 2021-25 Year 4 Quarterly Progress Report (2024-25) support the delivery of the Council Plan 2021-25 and contribute to the achievement of Community Vision.

This report does not necessitate community consultation beyond that undertaken as part of the Council and Community Plans and the annual Budget process.

## **3. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. Initiatives within Year 4 (2024-25) of the Council Plan 2021-25 seek to have a positive effect within the Knox municipality.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

## **5. ENVIRONMENTAL IMPLICATIONS**

This report does not have any environmental or amenity issues for discussion. Several initiatives within Year 4 (2024-25) of the Council Plan 2021-25 seek to have a positive effect on environmental issues within the Knox municipality.

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

The overall financial position as at 30 September 2024 is satisfactory with a working capital ratio of 4.27 to 1, and indicates that after taking into consideration carry forward funding requirements from 2023-24 into 2024-25, Council is on track to meet the operational targets for this financial year established in the 2024-25 Amended Budget. The major watch point for the year will be the timing of proceeds, together with the timing of receipt of capital grants.

For the period ended 30 September 2024, Council has achieved an operating surplus of \$121.784 million. This is \$6.061 million favourable to the year to date (YTD) Amended Budget. The favourable variance of \$5.115 million for YTD expenditure includes a favourable variance of \$4.412 million for materials and services, together with favourable variances for net gain/loss on disposal of property and plant (\$0.419 million) and employee costs (\$0.356 million). These are all largely timing variances. There is a favourable variance of \$0.946 million for YTD income.

Council expects to deliver an operating surplus of \$22.556 million for the financial year, which at the end of September is as per the Amended Budget.

The total capital works expenditure for the period ended 30 September 2024 is \$8.569 million. This is \$2.031 million less than the YTD Amended Budget. The asset classes with the greatest underspend against budget are Recreation, Leisure, Parks and Playgrounds (\$0.981 million), and Buildings (\$0.726 million).

The Amended Budget capital works expenditure totalling \$73.285 million includes \$22.158 million in capital works carried forward from 2023-24 into 2024-25.

Council's cash and financial assets are \$56.872 million as at 30 September 2024.

Further detail and discussion of the financial performance of Council for the period ended 30 September 2024 is provided in the attached Financial Performance Report (Attachment 1).

## **7. RISKS**

The development of the Financial Performance Report, the Council Plan Progress Report, and the Monthly Transformation Report all prioritised the assessment of risk throughout the process.

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

### **Civic Engagement & Integrity**

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. STATEMENT OF COMPATIBILITY**

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

## **11. CONFIDENTIALITY**

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

## **ATTACHMENTS**

1. Attachment 1: Financial Performance Report - September 2024 [**8.2.1** - 24 pages]
2. Attachment 2: Capital Works Program - Project Status Report [**8.2.2** - 17 pages]
3. Attachment 3: Q1 2024-25 Year 4 Council Plan Progress Report [**8.2.3** - 27 pages]

**KNOX**  
your city



# Financial Performance Report

For year to date ended 30 September 2024

## Contents

Financial Performance Report for year to date ended 30 September 2024



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# Executive Summary

## Financial Performance Report for the year to date ended 30 September 2024



### Introduction and Purpose

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the budget, reflect the amended budget which reflects changes which have occurred since the adoption of the annual budget, and anticipate the financial position of Council as at financial year end by way of forecasts.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 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 2024-25 Amended Budget was approved by Council on 16 September 2024.

The adopted budget and amended budget is compared against the year to date and full year projected position. The 2024-25 forecast includes carry forward funding from 2023-24 into 2024-25 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects. As at the end of September, the 2024-25 forecast aligns with the 2024-25 amended budget.

### Financial Performance

#### Summary

Summary	Year to Date					Full Year				
	Adopted Budget \$'000's	Amended Budget \$'000's	Actual \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
<b>Operating</b>										
Income	163,055	170,603	171,549	946	8,494	213,218	218,077	218,077	0	4,859
Expense	55,352	54,880	49,765	5,115	5,586	193,587	195,521	195,521	0	(1,934)
<b>Surplus (Deficit)</b>	<b>107,703</b>	<b>115,723</b>	<b>121,784</b>	<b>6,061</b>	<b>14,081</b>	<b>19,630</b>	<b>22,556</b>	<b>22,556</b>	<b>0</b>	<b>2,926</b>
Capital Works	9,630	10,601	8,569	2,031	1,061	76,563	73,285	73,285	0	3,277
Cash and Investments	52,045	51,289	56,872	5,582	4,826	41,326	40,570	40,570	0	(756)

The overall financial position at 30 September 2024 is satisfactory with a working capital ratio of 4.27 to 1.

The year-to-date favourable variance of \$6.1M is driven by an underspend in materials and services against the amended budget, together with an increase in interest income.

The forecast surplus at 30 September 2024 is based on the full year amended budget and includes carry forward income and expenditure from 2023-24 into 2024-25. The forecast currently aligns with the 2024-25 amended budget.

The forecast capital works expenditure totalling \$73.3M is also based on the full year amended budget, and includes carry forward capital expenditure totalling \$22.2M from 2023-24 into 2024-25.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 30 September 2024



### Operating

Operating Results	Year to Date					Full Year				
	Adopted Budget \$'000's	Amended Budget \$'000's	Actual \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Income	163,055	170,603	171,549	946	8,494	213,218	218,077	218,077	0	4,859
Expense	55,352	54,880	49,765	5,115	5,586	193,587	195,521	195,521	0	(1,934)
<b>Surplus (Deficit)</b>	<b>107,703</b>	<b>115,723</b>	<b>121,784</b>	<b>6,061</b>	<b>14,081</b>	<b>19,630</b>	<b>22,556</b>	<b>22,556</b>	<b>0</b>	<b>2,926</b>

### Year-to-Date

There is a \$6.1M favourable variance between the YTD actual result and the amended budget. The variance primarily relates to:

#### Revenue

- \$0.4M favourable variance for capital grants received;
- \$0.3M favourable variance for interest income;
- \$0.2M favourable variance for supplementary rates; and
- \$0.5M unfavourable variance for Public Open Space contributions;

#### Expenditure

- \$4.4M favourable variance in materials and services including \$2.1M in the Infrastructure directorate (including \$0.9M in Waste Management due to timing of invoices and projects, and \$0.7M in Urban Forest and City Presentation), \$0.8M in the Connected Communities directorate, \$0.6M in the Customer and Performance directorate, and \$0.2M in the City Liveability directorate;
- \$0.4M favourable variance for the net gain/loss on disposal of property, infrastructure, plant and equipment; and
- \$0.4M favourable variance for employee costs.

### Forecast

The forecast surplus of \$22.6M is based on the full year amended budget and includes carry forward income and expenditure from 2023-24 into 2024-25. The amended budget includes:

#### Revenue

- Victorian Grants Commission funding totalling \$5.1M was budgeted to be prepaid in 2023-24 but was received in 2024-25;
- Operational and capital grants received totalling \$2.1M (\$0.7M operational and \$1.4M capital) were treated as unearned income in 2023-24 and carried forward to 2024-25 in accordance with accounting standards;
- \$1.1M social housing contribution relating to a property transaction has been carried forward from 2023-24 into 2024-25; and
- \$3.6M in capital grants were budgeted to be received in 2024-25 but have been carried forward to be received in 2025-26 to align the grant funding with the expected project delivery.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 30 September 2024



### Expenditure

- \$2.8M in carry forward expenditure from 2023-24 into 2024-25 required for the completion and delivery of key operational projects and to deliver key Council Plan initiatives; this includes \$0.7M in carry forward expenditure related to unearned operating grants that have been recognised as carry forward income; and
- \$1.5M reduction in employee costs based on the 2024-25 WorkCover premium received.

### Capital

Capital Works Expenditure	Year to Date					Full Year				
	Adopted Budget \$'000's	Amended Budget \$'000's	Actual \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Property	1,438	1,447	721	726	717	22,574	16,160	16,160	0	6,415
Plant and Equipment	1,396	1,446	1,323	123	73	10,185	8,918	8,918	0	1,267
Infrastructure	6,796	7,707	6,525	1,182	271	43,803	48,207	48,207	0	(4,404)
<b>Total Capital Works Expenditure</b>	<b>9,630</b>	<b>10,601</b>	<b>8,569</b>	<b>2,031</b>	<b>1,061</b>	<b>76,563</b>	<b>73,285</b>	<b>73,285</b>	<b>0</b>	<b>3,277</b>

### Year-to-Date

The capital works underspend against budget at the end of September 2024 is mainly within Property and Infrastructure (particularly in Recreation, Leisure, Parks and Playgrounds). There are favourable timing variances for projects such as the Building Renewal and Rehabilitation Program (\$0.5M), the Lewis Park Oval 2 Sportsfield Renewal (\$0.4M), the Wally Tew Reserve Oval 1 Sportsfield Renewal (\$0.4M), and the Knox Park Athletics Track Lighting (\$0.4M).

### Forecast

The forecast capital expenditure includes \$22.2M in capital expenditure carried forward from 2023-24, while at this stage no capital expenditure included in the amended budget has been identified to be carried forward to 2025-26.

### Balance Sheet

Balance Sheet	Year to Date					Full Year				
	Adopted Budget \$'000's	Amended Budget \$'000's	Actual \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Current Assets	203,411	201,739	206,836	5,097	3,425	67,368	65,696	65,696	0	(1,672)
Non-Current Assets	2,189,305	2,307,513	2,311,529	4,016	122,224	2,226,141	2,344,349	2,344,349	0	118,208
<b>Total Assets</b>	<b>2,392,716</b>	<b>2,509,252</b>	<b>2,518,365</b>	<b>9,113</b>	<b>125,649</b>	<b>2,293,509</b>	<b>2,410,045</b>	<b>2,410,045</b>	<b>0</b>	<b>116,536</b>
Current Liabilities	53,737	44,086	48,411	(4,325)	5,326	54,921	45,270	45,270	0	9,651
Non-Current Liabilities	99,527	90,899	89,626	1,274	9,902	92,303	83,675	83,675	0	8,628
<b>Total Liabilities</b>	<b>153,264</b>	<b>134,985</b>	<b>138,037</b>	<b>(3,052)</b>	<b>15,227</b>	<b>147,224</b>	<b>128,945</b>	<b>128,945</b>	<b>0</b>	<b>18,279</b>
<b>Net Assets</b>	<b>2,239,452</b>	<b>2,374,267</b>	<b>2,380,328</b>	<b>6,061</b>	<b>140,876</b>	<b>2,146,285</b>	<b>2,281,100</b>	<b>2,281,100</b>	<b>0</b>	<b>134,815</b>
Accumulated Surplus	844,629	838,005	844,265	6,261	(363)	753,108	746,484	746,484	0	(6,624)
Asset Revaluation Reserve	1,374,530	1,516,301	1,516,301	0	141,771	1,374,530	1,516,301	1,516,301	0	141,771
Other Reserves	20,293	19,961	19,762	(200)	(532)	18,647	18,315	18,315	0	(332)
<b>Total Equity</b>	<b>2,239,452</b>	<b>2,374,267</b>	<b>2,380,328</b>	<b>6,061</b>	<b>140,876</b>	<b>2,146,285</b>	<b>2,281,100</b>	<b>2,281,100</b>	<b>0</b>	<b>134,815</b>
<b>Working Capital Ratio</b>	<b>3.79</b>	<b>4.58</b>	<b>4.27</b>			<b>1.23</b>	<b>1.45</b>	<b>1.45</b>		



# Executive Summary (continued)

## Financial Performance Report for the year to date ended 30 September 2024



The Balance Sheet as at 30 September 2024 indicates a sustainable result. A comparison of total Current Assets of \$206.8M with total Current Liabilities of \$48.4M continues to depict a sustainable financial position (Working Capital Ratio of 4.27 to 1). The Working Capital Ratio for the same period last year was also 4.27, with the increase this year in cash and other financial assets, and trade and other receivables, partially offset by an increase in payables and borrowings to the same stage last year. Current Assets primarily comprises Cash, Cash Equivalents and Other Financial Assets (\$56.9M) and Trade and Other Receivables (\$146.6M). Trade and Other Receivables includes \$143.5M of rates debtors (of which \$13.3M relates to arrears pre July 2024) and \$2.1M in other debtors.

The working capital ratio of 4.27 is down on the Amended Budget working capital ratio of 4.58 due to the increase in trust funds and deposits held. The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.45 at year end, as per the Amended Budget.

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	130,210	0	0	13,282	143,492
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	143	178	136	423	880
Other Debtors	1,457	111	48	517	2,133
<b>Total Trade and Other Receivables</b>	<b>131,810</b>	<b>289</b>	<b>184</b>	<b>14,274</b>	<b>146,557</b>

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Rates Notices for the current financial year were delivered in August, with the first instalment due on 30 September 2024. The due date for rates being paid in full is 15 February 2025.

Rates outstanding for more than 90 days is \$1.4M greater than at the same time last year, while other debtors outstanding for more than 90 days is \$0.3M lower than at the same time last year.

### Investment Analysis

Investment	Year to Date					Full Year				
	Adopted Budget \$'000's	Amended Budget \$'000's	Actual \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Cash and Cash Equivalents	52,045	51,289	46,872	(4,418)	(5,174)	41,326	40,570	40,570	0	(756)
Other Financial Assets	0	0	10,000	10,000	10,000	0	0	0	0	0
<b>Total Funds Invested</b>	<b>52,045</b>	<b>51,289</b>	<b>56,872</b>	<b>5,582</b>	<b>4,826</b>	<b>41,326</b>	<b>40,570</b>	<b>40,570</b>	<b>0</b>	<b>(756)</b>
<b>Earnings on Investments</b>	<b>210</b>	<b>210</b>	<b>530</b>	<b>320</b>	<b>320</b>	<b>950</b>	<b>950</b>	<b>950</b>	<b>0</b>	<b>0</b>

The earnings on investments for the period ended 30 September 2024 were greater than budgeted due to higher than budgeted cash and investment balances.



## Financial Performance Indicators

as at 30 September 2024

The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Amended Budget	Forecast	
<p><b>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</b></p> <p><b>Adjusted Underlying Result</b></p> <p>Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.</p>					
	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	5.74%	5.74%	1
<p><b>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</b></p> <p><b>Working Capital</b></p> <p>Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.</p>					
	[Current Assets / Current Liabilities] x 100	100% - 400%	145.12%	145.12%	2
<p><b>Unrestricted Cash</b></p> <p>Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.</p>					
	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	70.32%	70.32%	3
<p><b>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</b></p> <p><b>Loans and Borrowings</b></p> <p>Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.</p>					
	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	57.49%	57.49%	4
<p><b>Debt Commitments</b></p> <p>Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.</p>					
	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	8.60%	8.60%	5
<p><b>Indebtedness</b></p> <p>Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations</p>					
	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	47.12%	47.12%	6



## Financial Performance Indicators

as at 30 September 2024

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Amended Budget	Forecast	
<b>Asset Renewal</b> Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	153.21%	153.21%	① 7
<b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>  <b>Rates Concentration</b> Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	72.34%	72.34%	① 8
<b>Treasury Corporation of Victoria - Undertakings to obtain and maintain loans</b>  <b>Indebtedness</b> The aggregate Interest Bearing Loans and Borrowings at all times must not exceed 60% of Own Source Revenue	[Interest Bearing Loans and Borrowings / Own Source Revenue] x 100	0% - 60%	53.61%	53.61%	① 9
<b>Interest Cover Ratio</b> The Interest Cover Ratio at all times must not be less than 2.00:1.00	[EBITDA / Interest Expense]	2.00 - 100.00	12.25	12.25	① 10

✓ Forecasts improvements in Council's financial performance / financial position indicator compared to the Amended Budget position.  
 ① Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.  
 ✗ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Amended Budget position.

**Notes:**

1	<b>No Variance:</b> - The adjusted underlying result ratio is within the expected bands
2	<b>No Variance:</b> - The working capital ratio is within the expected bands
3	<b>No Variance:</b> - The unrestricted cash ratio is within the expected bands
4	<b>No Variance:</b> - The loans and borrowings ratio is within expected bands - \$10.000M in borrowings were taken up in August 2024
5	<b>No Variance:</b> - The loans and borrowings ratio is within expected bands - \$10.000M in borrowings were taken up in August 2024
6	<b>No Variance:</b> - The indebtedness ratio is within expected bands - \$10.000M in borrowings were taken up in August 2024
7	<b>No Variance:</b> - The forecast asset renewal is within the expected bands
8	<b>No Variance:</b> - The rates concentration ratio is within the expected bands
9	<b>No Variance:</b> - The TCV indebtedness ratio is within the expected bands
10	<b>No Variance:</b> - The TCV interest cover ratio is within the expected bands

# Appendix A

## Summary of Net Income and Expenditure

### by Department

for year to date ended 30 September 2024



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year					
		Amended Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S	
<b>Rates</b>											
Rates and Valuation		(121,020)	(121,330)	310	0.26%	✔	(121,395)	(121,395)	(121,395)	0	0
<b>Net (Income) / Expense - Rates</b>		<b>(121,020)</b>	<b>(121,330)</b>	<b>310</b>	<b>0.26%</b>		<b>(121,395)</b>	<b>(121,395)</b>	<b>(121,395)</b>	<b>0</b>	<b>0</b>
<b>CEO</b>											
Chief Executive Office		175	163	12	6.68%	✔	702	691	691	0	12
Chief Financial Office		810	747	63	7.73%	✔	3,411	3,366	3,366	0	45
<b>Net (Income) / Expense - CEO</b>		<b>985</b>	<b>911</b>	<b>74</b>	<b>7.54%</b>		<b>4,114</b>	<b>4,057</b>	<b>4,057</b>	<b>0</b>	<b>57</b>
<b>City Liveability</b>											
Directorate City Liveability		145	153	(8)	(5.74%)	✘	591	580	580	0	11
City Futures	1	1,029	760	269	26.15%	✔	3,911	4,210	4,210	0	(298)
City Planning and Building		599	600	(1)	(0.23%)	⚠	2,493	2,396	2,396	0	97
City Safety and Health	2	1,314	1,185	129	9.82%	✔	2,712	2,616	2,616	0	96
City Projects		122	78	44	35.91%	✔	487	488	488	0	(2)
<b>Net (Income) / Expense - City Liveability</b>		<b>3,209</b>	<b>2,777</b>	<b>432</b>	<b>13.47%</b>		<b>10,193</b>	<b>10,289</b>	<b>10,289</b>	<b>0</b>	<b>(96)</b>
<b>Connected Communities</b>											
Directorate Connected Communities		231	232	(1)	(0.55%)	⚠	826	813	813	0	13
Community Access and Support	3	918	483	435	47.38%	✔	3,662	3,628	3,628	0	35
Community Wellbeing		2,445	2,456	(11)	(0.45%)	⚠	8,250	8,283	8,283	0	(33)
Active and Creative Communities	4	1,051	802	250	23.74%	✔	4,537	4,469	4,469	0	68
Family and Children's Services	5	719	451	269	37.34%	✔	3,278	3,073	3,073	0	205
<b>Net (Income) / Expense - Connected Communities</b>		<b>5,365</b>	<b>4,424</b>	<b>941</b>	<b>17.54%</b>		<b>20,554</b>	<b>20,267</b>	<b>20,267</b>	<b>0</b>	<b>287</b>
<b>Customer and Performance</b>											
Directorate Customer and Performance		87	87	(0)	(0.36%)	⚠	355	349	349	0	7
Chief People Office		1,187	1,190	(4)	(0.30%)	⚠	4,913	4,846	4,846	0	67
Governance and Risk	6	3,154	2,923	231	7.33%	✔	6,621	6,533	6,533	0	88
Chief Information Office	7	4,026	3,718	308	7.66%	✔	10,565	10,450	10,450	0	114
Strategy and Transformation		580	514	66	11.36%	✔	2,382	2,340	2,340	0	41
Customer and Communications		1,199	1,159	40	3.32%	✔	5,135	4,993	4,993	0	142
<b>Net (Income) / Expense - Customer and Performance</b>		<b>10,233</b>	<b>9,591</b>	<b>642</b>	<b>6.27%</b>		<b>29,971</b>	<b>29,512</b>	<b>29,512</b>	<b>0</b>	<b>459</b>
<b>Infrastructure</b>											
Directorate Infrastructure		225	194	31	13.82%	✔	915	900	900	0	16
Strategic Infrastructure	8	1,396	1,254	142	10.19%	✔	5,749	5,686	5,686	0	63
Green Spaces & Environment	9	(19,819)	(21,601)	1,782	8.99%	✔	13,577	14,298	14,298	0	(721)
Engineering Services & Operations	10	1,572	1,349	222	14.15%	✔	6,549	6,432	6,432	0	117
Major Projects & Facilities		1,237	1,192	45	3.68%	✔	3,419	3,371	3,371	0	47
<b>Net (Income) / Expense - Infrastructure</b>		<b>(15,388)</b>	<b>(17,612)</b>	<b>2,223</b>	<b>14.45%</b>		<b>30,208</b>	<b>30,687</b>	<b>30,687</b>	<b>0</b>	<b>(479)</b>

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

## Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2024



Notes:	
1	<p><b>Permanent Variance:</b> - \$119K favourable variance for unbudgeted contributions received for the Business Energy Savers program; this will be offset by corresponding unbudgeted expenditure (current expenditure \$11K)</p> <p><b>Timing Variance:</b> - \$80K favourable variance for employee costs and oncosts across the department</p>
2	<p><b>Timing Variance:</b> - \$48K favourable variance for the pound contract - \$27K favourable variance for software support costs</p>
3	<p><b>Permanent Variance:</b> - \$180K favourable variance in employee costs across the department (excluding the Regional Assessment Service where there has also been a corresponding decrease in grant income received)</p> <p><b>Timing Variance:</b> - \$126K favourable variance for the School Focused Youth Service program (excluding employee costs and oncosts) - \$88K favourable variance in contract payments - \$70K favourable variance for Home Maintenance and Modifications contract payments</p>
4	<p><b>Timing Variance:</b> - \$135K favourable variance for Leisure Facilities expenditure - \$43K favourable variance for Arts and Cultural Services fee income - \$35K favourable variance for Leisure Facilities fee income - \$31K favourable variance for Sports and Leisure Services fee income</p>
5	<p><b>Timing Variance:</b> - \$187K favourable variance for Integrated Early Years Hubs, including a \$173K favourable variance for expenditure - \$203K favourable variance for Maternal and Child Health, including a \$110K favourable variance for employee costs and oncosts - \$126K unfavourable variance for Kindergarten Services, including a \$231K unfavourable variance for employee costs and oncosts (partially offset by a \$50K favourable variance for WorkCover salaries recouped)</p>
6	<p><b>Timing Variance:</b> - \$198K favourable variance for Election expenditure</p>
7	<p><b>Timing Variance:</b> - \$138K favourable variance for operating lease payments - \$129K favourable variance for telephone and communications - \$63K favourable variance for Chief Information Office renewal expenditure</p>
8	<p><b>Timing Variance:</b> - \$107K favourable variance for Asset Management, including \$42K for survey/condition ratings and \$31K for consultants</p>
9	<p><b>Timing Variance:</b> - \$322K favourable variance for the Kerbside Reform Transition Project due to the timing of activities - \$540K favourable variance for Waste Management expenditure (excluding the Kerbside Reform Transition Project), and includes a favourable variance of \$156K for Green Waste, \$69K for Domestic Waste costs, \$68K for Recycling costs, \$60K for the State Government Landfill Levy, \$60K for Hard Waste costs, and \$51K for the Waste/Recycling Education program - \$719K favourable variance for Urban Forest and City Presentation, including \$318K for Street Tree Pruning, \$265K for the City Presentation program, and \$100K for Urban Forest Trees Maintenance - \$259K favourable variance for Sportsfield and Reserves Maintenance, including \$213K for Mowing expenditure</p>
10	<p><b>Timing Variance:</b> - \$88K favourable variance for Civil Construction - \$77K favourable variance for Footpath Maintenance - \$71K favourable variance for Drainage Maintenance Works - \$63K favourable variance in Project Delivery - \$51K unfavourable variance in Fleet expenditure</p>



# Comprehensive Income Statement

for year to date ended 30 September 2024

Description	Notes	Year-to-Date				Full Year				
		Amended Budget	Actual	Variance		Adopted Budget	Amended Budget	Forecast	Amended Variance	Adopted Variance
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S
<b>Income</b>										
Rates and Charges		149,058	149,562	505	0.34%	150,044	150,044	150,044	0	0
Statutory Fees and Fines		1,130	1,087	(43)	(3.82%)	4,568	4,568	4,568	0	0
User Fees		4,513	4,566	54	1.19%	12,365	12,365	12,365	0	0
Grants - Operating		11,620	11,526	(94)	(0.81%)	22,365	27,303	27,303	0	4,938
Grants - Capital		1,585	2,010	425	26.82%	11,514	10,310	10,310	0	(1,204)
Contributions - Monetary		2,301	1,846	(455)	(19.76%)	8,596	9,721	9,721	0	1,125
Contributions - Non-Monetary		0	0	0	0.00%	2,000	2,000	2,000	0	0
Increment on investment in associates		0	0	0	0.00%	0	0	0	0	0
Other Income	1	397	952	555	139.68%	1,767	1,767	1,767	0	0
<b>Total Income</b>		<b>170,603</b>	<b>171,549</b>	<b>946</b>	<b>0.55%</b>	<b>213,218</b>	<b>218,077</b>	<b>218,077</b>	<b>0</b>	<b>4,859</b>
<b>Expenses</b>										
Employee Costs		22,421	22,064	356	1.59%	84,427	82,927	82,927	0	1,500
Materials and Services	2	21,934	17,523	4,412	20.11%	80,393	83,180	83,180	0	(2,787)
Depreciation		6,256	6,381	(125)	(1.99%)	24,620	25,025	25,025	0	(405)
Amortisation - Intangible Assets		226	227	(1)	(0.57%)	647	903	903	0	(256)
Amortisation - Right-of-Use Assets		296	302	(5)	(1.76%)	1,186	1,186	1,186	0	0
Contributions and Donations		1,906	1,900	6	0.30%	5,876	5,876	5,876	0	0
Borrowing Costs		931	926	5	0.54%	3,907	3,893	3,893	0	14
Finance Costs - Leases		86	75	11	12.73%	343	343	343	0	0
Bad and Doubtful Debts		77	135	(59)	(76.79%)	314	314	314	0	0
Other Expenses		162	66	96	59.32%	715	715	715	0	0
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		586	167	419	71.52%	(8,842)	(8,842)	(8,842)	0	0
<b>Total Expenses</b>		<b>54,880</b>	<b>49,765</b>	<b>5,115</b>	<b>9.32%</b>	<b>193,587</b>	<b>195,521</b>	<b>195,521</b>	<b>0</b>	<b>(1,934)</b>
<b>Surplus (Deficit)</b>		<b>115,723</b>	<b>121,784</b>	<b>6,061</b>	<b>5.24%</b>	<b>19,630</b>	<b>22,556</b>	<b>22,556</b>	<b>0</b>	<b>2,926</b>
<b>Total Comprehensive Income for the Year</b>		<b>115,723</b>	<b>121,784</b>	<b>6,061</b>	<b>5.24%</b>	<b>19,630</b>	<b>22,556</b>	<b>22,556</b>	<b>0</b>	<b>2,926</b>

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

**Notes:**

1	<p><b>Permanent Variance:</b> - \$0.113M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs</p> <p><b>Timing Variance:</b> - \$0.320M favourable variance for interest received due to higher than budgeted cash and investment balances together with the increase in interest rates</p>
2	<p><b>Timing Variance:</b> - \$0.742M favourable variance in Urban Forest and City Presentation due to the timing of receipts and the receipt of invoices, including \$0.318M for Street Tree Pruning, \$0.239M for the City Presentation program and \$0.112M for Trees Maintenance - \$0.548M favourable variance in Waste Management (Excluding the Kerbside Reform Project) due to the timing of the receipt of invoices, and includes \$0.156M for Green Waste - \$0.520M favourable variance for capital expenditure that is operational in nature due to the timing of capital activities - \$0.306M favourable variance for the Kerbside Reform Transition Project due to the timing of activities - \$0.289M favourable variance for Sportsfield and Reserves Maintenance, including \$0.213M for Mowing - \$0.288M favourable variance in Family &amp; Children's Services, including \$0.153M for Integrated Early Years Hubs - \$0.283M favourable variance for Community Access &amp; Support, including \$0.188M for Community Care Services - \$0.254M favourable variance for Governance and Risk, including \$0.219M for Election costs - \$0.141M favourable variance for Active &amp; Creative Communities, including \$0.125M for Leisure Facilities - \$0.133M favourable variance in the Chief Information Office - \$0.113M favourable variance in City Safety and Health, including \$0.098M for Community Laws</p>

## Balance Sheet

as at 30 September 2024



Description	Notes	Year-to-Date				Full Year		
		Amended Budget	Actual	Variance		Amended Budget	Forecast	Variance
		\$'000'S	\$'000'S	\$'000'S	%	\$'000'S	\$'000'S	\$'000'S
<b>Current Assets</b>								
Cash and Cash Equivalents		51,289	46,872	(4,418)	(8.61%)	40,570	40,570	0
Other Financial Assets	1	0	10,000	10,000	100.00%	0	0	0
Trade and Other Receivables		148,275	146,557	(1,717)	(1.16%)	21,338	21,338	0
Other Current Assets	2	0	1,232	1,232	100.00%	3,775	3,775	0
Non-Current Assets classified as Held for Sale		2,162	2,162	0	0.00%	0	0	0
Inventories		13	14	1	5.59%	13	13	0
<b>Total Current Assets</b>		<b>201,739</b>	<b>206,836</b>	<b>5,097</b>	<b>2.53%</b>	<b>65,696</b>	<b>65,696</b>	<b>0</b>
<b>Non-Current Assets</b>								
Investment in Associates		2,747	2,747	(0)	(0.02%)	2,747	2,747	0
Property, Infrastructure, Plant and Equipment		2,296,018	2,300,570	4,552	0.20%	2,334,421	2,334,421	0
Right-of-Use Assets		5,651	6,020	369	6.53%	4,762	4,762	0
Intangible Assets		3,096	2,192	(904)	(29.20%)	2,419	2,419	0
<b>Total Non-Current Assets</b>		<b>2,307,513</b>	<b>2,311,529</b>	<b>4,016</b>	<b>0.17%</b>	<b>2,344,349</b>	<b>2,344,349</b>	<b>0</b>
<b>Total Assets</b>		<b>2,509,252</b>	<b>2,518,365</b>	<b>9,113</b>	<b>0.36%</b>	<b>2,410,045</b>	<b>2,410,045</b>	<b>0</b>
<b>Current Liabilities</b>								
Trade and Other Payables		10,976	11,592	(616)	(5.62%)	13,169	13,169	0
Trust Funds and Deposits	3	2,624	6,500	(3,876)	(147.73%)	2,624	2,624	0
Unearned Income		1,562	1,625	(63)	(4.05%)	0	0	0
Provisions - Employee Costs		18,075	18,332	(256)	(1.42%)	18,636	18,636	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		416	416	(0)	(0.02%)	416	416	0
Interest-Bearing Loans and Borrowings		9,647	9,150	497	5.15%	9,647	9,647	0
Lease Liabilities		786	795	(9)	(1.21%)	778	778	0
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Current Liabilities</b>		<b>44,086</b>	<b>48,411</b>	<b>(4,325)</b>	<b>(9.81%)</b>	<b>45,270</b>	<b>45,270</b>	<b>0</b>
<b>Non-Current Liabilities</b>								
Provisions - Employee Costs		1,096	1,065	31	2.80%	1,096	1,096	0
Interest-Bearing Loans and Borrowings		83,589	81,482	2,108	2.52%	76,615	76,615	0
Provision - Landfill Rehabilitation		1,800	1,800	0	0.02%	1,800	1,800	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities		4,414	5,279	(865)	(19.60%)	4,164	4,164	0
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Non-Current Liabilities</b>		<b>90,899</b>	<b>89,626</b>	<b>1,274</b>	<b>1.40%</b>	<b>83,675</b>	<b>83,675</b>	<b>0</b>
<b>Total Liabilities</b>		<b>134,985</b>	<b>138,037</b>	<b>(3,052)</b>	<b>(2.26%)</b>	<b>128,945</b>	<b>128,945</b>	<b>0</b>
<b>Net Assets</b>		<b>2,374,267</b>	<b>2,380,328</b>	<b>6,061</b>	<b>0.26%</b>	<b>2,281,100</b>	<b>2,281,100</b>	<b>0</b>
<b>Equity</b>								
Accumulated Surplus		838,005	844,265	6,261	0.75%	746,484	746,484	0
Asset Revaluation Reserve		1,516,301	1,516,301	0	0.00%	1,516,301	1,516,301	0
Other Reserves		19,961	19,762	(200)	(1.00%)	18,315	18,315	0
<b>Total Equity</b>		<b>2,374,267</b>	<b>2,380,328</b>	<b>6,061</b>	<b>0.26%</b>	<b>2,281,100</b>	<b>2,281,100</b>	<b>0</b>



## Balance Sheet

as at 30 September 2024

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.

**Notes:**

1	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Other financial assets are term deposits currently held with an original maturity date of more than 90 days</li> <li>- \$5.582M favourable variance across cash and cash equivalents, and other financial assets; this includes a favourable variance of \$1.627M for cash from payments for Property, Infrastructure, Plant and Equipment, a favourable variance of \$6.608M from net cash provided by operating activities, and an unfavourable variance of \$2.600M for proceeds from borrowings</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- This includes \$1.205M favourable variance for accrued income</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Trust funds and deposits primarily reflects the cash holdings for refundable deposits</li> <li>- This includes \$4.578M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October 2024</li> </ul>



## Cash Flow Statement

for year to date ended 30 September 2024



Description	Notes	Year-to-Date				Full Year		
		Amended Budget	Actual	Variance		Amended Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	\$000'S
<b>Cash Flows from Operating Activities</b>								
<b>Receipts</b>								
Rates and Charges		22,836	25,041	2,205	9.65%	149,506	149,506	0
Statutory Fees and Fines		1,130	1,087	(43)	(3.82%)	4,568	4,568	0
User Fees		7,684	6,186	(1,499)	(19.50%)	12,260	12,260	0
Grants - Operating		10,675	11,045	370	3.46%	26,620	26,620	0
Grants - Capital		1,291	1,653	362	28.08%	8,934	8,934	0
Contributions - Monetary		2,288	1,834	(454)	(19.86%)	9,720	9,720	0
Interest Received		210	530	320	152.71%	950	950	0
Other Receipts		187	422	234	125.08%	817	817	0
Net Movement in Trust Deposits	1	64	3,941	3,876	6,013.33%	64	64	0
Employee Costs		(22,424)	(21,842)	582	2.60%	(82,370)	(82,370)	0
Materials and Services		(19,625)	(19,104)	521	2.66%	(83,166)	(83,166)	0
Contributions and Donations		(1,999)	(1,963)	37	1.83%	(5,860)	(5,859)	0
Short Term, Low Value and Variable Lease Payments				0	0.00%			0
Other Payments		(162)	(66)	96	59.32%	(715)	(715)	0
<b>Net Cash Provided by / (Used in) Operating Activities</b>		<b>2,157</b>	<b>8,765</b>	<b>6,608</b>	<b>306.35%</b>	<b>41,329</b>	<b>41,330</b>	<b>0</b>
<b>Cash Flows from Investing Activities</b>								
Payments for Property, Infrastructure, Plant and Equipment	2	(9,339)	(7,712)	1,627	17.42%	(64,566)	(64,566)	0
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		2,572	2,422	(150)	(5.82%)	18,883	18,883	0
Payments for investments	3	0	(10,000)	(10,000)	(100.00%)	0	0	0
Proceeds from sale of investments		10,000	10,000	0	0.00%	10,000	10,000	0
<b>Net Cash Used in Investing Activities</b>		<b>3,232</b>	<b>(5,290)</b>	<b>(8,523)</b>	<b>(263.67%)</b>	<b>(35,683)</b>	<b>(35,683)</b>	<b>0</b>
<b>Cash Flows from Financing Activities</b>								
Proceeds of Borrowings	4	12,600	10,000	(2,600)	(20.63%)	12,600	12,600	0
Repayment of Borrowings		(2,035)	(2,035)	(0)	0.00%	(9,009)	(9,009)	0
Finance costs		(931)	(882)	49	5.27%	(3,881)	(3,881)	0
Interest Paid - Lease Liability		(86)	(75)	11	12.73%	(343)	(343)	0
Repayment of Lease Liabilities		(265)	(228)	37	13.96%	(1,059)	(1,059)	0
<b>Net Cash Provided by / (Used in) Financing Activities</b>		<b>9,284</b>	<b>6,781</b>	<b>(2,503)</b>	<b>(26.96%)</b>	<b>(1,692)</b>	<b>(1,692)</b>	<b>0</b>
<b>Net increase / (decrease) in Cash and Cash Equivalents</b>		<b>14,673</b>	<b>10,255</b>	<b>(4,418)</b>	<b>(30.11%)</b>	<b>3,954</b>	<b>3,954</b>	<b>0</b>
Cash and Cash Equivalents at the Beginning of the Financial Year		36,616	36,616	0	0.00%	36,616	36,616	0
<b>Cash at the End of the Year</b>		<b>51,289</b>	<b>46,872</b>	<b>(4,418)</b>	<b>(8.61%)</b>	<b>40,570</b>	<b>40,571</b>	<b>0</b>

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.



# Cash Flow Statement

for year to date ended 30 September 2024

Notes:	
1	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Trust funds and deposits primarily reflects the cash holdings for refundable deposits</li> <li>- This includes \$4.578M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October 2024</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2.031M underspend for capital works expenditure against budget as detailed in the Statement of Capital Works</li> <li>- Partially offset by a \$0.404M reduction in capital expenditure that is operational in nature due to the timing of capital activities</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Payments for investments are term deposits taken out during the financial year and still held with an original maturity date of more than 90 days</li> </ul>
4	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$10.000M loan taken out in August 2024</li> </ul>



# Statement of Capital Works

for year to date ended 30 September 2024

Description	Notes	Year-to-Date				Full Year				
		Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S
<b>Expenditure - Capital Works Program</b>										
<b>Property</b>										
Land		0	0	0	0.00%	0	0	0	0	0
Buildings	1	1,447	721	726	50.19%	22,574	16,160	16,160	0	6,415
<b>Total Property</b>		<b>1,447</b>	<b>721</b>	<b>726</b>	<b>50.19%</b>	<b>22,574</b>	<b>16,160</b>	<b>16,160</b>	<b>0</b>	<b>6,415</b>
<b>Plant and Equipment</b>										
Artworks		75	46	29	38.15%	150	242	242	0	(92)
Plant, Machinery and Equipment		248	181	67	26.91%	2,805	3,145	3,145	0	(340)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0	0	0
Computers and Telecommunications		1,123	1,096	28	2.45%	7,230	5,531	5,531	0	1,699
<b>Total Plant and Equipment</b>		<b>1,446</b>	<b>1,323</b>	<b>123</b>	<b>8.49%</b>	<b>10,185</b>	<b>8,918</b>	<b>8,918</b>	<b>0</b>	<b>1,267</b>
<b>Infrastructure</b>										
Roads (including Kerb and Channel)		434	225	209	48.21%	7,417	7,417	7,417	0	0
Drainage		348	421	(73)	(20.85%)	6,740	7,793	7,793	0	(1,053)
Bridges		50	14	36	72.70%	993	993	993	0	0
Footpaths and Cycleways		880	831	48	5.50%	6,239	6,476	6,476	0	(238)
Off Street Car Parks		10	90	(80)	(843.57%)	2,427	2,878	2,878	0	(451)
Recreation, Leisure, Parks and Playgrounds	2	5,672	4,691	981	17.30%	15,362	17,985	17,985	0	(2,623)
Other Infrastructure		314	254	60	19.08%	4,626	4,666	4,666	0	(39)
<b>Total Infrastructure</b>		<b>7,707</b>	<b>6,525</b>	<b>1,182</b>	<b>15.34%</b>	<b>43,803</b>	<b>48,207</b>	<b>48,207</b>	<b>0</b>	<b>(4,404)</b>
<b>Total Expenditure - Capital Works Program</b>		<b>10,601</b>	<b>8,569</b>	<b>2,031</b>	<b>19.16%</b>	<b>76,563</b>	<b>73,285</b>	<b>73,285</b>	<b>0</b>	<b>3,277</b>
<b>Represented by:</b>										
Extension / Expansion		63	125	(62)	(98.31%)	392	819	819	0	(427)
Legal Requirements		0	0	0	0.00%	0	0	0	0	0
New		635	538	97	15.28%	5,057	6,384	6,384	0	(1,328)
Renewal		6,722	5,114	1,608	23.92%	40,408	41,180	41,180	0	(772)
Upgrade		3,181	2,793	388	12.20%	30,706	24,903	24,903	0	5,803
<b>Total Expenditure - Capital Works Program</b>		<b>10,601</b>	<b>8,569</b>	<b>2,031</b>	<b>19.16%</b>	<b>76,563</b>	<b>73,285</b>	<b>73,285</b>	<b>0</b>	<b>3,277</b>
<b>Funding Source for Capital Works Program</b>										
<b>External Funding</b>										
Contributions - Monetary - Capital		0	0	0	0.00%	200	1,325	1,325	0	1,125
Grants - Capital		1,585	2,010	425	26.82%	11,514	10,310	10,310	0	(1,204)
User Fees - Capital		0	0	0	0.00%	0	0	0	0	0
Proceeds from Loan Borrowings	3	12,600	10,000	(2,600)	(20.63%)	21,800	12,600	12,600	0	(9,200)
Other Income - Capital		0	(3)	(3)	(100.00%)	0	0	0	0	0
<b>Total External Funding</b>		<b>14,185</b>	<b>12,007</b>	<b>(2,178)</b>	<b>(15.36%)</b>	<b>33,514</b>	<b>24,235</b>	<b>24,235</b>	<b>0</b>	<b>(9,279)</b>
<b>Internal Funding</b>										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		2,572	2,422	(150)	(5.83%)	14,217	14,217	14,217	0	0
Reserves		947	635	(312)	(32.93%)	13,223	12,500	12,500	0	(723)
Rate Funding	4	(7,103)	(6,494)	609	8.57%	15,609	22,334	22,334	0	6,725
<b>Total Internal Funding</b>		<b>(3,584)</b>	<b>(3,437)</b>	<b>147</b>	<b>4.10%</b>	<b>43,049</b>	<b>49,051</b>	<b>49,051</b>	<b>0</b>	<b>6,002</b>
<b>Total Funding Source for Capital Works Program</b>		<b>10,601</b>	<b>8,569</b>	<b>(2,031)</b>	<b>(19.16%)</b>	<b>76,563</b>	<b>73,285</b>	<b>73,285</b>	<b>0</b>	<b>(3,277)</b>
<b>Less Operating Projects Expenditure</b>										
Operating Projects Expenditure		1,261	857	404	32.05%	9,165	8,719	8,719	0	(446)
<b>Net Capital Works (Capitalised Expenditure Excluding Operating Projects Expenditure)</b>		<b>9,339</b>	<b>7,712</b>	<b>1,627</b>	<b>17.42%</b>	<b>67,398</b>	<b>64,566</b>	<b>64,566</b>	<b>0</b>	<b>(2,831)</b>
<b>Summary</b>										
2023-24 Capital Budget		4,316	4,422	(106)	(2.45%)	59,787	51,128	51,128	0	8,659
Carried Forward Capital Budget		6,284	4,148	2,137	34.00%	16,776	22,158	22,158	0	(5,382)
<b>Total Expenditure - Capital Works Program</b>		<b>10,601</b>	<b>8,569</b>	<b>2,031</b>	<b>19.16%</b>	<b>76,563</b>	<b>73,285</b>	<b>73,285</b>	<b>0</b>	<b>3,277</b>



## Statement of Capital Works

for year to date ended 30 September 2024

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

**Notes:**

1	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance relating to the timing of activities for the Building Renewal &amp; Rehabilitation Program (\$0.494M); and the Community Toilet Replacement Program (\$0.102M)</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance due to the timing of activities for Lewis Park Oval 2 Sportsfield Renewal (\$0.398M); Wally Tew Reserve Oval 1 Sportsfield Renewal (\$0.398M); Knox Park Athletics Track Lighting (\$0.382M); and Major Crescent Reserve Landscape Plan (\$0.143M)</li> <li>- Unfavourable variance due to the timing of activities for the Playground Renewal Program (\$0.237M); and the Street Tree Replacement Program (\$0.118M)</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$10.000M loan taken out in August 2024, against the amended budget borrowings of \$12.600M</li> </ul>
4	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Council generates cash from its operating activities which is used as a funding source for the capital works program</li> <li>- the negative year-to-date figure is due to the loan borrowings being taken out to fund capital works</li> <li>- it is forecast that \$22.334M will be required from operations to fund the 2024-25 capital works program (inclusive of projects carried forward from 2023-24)</li> </ul>



## Detailed Capital Works Program Expenditure

for year to date ended 30 September 2024

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Land and Buildings</b>									
<i>Fairpark Reserve - Pavilion Upgrade</i>	0	70	(70)	(100.0%)	0	390	390	0	(390)
Billoo Kindergarten - Storage & Verandah Extension	0	0	0	0.0%	300	300	300	0	0
Operations Centre Relocation	0	10	(10)	(100.0%)	0	0	0	0	0
<i>Knox Athletics Track - New Shade Structure</i>	88	0	88	100.0%	96	88	88	0	8
<i>Gilmour Park - Shade Shelter</i>	35	0	35	100.0%	30	35	35	0	(5)
<i>Replacements of components for all Council owned buildings based on Building Asset Management Systems</i>	1,070	576	494	46.2%	5,410	6,336	6,336	0	(926)
<i>Wally Tew Reserve - Pavilion Upgrade (this will only be funded if State funding is confirmed)</i>	51	5	46	91.0%	2,032	200	200	0	1,832
<i>Carrington Park - Pavilion Upgrade</i>	0	0	0	0.0%	3,590	250	250	0	3,340
<i>Park Ridge Reserve - Pavilion Refurbishment</i>	0	9	(9)	(100.0%)	3,452	2,452	2,452	0	1,000
Millers Homestead Accessibility Upgrades	0	0	0	0.0%	80	80	80	0	0
Boronia Progress Hall - Access Ramp	10	0	10	100.0%	90	90	90	0	0
HV Jones Pavilion - Upgrade	0	31	(31)	(100.0%)	0	0	0	0	0
<i>Carrington Park - Squash Facility</i>	4	0	4	99.8%	0	350	350	0	(350)
HV Jones Community Hall - Accessible Toilet	0	0	0	0.0%	10	10	10	0	0
Marie Wallace Community Pavilion Upgrade	0	0	0	0.0%	10	10	10	0	0
HV Jones Community Room - Accessible Bathroom	0	0	0	0.0%	10	10	10	0	0
Illoura Children and Family Centre - Playspace Upgrade	0	0	0	0.0%	40	40	40	0	0
<i>Energy Retrofits in Community Buildings</i>	35	1	34	97.4%	150	180	180	0	(30)
<i>Ambleside Park</i>	2	0	2	100.0%	62	62	62	0	0
Coonara Community House Education Centre Sink	0	0	0	0.0%	12	12	12	0	0
<i>Kitchen Retrofitting Program at sports pavilions</i>	0	14	(14)	(100.0%)	25	49	49	0	(24)
Family & Children Centres - Storage works	0	0	0	0.0%	50	50	50	0	0
<i>Energy Performance Audit for Community Buildings</i>	0	0	0	0.0%	0	24	24	0	(24)
<i>Community Toilet Replacement Program</i>	102	0	102	100.0%	200	312	312	0	(112)
<i>Knox Regional Netball Centre - Line Marking</i>	0	6	(6)	(100.0%)	0	16	16	0	(16)
<i>Early Years Landscaping Upgrades</i>	0	0	0	0.0%	125	149	149	0	(24)
Installation of Electronic Entry System	0	0	0	0.0%	66	66	66	0	0
Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade (Design)	0	0	(0)	(100.0%)	0	0	0	0	0
Tormore Reserve - Facility Redevelopment (this will only be funded if State/Federal funding is confirmed)	35	0	35	99.5%	6,040	4,055	4,055	0	1,985
Rowville Community Centre Indoor Scoreboards	0	0	0	0.0%	100	100	100	0	0
Indoor Leisure Sites Security Upgrades	0	0	0	0.0%	30	30	30	0	0
Access Key Plans for Early Years Centres	0	0	0	0.0%	40	40	40	0	0
Early Years Hubs - Playspace works	5	0	5	100.0%	70	70	70	0	0
Upper Ferntree Gully - Toilet Replacement	0	0	0	0.0%	150	0	0	0	150
KRNC Court Line Marking	0	0	0	0.0%	50	50	50	0	0
Solar panels in Community Facilities	10	0	10	100.0%	100	100	100	0	0
Update to Family and Children Service Facilities Signage	0	0	0	0.0%	70	70	70	0	0
Update to Community Wellbeing Facilities Signage	0	0	0	0.0%	84	84	84	0	0
<b>Total Buildings</b>	<b>1,447</b>	<b>721</b>	<b>726</b>	<b>50.2%</b>	<b>22,574</b>	<b>16,160</b>	<b>16,160</b>	<b>0</b>	<b>6,415</b>
<b>Total Property</b>	<b>1,447</b>	<b>721</b>	<b>726</b>	<b>50.2%</b>	<b>22,574</b>	<b>16,160</b>	<b>16,160</b>	<b>0</b>	<b>6,415</b>
<b>Plant and Equipment</b>									
<b>Artworks</b>									
<i>Public Art Project</i>	25	6	19	74.5%	150	192	192	0	(42)
<i>Lupton Way Future Public Art Lighting</i>	50	40	10	20.0%	0	50	50	0	(50)
<b>Total Artworks</b>	<b>75</b>	<b>46</b>	<b>29</b>	<b>38.2%</b>	<b>150</b>	<b>242</b>	<b>242</b>	<b>0</b>	<b>(92)</b>
<b>Plant, Machinery and Equipment</b>									
<i>Plant and machinery replacement program</i>	248	178	70	28.2%	2,710	3,050	3,050	0	(340)
<i>Installation of Electric Vehicle Charging Stations at Council Facilities</i>	0	3	(3)	(100.0%)	95	95	95	0	0
<b>Total Plant, Machinery and Equipment</b>	<b>248</b>	<b>181</b>	<b>67</b>	<b>26.9%</b>	<b>2,805</b>	<b>3,145</b>	<b>3,145</b>	<b>0</b>	<b>(340)</b>



## Detailed Capital Works Program Expenditure

for year to date ended 30 September 2024

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Computers and Telecommunications</b>									
<i>Enterprise Integration Platform Phase 2</i>	63	55	8	12.3%	43	80	43	37	0
<i>Replacement of PDF Forms on Website</i>	0	0	0	0.0%	49	49	49	0	0
<i>Data Platform and Governance</i>	60	59	1	1.6%	250	250	250	0	0
Corporate Reporting Solutions	4	1	3	74.9%	4	4	4	0	0
<i>Voice of Customer</i>	21	14	7	33.4%	21	21	21	0	0
Facilities Booking Solution	9	6	4	39.5%	20	20	20	0	0
<i>Asset Management Information System</i>	0	(0)	0	100.0%	66	66	66	0	0
<i>Architecture Design &amp; Planning</i>	17	7	10	57.7%	250	250	250	0	0
<i>Uninterruptible Power and Airconditioner Upgrade</i>	0	0	0	0.0%	20	20	20	0	0
<i>Mobile Phones Upgrade</i>	0	14	(14)	(100.0%)	30	30	30	0	0
Intramaps Review/Replacement	122	59	63	51.6%	760	760	760	0	0
Transformation Governance Committee	7	0	7	100.0%	21	21	21	0	0
<i>PPM Tool Replacement</i>	117	39	78	66.4%	493	493	493	0	0
<i>ERP Platform Technology - RFT</i>	83	69	15	17.6%	330	330	330	0	0
<i>Call System Upgrade</i>	(15)	19	(33)	(225.5%)	111	111	111	0	0
Payments System Transformation	0	0	0	0.0%	500	430	500	(70)	0
S&T - Project Delivery Management	93	57	36	38.5%	377	377	377	0	0
<i>C&amp;P Core Business System Upgrade</i>	0	0	0	0.0%	1,799	13	100	(87)	1,699
<i>CIO - Project Delivery Management</i>	49	37	12	24.3%	300	300	300	0	0
<i>Intranet Redevelopment</i>	115	88	27	23.8%	125	125	125	0	0
Cloud Solutions	148	111	37	25.0%	279	279	279	0	0
Cyber and DRP Program	111	278	(167)	(150.5%)	900	900	900	0	0
<i>Pathway Upgrade to UX Platforms</i>	92	136	(44)	(47.4%)	120	120	120	0	0
Near Map Evaluation	0	0	0	0.0%	20	20	20	0	0
Humanforce Upgrade	17	45	(29)	(173.7%)	62	132	62	70	0
<i>Website Customer Request Look-Up</i>	0	0	0	0.0%	80	0	80	(80)	0
Automated Progress Updates - Customer Requests	10	0	10	100.0%	200	0	200	(200)	0
Close the Loop	0	2	(2)	(100.0%)	0	330	0	330	0
<b>Total Computers and Telecommunications</b>	<b>1,123</b>	<b>1,096</b>	<b>28</b>	<b>2.5%</b>	<b>7,230</b>	<b>5,531</b>	<b>5,531</b>	<b>0</b>	<b>1,699</b>
<b>Total Plant and Equipment</b>	<b>1,446</b>	<b>1,323</b>	<b>123</b>	<b>8.5%</b>	<b>10,185</b>	<b>8,918</b>	<b>8,918</b>	<b>0</b>	<b>1,267</b>
<b>Infrastructure</b>									
<b>Roads (including Kerb and Channel)</b>									
Road Surface Renewal Program across multiple locations within Knox	224	55	169	75.4%	4,004	4,004	4,004	0	0
Industrial Road Renewal Program across multiple locations within Knox	6	3	3	51.8%	210	210	210	0	0
High Risk Road Failure Program	121	73	47	39.1%	306	306	306	0	0
Programmed Works From June Audits	0	7	(7)	(100.0%)	10	10	10	0	0
Chandler Road, Boronia	0	4	(4)	(100.0%)	510	510	510	0	0
Faraday Street, Boronia	0	0	(0)	(100.0%)	0	0	0	0	0
Harley Street North, Knoxfield	50	6	44	88.1%	361	361	361	0	0
Templeton Rd, Wantirna	5	11	(6)	(116.5%)	700	700	700	0	0
Station Street, Ferntree Gully	5	8	(3)	(63.5%)	790	790	790	0	0
Borg Crescent, Wantirna (Design)	5	11	(6)	(126.1%)	37	37	37	0	0
Acacia Road, Upper Ferntree Gully (Design)	5	7	(2)	(38.8%)	50	50	50	0	0
Stud Road Service Road, Scoresby (Design)	5	3	2	30.6%	25	25	25	0	0
Hartington Drive, Bayswater (Design)	0	0	0	0.0%	42	42	42	0	0
Kenross Court, Bayswater (Design)	2	3	(1)	(38.8%)	15	15	15	0	0
Grayson Drive, Scoresby (Design)	0	0	0	0.0%	20	20	20	0	0
Hakea Place, Rowville (Design)	3	4	(1)	(38.8%)	25	25	25	0	0
Sassess Avenue, Bayswater (Design)	1	8	(7)	(725.6%)	45	45	45	0	0
<i>Napoleon Road - Electronic Signs</i>	0	0	0	0.0%	77	77	77	0	0
Parking Management Plan Implementation	0	0	(0)	(100.0%)	30	30	30	0	0
Sassess Avenue, Bayswater - Intersection Improvement	2	1	1	65.3%	10	10	10	0	0
<i>Sundew Ave - Local Area Traffic Management (Design)</i>	0	0	0	0.0%	25	25	25	0	0
Wyandra Way, Rowville - Local Area Traffic Management	0	19	(19)	(100.0%)	80	80	80	0	0
Eildon Parade, Rowville - Local Area Traffic Management	0	0	0	0.0%	15	15	15	0	0
Agora Boulevard, Ferntree Gully - Traffic Treatment	0	0	0	0.0%	30	30	30	0	0



## Detailed Capital Works Program Expenditure

for year to date ended 30 September 2024

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Total Roads (including Kerb and Channel)</b>	<b>434</b>	<b>225</b>	<b>209</b>	<b>48.2%</b>	<b>7,417</b>	<b>7,417</b>	<b>7,417</b>	<b>0</b>	<b>0</b>
<b>Drainage</b>									
Liberty Avenue Reserve - Wetland/Harvesting System	0	0	0	0.0%	400	400	400	0	0
<i>Egan Lee Reserve - Wetland</i>	<i>28</i>	<i>29</i>	<i>(1)</i>	<i>(1.8%)</i>	<i>381</i>	<i>904</i>	<i>904</i>	<i>0</i>	<i>(524)</i>
Wantirna Reserve - Wetland	0	0	0	0.0%	15	15	15	0	0
Boronia Park Retarding Basin Flood Management - Design	0	0	0	0.0%	150	150	150	0	0
<i>Gilbert Reserve - Wetland</i>	<i>190</i>	<i>198</i>	<i>(8)</i>	<i>(4.3%)</i>	<i>447</i>	<i>989</i>	<i>989</i>	<i>0</i>	<i>(542)</i>
Drainage Renewal Program across multiple locations within Knox	90	187	(97)	(107.6%)	3,750	3,750	3,750	0	0
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	0	0	0	0.0%	200	200	200	0	0
<i>Cardiff Street - Flood Mitigation</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>502</i>	<i>489</i>	<i>489</i>	<i>0</i>	<i>13</i>
<i>Forest Road to Koolunga Reserve, Ferntree Gully</i>	<i>10</i>	<i>6</i>	<i>4</i>	<i>39.2%</i>	<i>366</i>	<i>366</i>	<i>366</i>	<i>0</i>	<i>0</i>
Various Flood Mitigation Upgrade Design	0	0	0	0.0%	150	150	150	0	0
<i>Kevin Avenue Ferntree Gully - Flood Investigation</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>30</i>	<i>30</i>	<i>30</i>	<i>0</i>	<i>0</i>
Flood Mitigation Reactive Upgrade Works	30	0	30	100.0%	250	250	250	0	0
193 Forest Rd, Boronia - Flood Mitigation Works	0	1	(1)	(100.0%)	100	100	100	0	0
<b>Total Drainage</b>	<b>348</b>	<b>421</b>	<b>(73)</b>	<b>(20.9%)</b>	<b>6,740</b>	<b>7,793</b>	<b>7,793</b>	<b>0</b>	<b>(1,053)</b>
<b>Bridges</b>									
<i>Bridge Renewal Program across multiple locations</i>	<i>50</i>	<i>14</i>	<i>36</i>	<i>72.7%</i>	<i>993</i>	<i>993</i>	<i>993</i>	<i>0</i>	<i>0</i>
<b>Total Bridges</b>	<b>50</b>	<b>14</b>	<b>36</b>	<b>72.7%</b>	<b>993</b>	<b>993</b>	<b>993</b>	<b>0</b>	<b>0</b>
<b>Footpaths and Cycleways</b>									
<i>Cypress Avenue, Boronia - Footpath, east side, 37 Cypress Avenue to Boronia Road</i>	<i>105</i>	<i>97</i>	<i>8</i>	<i>7.5%</i>	<i>0</i>	<i>130</i>	<i>130</i>	<i>0</i>	<i>(130)</i>
Mount View Road, Upper Ferntree Gully - Footpath	0	5	(5)	(100.0%)	190	190	190	0	0
Oak Avenue, Boronia - Footpath	0	0	0	0.0%	120	120	120	0	0
<i>High Street Road Footpath Connection to Farms</i>	<i>5</i>	<i>2</i>	<i>3</i>	<i>69.4%</i>	<i>160</i>	<i>208</i>	<i>208</i>	<i>0</i>	<i>(48)</i>
Veronica Street, Ferntree Gully - Footpath Scoping, South side between Underwood Rd and 20 Veronica St	0	0	0	0.0%	10	10	10	0	0
Mountain Highway, The Basin - Footpath, between Wicks Rd and Claremont Ave	0	27	(27)	(100.0%)	300	300	300	0	0
<i>Ferntree Gully Road, Ferntree Gully - Shared Path, O'Connor Road to Henderson Road</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>40</i>	<i>40</i>	<i>40</i>	<i>0</i>	<i>0</i>
<i>Upper Ferntree Gully Rail Link</i>	<i>2</i>	<i>3</i>	<i>(1)</i>	<i>(58.1%)</i>	<i>109</i>	<i>113</i>	<i>113</i>	<i>0</i>	<i>(4)</i>
Green Spine Corridor - Shared Path, Chandler Road, Boronia	0	20	(20)	(100.0%)	1,200	1,200	1,200	0	0
Shared Path Renewal Program across multiple locations within Knox	27	44	(18)	(66.7%)	786	786	786	0	0
Footpaths Renewal Program across multiple locations within Knox	731	591	140	19.2%	3,038	3,038	3,038	0	0
<i>Brenock Park Drive Footpath and Bus Stop works</i>	<i>8</i>	<i>6</i>	<i>1</i>	<i>16.3%</i>	<i>30</i>	<i>23</i>	<i>23</i>	<i>0</i>	<i>8</i>
<i>Maccauley Place, Bayswater - Shared Path</i>	<i>3</i>	<i>4</i>	<i>(1)</i>	<i>(37.0%)</i>	<i>256</i>	<i>256</i>	<i>256</i>	<i>0</i>	<i>0</i>
<i>Scoresby Road Cycling &amp; Pedestrian Access - Shared Path</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>0</i>	<i>23</i>	<i>23</i>	<i>0</i>	<i>(23)</i>
<i>Turramurra Drive, Rowville - Shared Path</i>	<i>0</i>	<i>33</i>	<i>(33)</i>	<i>(100.0%)</i>	<i>0</i>	<i>40</i>	<i>40</i>	<i>0</i>	<i>(40)</i>
<b>Total Footpaths and Cycleways</b>	<b>880</b>	<b>831</b>	<b>48</b>	<b>5.5%</b>	<b>6,239</b>	<b>6,476</b>	<b>6,476</b>	<b>0</b>	<b>(238)</b>
<b>Off Street Car Parks</b>									
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	2	55	(53)	(3,535.2%)	743	743	743	0	0
Wantirna Reserve - Carpark Upgrade	0	7	(7)	(100.0%)	155	155	155	0	0
<i>Egan Lee Reserve - Carpark</i>	<i>0</i>	<i>10</i>	<i>(10)</i>	<i>(100.0%)</i>	<i>405</i>	<i>418</i>	<i>418</i>	<i>0</i>	<i>(13)</i>
<i>Knox Skate and BMX Park - Carpark</i>	<i>0</i>	<i>1</i>	<i>(1)</i>	<i>(100.0%)</i>	<i>99</i>	<i>537</i>	<i>537</i>	<i>0</i>	<i>(439)</i>
Stud Park Reserve - Carpark Upgrade	3	0	3	100.0%	200	200	200	0	0
Carrington Park - Carpark Upgrade	0	7	(7)	(100.0%)	410	410	410	0	0
Knox Park Reserve - Carpark Upgrade	0	2	(2)	(100.0%)	380	380	380	0	0
Knox City Tennis Park - Carpark Upgrade	5	9	(4)	(70.6%)	35	35	35	0	0
<b>Total Off Street Car Parks</b>	<b>10</b>	<b>90</b>	<b>(80)</b>	<b>(843.6%)</b>	<b>2,427</b>	<b>2,878</b>	<b>2,878</b>	<b>0</b>	<b>(451)</b>



# Detailed Capital Works Program Expenditure

for year to date ended 30 September 2024

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Recreation, Leisure, Parks and Playgrounds</b>									
<i>Knox Hockey Facility Development</i>	5	2	3	66.7%	239	243	243	0	(4)
Tormore Reserve - Safety Fencing Renewal	85	0	85	99.7%	100	100	100	0	0
Reactive Park Signage Renewal	6	2	4	64.8%	20	20	20	0	0
Park Furniture Renewal	30	17	13	43.9%	95	95	95	0	0
Bush Boulevard Renewal	20	0	20	100.0%	80	80	80	0	0
Parkland Asset Renewal	20	17	3	13.0%	95	95	95	0	0
Significant Municipal Site Renewal	60	19	41	68.6%	160	160	160	0	0
Reserve Paths Renewal	0	0	0	0.0%	90	90	90	0	0
Open Space Asset Artwork Renewal	16	0	15	99.3%	83	83	83	0	0
Reactive Sportsfield Surface Renewal	0	20	(20)	(100.0%)	100	100	100	0	0
Irrigation Infrastructure Renewal	0	24	(24)	(100.0%)	75	75	75	0	0
Oversowing of Sportsfields	0	1	(1)	(100.0%)	90	90	90	0	0
<i>Exner Reserve - Tennis Court Renewal</i>	443	433	10	2.2%	522	908	908	0	(386)
Knox Regional Netball Centre - Court renewal	35	12	23	66.0%	130	130	130	0	0
Public Tennis / Netball / Basketball Court Renewal	65	106	(41)	(62.8%)	150	150	150	0	0
Sporting Oval Fencing Renewal	0	31	(31)	(100.0%)	140	140	140	0	0
<i>Knox Athletics Track - Reactive Track Renewal</i>	1,500	1,457	43	2.9%	2,696	2,975	2,975	0	(279)
<i>Egan Lee Reserve - Oval (Top) Renewal</i>	421	439	(18)	(4.3%)	0	553	553	0	(553)
Lewis Park - Oval 2 Sportsfield Renewal	400	2	398	99.6%	1,750	1,750	1,750	0	0
Guy Turner Reserve - Cricket Net Renewal	0	8	(8)	(100.0%)	0	0	0	0	0
Bayswater Oval - Sportsfield Renewal (Design)	0	0	0	0.0%	50	50	50	0	0
<i>Bayswater Oval - Cricket Net Renewal</i>	20	0	19	99.0%	200	488	488	0	(288)
Sportsfield Infrastructure Replacement Program	0	7	(7)	(100.0%)	75	75	75	0	0
Fairpark Reserve - Cricket Net Renewal	9	9	(0)	(4.8%)	400	400	400	0	0
Wally Tew Reserve - Oval 1 Sportsfield Renewal	400	2	398	99.5%	1,750	1,750	1,750	0	0
<i>Knox BMX Track Renewal</i>	50	11	39	78.5%	250	244	244	0	6
Windermere Reserve - Cricket Net Renewal	0	6	(6)	(100.0%)	400	400	400	0	0
Knox Gardens Reserve - Cricket Net Renewal	8	3	5	65.6%	15	15	15	0	0
Lakesfield Reserve - Cricket Net Renewal (Design)	0	7	(7)	(100.0%)	15	15	15	0	0
Street Tree Replacement Program	0	118	(118)	(100.0%)	0	0	0	0	0
<i>Playground Renewal Program</i>	2	239	(237)	(15,832.8%)	1,125	987	987	0	138
Stamford Park Development	0	1	(1)	(100.0%)	0	0	0	0	0
Stockton Avenue Reserve - Footpath	0	0	0	0.0%	50	50	50	0	0
Kings Park Reserve - Stormwater Harvesting Upgrade	0	0	0	0.0%	120	120	120	0	0
Wally Tew Reserve - Stormwater Harvesting Upgrade	30	11	19	63.0%	120	120	120	0	0
<i>Carrington Park Reserve - Stormwater Harvest Upgrade</i>	10	1	9	89.0%	105	105	105	0	0
<i>Bayswater Oval - Stormwater Harvesting Upgrade</i>	4	4	0	0.0%	220	220	220	0	0
<i>Knox Park Athletics - Track Lighting</i>	382	0	382	100.0%	0	382	382	0	(382)
<i>Knox City Tennis Courts - Lighting Upgrade</i>	0	60	(60)	(100.0%)	0	225	225	0	(225)
Lewis Park Reserve - Oval 2 Floodlighting Upgrade	0	0	0	0.0%	300	300	300	0	0
Dirt Jump Facility	0	0	0	0.0%	50	50	50	0	0
<i>Kings Park Reserve - Masterplan Implementation</i>	0	0	0	0.0%	270	263	263	0	7
Replanting of priority areas within Knox including tree reserves and open space.	0	13	(13)	(100.0%)	115	115	115	0	0
Lewis Park Stage 1, Waterways - Contribution	1,500	1,500	0	0.0%	1,500	1,500	1,500	0	0
Gilbert Park, Knoxfield - Masterplan Implementation	0	6	(6)	(100.0%)	300	300	300	0	0
<i>Wantirna Reserve - Masterplan Implementation</i>	0	2	(2)	(100.0%)	1,035	1,335	1,335	0	(300)
<i>Major Crescent Reserve - Landscape Plan</i>	153	10	143	93.6%	150	212	212	0	(62)
Lakesfield Reserve - Masterplan Design	0	0	0	0.0%	25	25	25	0	0
<i>Schultz Reserve - Landscape Plan</i>	0	77	(77)	(100.0%)	107	102	102	0	5
<i>Seniors Exercise Parks</i>	0	13	(13)	(100.0%)	0	300	300	0	(300)
<b>Total Recreation, Leisure, Parks and Playgrounds</b>	<b>5,672</b>	<b>4,691</b>	<b>981</b>	<b>17.3%</b>	<b>15,362</b>	<b>17,985</b>	<b>17,985</b>	<b>0</b>	<b>(2,623)</b>
<b>Other Infrastructure</b>									
<i>Boronia Basketball Stadium Demolition Design</i>	4	4	0	9.5%	1,076	1,066	1,066	0	10
<i>Community Planning to support Boronia Railway Station Development</i>	0	0	0	0.0%	50	50	50	0	0
<i>Knox Leisureworks - Strategic Review</i>	0	0	0	0.0%	280	280	280	0	0
Harold Street, Wantirna - Onroad Bicycle Facilities	12	38	(26)	(214.2%)	350	350	350	0	0
<i>Stud Road - Onroad Bicycle Facilities</i>	0	0	0	0.0%	44	41	41	0	3





## Detailed Capital Works Program Expenditure

for year to date ended 30 September 2024

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
Installation of Bicycle Repair Stations	0	0	0	0.0%	50	50	50	0	0
Street furniture renewal program	36	24	12	34.2%	306	306	306	0	0
<i>Essential Service Building Code Measures</i>	<i>35</i>	<i>40</i>	<i>(5)</i>	<i>(13.7%)</i>	<i>120</i>	<i>148</i>	<i>148</i>	<i>0</i>	<i>(28)</i>
<i>Asbestos Removal Program</i>	<i>27</i>	<i>0</i>	<i>27</i>	<i>100.0%</i>	<i>75</i>	<i>101</i>	<i>101</i>	<i>0</i>	<i>(26)</i>
<i>Major Roads Streetlight Replacement</i>	<i>200</i>	<i>149</i>	<i>51</i>	<i>25.6%</i>	<i>2,250</i>	<i>2,250</i>	<i>2,250</i>	<i>0</i>	<i>0</i>
Meridian Parade - Street Light Improvement	0	0	0	0.0%	25	25	25	0	0
<b>Total Other Infrastructure</b>	<b>314</b>	<b>254</b>	<b>60</b>	<b>19.1%</b>	<b>4,626</b>	<b>4,666</b>	<b>4,666</b>	<b>0</b>	<b>(39)</b>
<b>Total Infrastructure</b>	<b>7,707</b>	<b>6,525</b>	<b>1,182</b>	<b>15.3%</b>	<b>43,803</b>	<b>48,207</b>	<b>48,207</b>	<b>0</b>	<b>(4,404)</b>
<b>Total Expenditure - Capital Works Program</b>	<b>10,601</b>	<b>8,569</b>	<b>2,031</b>	<b>19.2%</b>	<b>76,563</b>	<b>73,285</b>	<b>73,285</b>	<b>0</b>	<b>3,277</b>

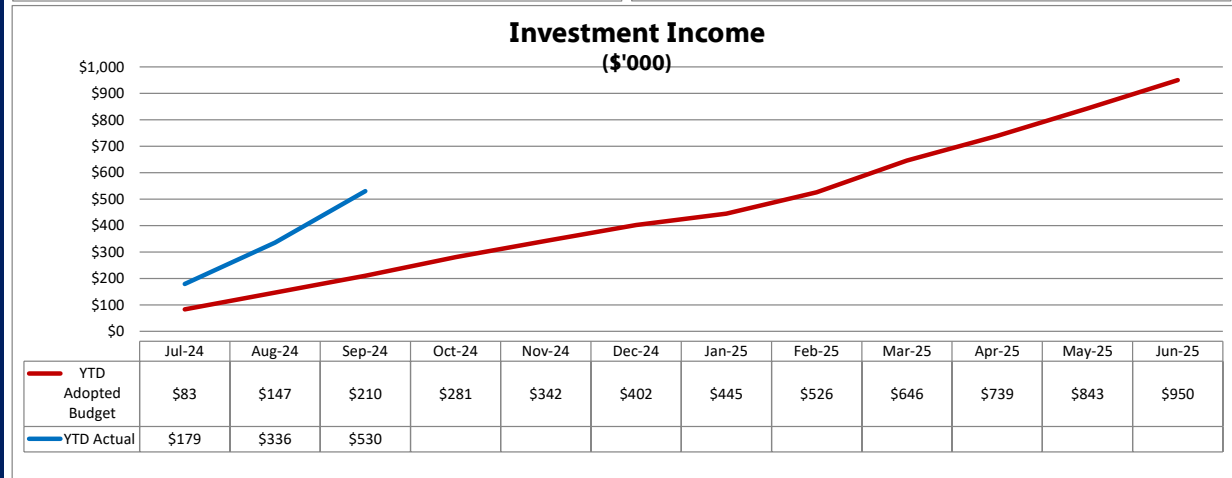
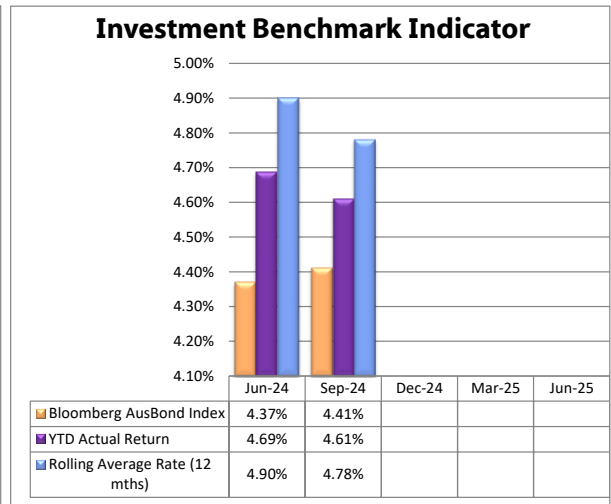
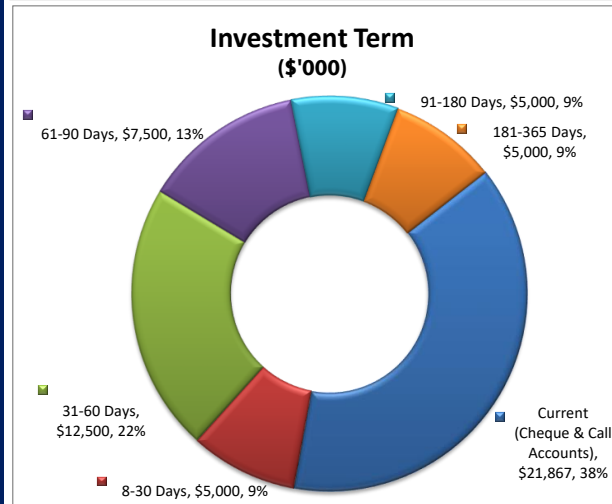
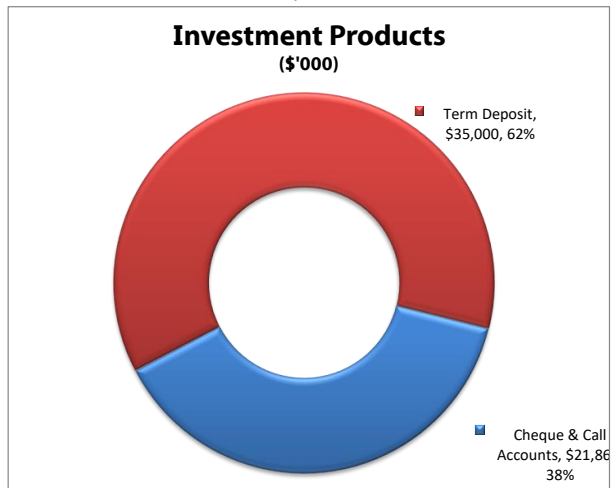
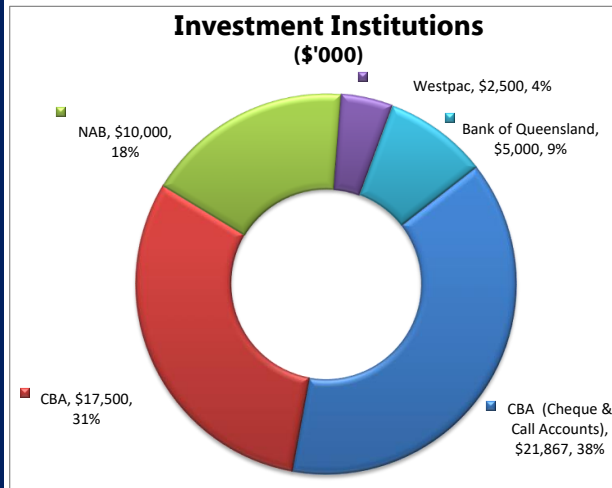
*Items in Italics contain carry forward funds from 2023-24 into 2024-25. A total of \$22.158M has been carried forward from 2023-24 into 2024-25*



# Investment Analysis

as at 30 September 2024

A total amount of \$56.867 million in funds were invested with various financial institutions as at 30 September 2024



# Councillor Expenses

## for the quarter ended 30 September 2024



### Councillor expenses

Councillors are entitled to have paid, or be reimbursed for, any necessary out-of-pocket expenses incurred while performing their duties. Council is also required to make available a 'minimum toolkit' of resources for councillors, including computers, phones and a vehicle for the Mayor.

### Quarterly Expenses: September 2024

Ward	Performance of the Role	Professional Development	Travel	Total
Baird	\$187.17	\$0.00	\$0.00	\$187.17
Chandler	\$345.77	\$544.50	\$5,418.68	\$6,308.95
Collier	\$187.28	\$764.50	\$0.00	\$951.78
Dinsdale	\$276.15	\$220.00	\$884.80	\$1,380.95
Dobson	\$109.05	\$0.00	\$0.00	\$109.05
Friberg	\$187.17	\$764.50	\$0.00	\$951.67
Scott	\$187.17	\$0.00	\$0.00	\$187.17
Taylor	\$193.23	\$0.00	\$208.39	\$401.62
Tirhatuan	\$780.83	\$0.00	\$0.00	\$780.83
<b>Total</b>	<b>\$2,453.82</b>	<b>\$2,293.50</b>	<b>\$6,511.87</b>	<b>\$11,259.19</b>

### Vehicle Expenses

Cr Jude Dwight (Chandler Ward) Mayor: July – September 2024	Monthly Vehicle Expenses: July – September 2024	<b>Total \$4,179.99</b>
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Councillor travel expenses include expenses for a fully maintained vehicle provided for the Mayor.

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$992,800</b>
All Wards	Council has 4 bridge renewal projects currently out for quotation with responses due in the coming weeks. Further works are in the process of being scoped and it is anticipated these works will be awarded by end of the calendar year. Program is on track to be completed within financial year.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$306,000</b>
All Wards	Reactive works being completed in various locations across the municipality with patching and crack sealing packages being completed as planned. Program on track for delivery within the financial year.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,003,550</b>
All Wards	Program has been broken into multiple packages for most efficient use of resources and staging. Package 1 - Harold Street resurfacing completed with remaining works underway. Package 2 - Is currently being completed and is due to be completed this calendar year. Package 3 - Is currently being priced and will be completed in the 3rd quarter of the financial year. Program on track for completion by end of financial year	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$3,749,500</b>
All Wards	(1) Civil Construction - Reactive budget is 70% completed. Procurement activity is currently underway with over \$1.3 million of works to be committed in the coming weeks and majority of work to be completed this calendar year. Included in this is the first package of Relining works which prioritises drainage within the road pavement. \$400K has been allocated to the Road Renewal works being undertaken by other teams. These works have already been awarded and these funds will be expended in due course. Program is on track for full expenditure. (2) Civil Project Delivery - Cleve Ave Easement Drain: External surveyor completed field work - awaiting finalisation of data. Preliminary discussion with South East Water regarding Sewer in Easement, will appoint service deepthing contractor in November to assist with Sewer asset information. Design to commence on receipt of survey and sewer information.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$3,038,296</b>
All Wards	30% of the 2024/25 program has been completed. Over 60% of program has been scoped and awarded to contractors. The program is tracking satisfactorily.	
<b>10</b>	<b>Bicycle and Shared Path Renewal Program</b>	<b>\$786,000</b>
All Wards	Shared path scoping and validation completed.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>16</b>	<b>Building Renewal Program</b>	<b>\$6,336,340</b>
All Wards	Progress is on-going across individual Renewal Projects that have been scoped and are currently undergoing concept design, tender/construction issued or out for Request For Quotation. It is noted that several projects are under construction. It is anticipated that reactive renewal is forecast to spend approximately 100-200k each month across all facilities. Asset condition Data expected in the second quarter that will inform the second half of the renewal program and be utilized in future years to shape the renewal program.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$987,371</b>
All Wards	Detailed designs for Major Crescent's basketball shooting key and playground renewals for Knox Gardens Reserve, Knox Athletics, Sovereign Crescent Reserve and Roselyn Reserve are currently being finalised. Local residents are anticipated to be notified of upcoming renewal works in November 2024.	
<b>24</b>	<b>Carpark Renewal</b>	<b>\$743,000</b>
All Wards	Carrington West Carpark - Combining works with Project 1597, Carrington Park (Tennis/Scouts) and Project 1631, Carrington Park Squash Court access road. Tender closed 1 October 2024 and evaluation complete with appointment imminent. Anticipate works may commence by late November 2024.	
<b>25</b>	<b>Plant &amp; Machinery Renewal Program</b>	<b>\$3,050,000</b>
All Wards	Fleet Renewal Program underway with 30% of funds committed and 15% expended	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$306,000</b>
All Wards	Scoping a number of projects across the municipality. Some funds are being reserved for reactive works throughout the financial year	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$180,000</b>
All Wards	Pool blanket for the 50m pool at Knox Leisureworks is expected in December. Scoping for other projects including lighting upgrades and heat pump hot water systems are underway.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$147,552</b>
All Wards	Funding used predominantly reactively to address Essential Safety Measure (ESM) defects identified during routine inspections of ESM items at Council's buildings. This year we have updated the evacuation diagrams to comply with AS3745 works have commenced and will be completed in the coming weeks at all 105 identified facilities. A new Fire panel has been installed at Ambleside Homestead, the previous one had to be replaced due to the age and lack of replacement parts. It is expected that works will be needed to the Electrical wiring interconnect system (EWIS) system at the Civic Center after we identified faults with the system. Remaining budget to be used reactively on a case by case. It is fully expected that this budget will be spent.	

## Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,592</b>
All Wards	Asbestos audits to commence shortly at facilities identified to have had asbestos previously. Asbestos flooring removal works completed in July at Carrington Park Leisure center was successful, this work formed part of renewal works at the facility. Asbestos removal at Glenfern Tennis is underway.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$210,375</b>
All Wards	Industrial Roads have been validated and closed-circuit television (CCTV) completed of drainage infrastructure. CCTV to be reviewed to finalise road segments to be resurfaced this financial year. Works will likely be packaged with the last package in the Road Resurfacing program.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$95,000</b>
All Wards	Replacement of bench completed at Alberni Murrindal Reserve.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Renewal of reserve signage at Egan Lee Completed	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$200,000</b>
All Wards	Background studies have been completed. Request For Quote (RFQ) has gone to tender portal and is due to close end-November. Continued scoping of smaller projects through November.	
<b>441</b>	<b>Significant Municipal Site Renewal</b>	<b>\$160,000</b>
All Wards	Tim Neville Arboretum, Francis crescent path renewal works completed.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$90,000</b>
All Wards	Emerson Reserve path renewal completed	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$48,749</b>
All Wards	Kitchen renewals at Miller Park Reserve Pavilion and Windermere Reserve Pavilion. Works completed in September. Facilities and Councils Health team working together to determine other priority sites, it is expected this budget will be fully committed and all works completed by within this financial year.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$95,000</b>
All Wards	Scoping of works for 2024/25 Financial year underway.	
<b>537</b>	<b>Roadside Plantings Renewal</b>	<b>\$80,000</b>
All Wards	Scoping further works for 2024/25 financial year.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>566</b>	<b>Artwork Renewal</b>	<b>\$83,000</b>
All Wards	Assessment and audit of the Public and Civic Art Collection continues with consultation with the Art Assessment Panel. Restoration work and lighting upgrade complete for Aeroplane Boy. Cinema Lane and Horologist Lane Light Box Gallery renewals and upgrades in progress.	
<b>675</b>	<b>Public Art Project</b>	<b>\$192,377</b>
All Wards	Public Art installations that support neighborhood renewal, village placemaking, tourism and cultural development projects are in progress. Planning and consultation underway for Upper Ferntree Gully water tank mural and the reinstatement of the Gilbert Park Billboard post wetland upgrades. Installation of new artwork scheduled for December 2024. Planning in progress for community focused public art projects Bayswater Park early 2025.	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$100,000</b>
All Wards	Xtragrass completed around lakes field, Lewis, Scoresby, walker, Eildon wickets all funds to be spent by June 30.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$115,000</b>
All Wards	Community Event delivered at Dandenong Creek, Blind Creek & Koolamarra wetlands.	
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$90,000</b>
All Wards	Seed, fertilizer and wetting agent procured. All works scheduled to be completed by June 30.	
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation Stage 3</b>	<b>\$300,000</b>
Friberg	Project under review with cost analysis via quantity surveyor occurred.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$24,000</b>
All Wards	All projects completed. Council has commissioned an evaluation and monitoring report to close out the Energy Performance Contract.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$907,570</b>
Tirhatuan	(1) Courts 4 & 5 - Completed. Court Renewal works has achieved Practical Completion and acrylic surface layer laid a month earlier than expected. (2) Courts 1-3 - Tender closed on 22 October 2024 with tender assessment underway. It is anticipated that a contractor will be appointed mid-late November '24 and that works may be completed by end of March 2025 whilst suitable ambient temperatures are available.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$130,000</b>
Dobson	All works are scoped and finalised with 60% of construction works completed.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$311,564</b>
All Wards	Council is finalising the concept design after investigation of several manufacturers options. Council plans to go out for quotations/tender in November 2024.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways</b>	<b>\$1,500,000</b>
Dinsdale	Works nearing completion and official opening event set down for Saturday 7th December 2024 (by Melbourne Water).	
<b>1003</b>	<b>Wantirna Reserve, Wantirna - Masterplan</b>	<b>\$1,335,000</b>
Collier	The design consultant has issued a 70% completed tender issue for review. The final tender documentation package is scheduled to be completed early December 2024, in line with the proposed grant funding milestones.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$150,000</b>
All Wards	On track to spend the project budget by 30 June.	
<b>1124</b>	<b>Sportsfield Fencing Renewals</b>	<b>\$140,000</b>
All Wards	Glenfern Tennis club renewals are completed. All on schedule to be completed by June 30.	
<b>1176</b>	<b>Solar in Community Facilities</b>	<b>\$100,000</b>
All Wards	Preparing documentation for solar at Knox Infolink to be completed by Dec 2024. Scoping for other sites continues.	
<b>1180</b>	<b>Forest Road to Koolunga Reserve, FTG - Wetland Construction</b>	<b>\$366,000</b>
Chandler	Quotation for detailed design of Gross Pollutant Trap (GPT) and supporting infrastructure to be sought before end of November.	
<b>1184</b>	<b>Egan Lee Reserve - Wetland Construction</b>	<b>\$904,297</b>
Scott	Project packaged up with Egan Lee Carpark (Project 4000A-1473) and Knox Skate & BMX Park carpark (Project 4000A-1474) and Gilbert Reserve Wetland (Project 4022-1422). Contract well underway and earthworks and drainage works 90% complete.	
<b>1261</b>	<b>Wantirna Reserve - Car Park Upgrade</b>	<b>\$155,000</b>
Collier	Design of eastern carparks approximately 90% complete and design review underway. Design being integrated with Wantirna Reserve Masterplan priorities.	
<b>1267</b>	<b>Early Years Facilities - Landscaping Upgrades</b>	<b>\$149,000</b>
All Wards	Minor Projects to remove unsafe fixed structures identified in the 2024 playground audit completed. Wattleview playgroup yard redevelopment completed, works included replacing footpath and upgrading drainage. Wantirna Hub yard redevelopment plan completed with further investigation works occurring regarding engineering aspects of redevelopment plan.	
<b>1281</b>	<b>Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path</b>	<b>\$39,522</b>
Tirhatuan	Draft lease agreement provided to Body Corporates Lawyer for their review.	



## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>1300</b>	<b>Parking Management Plan Implementation</b>	<b>\$30,000</b>
All Wards	Bayswater Parking Management Plan signage alterations with contractor for supply and installation. Preparing for consultation on The Basin Parking Management Plan. Parking Management Plans to be prepared for Mountain Gate and Rowville in 2025.	
<b>1308</b>	<b>Kevin Ave, Ferntree Gully Flood Investigation</b>	<b>\$30,000</b>
Dobson	Routes for options and assessment of the viability of a new main drain delayed to December.	
<b>1310</b>	<b>Flood Mitigation Reactive Complaints Upgrade Works</b>	<b>\$250,000</b>
All Wards	Works at Hollyview/Napoleon Road complete, works at Roy Court Boronia, Clematis Ave FTG, Garnet St FTG & Laurel Ave Boronia either in the process of being priced or gearing up for construction shortly.	
<b>1311</b>	<b>Major Roads LED Streetlight Replacement</b>	<b>\$2,250,000</b>
All Wards	Installation program commenced with approximately 10% of lights replaced to date.	
<b>1315</b>	<b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>	<b>\$390,000</b>
Baird	Project complete, project under 12 months defects liability period	
<b>1365</b>	<b>Programmed Road Renewal Works from June annual Audits</b>	<b>\$10,000</b>
All Wards	1. Kings Crt - Survey completed & Geotech investigation and design underway (70% complete); 2. High St Rd service road - Survey completed and Geotech investigation underway; 3. Burwood Gwy service road - Survey completed and Geotech investigation and design underway (20% Complete).	
<b>1389</b>	<b>Egan Lee Reserve Renewal - Top Oval Renewal</b>	<b>\$553,289</b>
Scott	The synthetic pitch is completed, and the maintenance period of two years has started. The soccer club and community have full access. The natural turf pitch is completed and has a temp fence around it until March 2025 to enable surface mature and to align with start of soccer season.	
<b>1391</b>	<b>Knox Hockey Facility Development</b>	<b>\$242,639</b>
Collier	Maintenance and defects liability period ongoing until 23/06/2025.	
<b>1406</b>	<b>Cultural Venues Accessibility Upgrades</b>	<b>\$80,000</b>
Chandler	Scope of works have been finalized and new kilns installation works will be undertaken in January. Concept design for extension of pottery room is under reviewing.	
<b>1412</b>	<b>Macauley Place, Bayswater - Shared Safety Zone</b>	<b>\$255,700</b>
Dinsdale	Survey completed, Design underway and around 20% complete.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
1413	<b>Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation</b>	<b>\$262,705</b>
Dobson	Consultation will commence shortly, with a letter drop to local residents and dog owners regarding the Kings Park Dog Park concept design.	
1414	<b>Cardiff Street - Flood Mitigation Works</b>	<b>\$488,706</b>
Baird	Pricing for the construction of Stage 2 currently underway with works to likely occur early 2025.	
1418	<b>Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade</b>	<b>\$120,000</b>
Dobson	- UV unit full service and meter installation (cleanout of underground tank, service locating, and renewal of stormwater harvesting system) have been completed in late August  - Underground tank slowly draining – contractor confirming with Sportfields and Reserve team what amount of stormwater/potable water they want to fill the tank with.  - Panel upgrade (remote monitoring capability, requires installation of programmable logic controller) to be undertaken in December	
1419	<b>Carrington Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$105,484</b>
Friberg	Water balance across various sites completed. Detailed design for Carrington Park shed upgrade commissioned. Tank cleaning at Batterham commissioned.	
1421	<b>Kings Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$120,000</b>
Dobson	Meter installation at Kings Park Reserve scheduled for November 2024, this will allow us to monitor harvested water usage and distinguish between potable and harvested water usage.	
1422	<b>Gilbert Reserve - Wetland</b>	<b>\$989,226</b>
Friberg	Project packaged up with Egan Lee Wetland (Project 4022-1184) and Egan Lee carpark (Project 4000A-1473) and Knox Skate & BMX Park Carpark (Project 4000A-1474). Contract works nearing completion with top-soiling still to be done.	
1462	<b>Knox Athletics, Knoxfield - New Shade Structures</b>	<b>\$88,204</b>
Friberg	Ground works completed with poles installed, shade sails ordered.	
1465	<b>Knox Athletics, Knoxfield - Lighting to Track</b>	<b>\$382,182</b>
Friberg	Installation of new Athletics track lighting is complete.	
1470	<b>Electronic Entry to Sporting Pavilions.</b>	<b>\$66,000</b>
All Wards	3 pavilions are presently undergoing renewal works. It is intended that a request for quote to design and construct the system for these sites will occur as part of the renewal project or as separate contract.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>1473</b>	<b>Egan Lee Reserve, Knoxfield - Car Park Extension</b>	<b>\$417,633</b>
Scott	Project packaged up with Egan Lee Wetland (Project 4022-1184) and Knox Skate & BMX Park carpark (Project 4000A-1474) and Gilbert Reserve Wetland (Project 4022-1422). Construction delayed until associated wetland works nearing completion - anticipate carpark works may commence before Christmas.	
<b>1474</b>	<b>Knox Skate &amp; BMX Park, Knoxfield - Carpark</b>	<b>\$537,391</b>
Friberg	Project packaged up with Egan Lee Wetland (Project 4022-1184) and Egan Lee carpark (Project 4000A-1473) and Gilbert Reserve Wetland (Project 4022-1422). Construction delayed until associated wetland works are mostly complete - anticipate carpark works to commence before Christmas.	
<b>1483</b>	<b>Update FCS signage from Preschool to Kindergarten</b>	<b>\$70,000</b>
All Wards	Works are being scoped in consultation with Family Children Services team.	
<b>1515</b>	<b>Major Crescent Reserve, Lysterfield - Landscape Plan Implementation</b>	<b>\$212,301</b>
Taylor	Stage 1 playground works are completed. Stage 2 basketball key works will be procured in November and scheduled for delivery in early 2025.	
<b>1516</b>	<b>Lakesfield Reserve, Lysterfield - Landscape Plan</b>	<b>\$25,000</b>
Dobson	Detailed design will commence in early 2025.	
<b>1518</b>	<b>Schultz Reserve, Wantirna - Landscape Plan Implementation</b>	<b>\$102,196</b>
Collier	Renewal of play equipment scheduled to occur later this financial year.	
<b>1523</b>	<b>Harley Street North Road Reconstruction</b>	<b>\$361,000</b>
Friberg	Project combined with Project 1579 - Station St road renewal; Project 1578 Templeton Rd road renewal; and Project 1561 - Harold St on-road bicycle facility. Contractor appointed and anticipating works to commence in December 2024 and continue through to late February 2025.	
<b>1528</b>	<b>Chandler Road - Road Reconstruction</b>	<b>\$510,000</b>
Chandler	Works combined with Green Spine Corridor project (3016-1624). Contract advertised with tenders having closed on 1 October 2024. Undergoing community engagement from 30 October - 25 November '24 on method and timing of staging the Chandler Rd road works. Anticipate being able to appoint a contractor by late November 2024.	
<b>1529</b>	<b>Knox Athletics Track Renewal &amp; Upgrades</b>	<b>\$2,974,899</b>
Friberg	Construction is progressing well. Practical completion is scheduled for early 2025.	
<b>1534</b>	<b>Bayswater Oval - Sportsfield Renewal - Design</b>	<b>\$50,000</b>
Dinsdale	Bayswater oval design completed.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>1537</b>	<b>Bayswater Oval - Cricket Net Renewal</b>	<b>\$487,841</b>
Dinsdale	Works are scheduled to recommence at the end of Jan 2025. Council is working through changes to engineering of footing near easements.	
<b>1543</b>	<b>Sportsfield Infrastructure program replacement</b>	<b>\$75,000</b>
All Wards	Program is on schedule to spend all fund by June 30.	
<b>1544</b>	<b>Irrigation Infrastructure Program Replacement</b>	<b>\$75,000</b>
All Wards	Scoresby irrigation pump installed. all funds to be spent by June 30.	
<b>1550</b>	<b>Park Ridge Reserve Existing Pavilion Refurbishment</b>	<b>\$2,452,218</b>
Taylor	Contract has been awarded to successful contractor following procurement process. The contractor to commence modular build components (offsite).	
<b>1555</b>	<b>Community Facilities Signage - Upgrades</b>	<b>\$84,140</b>
All Wards	Signage has been installed at prioritised facilities. Community consultation to be completed for remaining facilities.	
<b>1557</b>	<b>Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design</b>	<b>\$25,000</b>
Tirhatuan	Consultation letter for Cardiff Street residents has been distributed. Consultation closes in late November.	
<b>1559</b>	<b>Upper Ferntree Gully Rail Link - Shared Path Construction</b>	<b>\$113,384</b>
Dobson	Safety in Design Risk Workshop planned for October 2024 with Metrotrains.	
<b>1561</b>	<b>Harold Street Onroad Bicycle Facilities</b>	<b>\$350,000</b>
Collier	Project combined with Project 1579 - Station St road renewal; Project 1523 - Harley Street Nth road renewal; and Project 1578 Templeton Rd road renewal. Contractor recently appointed with works having commenced in Templeton Rd and associated Harold St works to follow.	
<b>1563</b>	<b>Stud Road Onroad Bicycle Facilities</b>	<b>\$40,570</b>
Tirhatuan	Consultation with Department of Transport & Planning and community has occurred. Scope confirmed and survey underway with detailed design to commence in early 2025.	
<b>1565</b>	<b>Napoleon Rd - Electronic 40km/h signs at school crossings</b>	<b>\$76,830</b>
Dobson	Application to be made to the Department of Transport and Planning for approval to introduce school speed zone.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
1566	<b>Brenock Park Drive Footpath and Bus Stop works</b> Dobson Survey completed and scope confirmed. Design underway and 40% complete.	\$22,500
1567	<b>193 Forest Rd, Boronia Stormwater Upgrades</b> Dobson Additional survey received, design for construction in the process of being finalised.	\$100,000
1568	<b>EV Charging stations in Council facilities for fleet charging</b> All Wards Commencing the procurement quotation stage of the project. Design and Construction to commence in early 2025.	\$95,000
1573	<b>Lupton Way Future Public Art Lighting</b> Baird Grant funded project, carried forward as committed funds for public art lighting inclusions within the Boronia Station Vic Gov Upgrade Masterplan. Relocation of public art lighting from Lupton Way to Erica Avenue was due to Boronia Station masterplan timeline. Erica Avenue Lantern Public Art and street upgrade is now completed and finalized.	\$50,000
1574	<b>Fairpark Reserve, Ferntree Gully - Cricket Net Renewal</b> Baird Tender has closed and is under assessment with construction timeframes to be confirmed following award of the contract	\$400,000
1576	<b>Ambleside Homestead Upgrade Review</b> Dobson Report received from consultants. Report provided to Council with decision on the future direction of this project to be made.	\$61,798
1577	<b>Tormore Reserve Pavilion - Facility Redevelopment</b> Baird Architects contract management stage to commence in January 2025	\$4,055,000
1578	<b>Templeton Road - Road Reconstruction</b> Collier Project combined with Project 1579 - Station St road renewal; Project 1523 - Harley Street Nth road renewal; and Project 1561 - Harold St on-road bicycle facility. Contractor recently appointed with works having commenced on 21 October '24. Works around 5% complete.	\$700,000
1579	<b>Station Street - Road Reconstruction</b> Dobson Project combined with Project 1523 - Harley Street Nth road renewal; Project 1578 Templeton Rd road renewal; and Project 1561 - Harold St on-road bicycle facility. Contractor appointed and anticipating works to commence late November 2024.	\$790,000
1581	<b>Wally Tew Reserve Oval 1 - Sportsfield Renewal</b> Dobson Works have been tendered and due to be awarded, estimated start date is early November.	\$1,750,000

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
1582	<b>Lewis Park - Oval No.2 - Sportsfield Renewal</b>	<b>\$1,750,000</b>
Dinsdale	Works have been tendered and due to be awarded, estimated start date is early November.	
1583	<b>Knox BMX Track Renewal Works</b>	<b>\$243,515</b>
Friberg	Detailed design, specifications and build of quantity has been completed. Service depth location will be completed 11th November. The club have approved the design and approach. Request for quote to occur at the end of November.	
1585	<b>Windermere Reserve - Cricket Net Renewal</b>	<b>\$400,000</b>
Friberg	Construction has started and expected to be complete in March 2025.	
1586	<b>Gilmour Park - Shade Shelter</b>	<b>\$35,000</b>
Dobson	Construction has commenced with site fencing and earthworks completed. Concrete poured next week including additional pathway to the shelter. Project to be completed in November.	
1588	<b>Carrington Park Pavilion - Design</b>	<b>\$250,000</b>
Collier	Project currently out to tender for a Lead Consultant (Architect). Tender closes 22 Nov 24. Project team will review responses and select the preferred candidate in 2024.	
1591	<b>Wally Tew Pavilion Upgrade</b>	<b>\$200,000</b>
Dobson	Detailed Design and Tender Documentation have been completed by the architect. Council is preparing to open tender submissions for the procurement of construction contractor.	
1595	<b>Knox City Tennis Courts - LED Lighting Upgrades</b>	<b>\$225,000</b>
Dinsdale	On schedule for completion by Christmas. Underground boring works and perimeter light pole footings complete.	
1596	<b>Stud Park Reserve - Car Park Upgrade</b>	<b>\$200,000</b>
Tirhatuan	Carpark design completed and project packaged with Knox Park Reserve Carpark (Project No. 1958). Contract for combined package advertised from 2 Nov. '24 with tenders closing on 26 November '24. Anticipate construction to commence early in the new year. Separate plans for design ramp to be reviewed.	
1597	<b>Carrington Park (Tennis/Scouts) - Car Park Upgrade</b>	<b>\$410,000</b>
Friberg	Project is packaged with other car park projects within Carrington Park in a combined tender. This includes Project 1011-24 , Western Carpark renewal and Project 3017-1631, Access road for Squash Court. Tender closed 1 October 2024 and evaluation complete with appointment imminent. Anticipate commencing works by late November 2024 after approval of pre-construction documentation including detailed Works Program.	

## Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
<b>1598</b>	<b>Knox Park Reserve - Car Park Upgrade</b>	<b>\$380,000</b>
Friberg	Carpark design completed and project packaged with Stud Park carpark (Project No. 1956). Contract for combined package advertised from 2 Nov. '24 with tenders closing on 26 November '24.	
<b>1599</b>	<b>Knox Regional Netball Centre - Wayfinding Signage</b>	<b>\$15,571</b>
Dobson	All works have been completed	
<b>1602</b>	<b>Make safe storage rooms across all children &amp; family centres</b>	<b>\$50,000</b>
All Wards	Works have not commenced.	
<b>1606</b>	<b>Boronia Progress Hall - access ramp</b>	<b>\$90,000</b>
Baird	Detailed design works completed. Contractor is expected to be appointed by end of November 2024.	
<b>1607</b>	<b>Cypress Avenue east side between 37 Cypress Ave and Boronia Rd - Footpath</b>	<b>\$130,000</b>
Baird	Project completed.	
<b>1609</b>	<b>Mount View Road south side between Dawson Street and Willow Road - Footpath</b>	<b>\$190,000</b>
Dobson	Survey completed. Scheduled to commence design in November 2024.	
<b>1611</b>	<b>Oak Avenue between Dorset Road and Range view Road - Footpath</b>	<b>\$120,000</b>
Chandler	Confirmed scope with Traffic & Transport. Scheduled to commence design in November 2024.	
<b>1612</b>	<b>Wyandra Way, Rowville - LATM Treatment</b>	<b>\$80,000</b>
Friberg	Invoice for new street light paid, awaiting installation by Ausnet. Speed hump installation planned for first quarter of 2025.	
<b>1614</b>	<b>Scoresby Road/Victoria Road/Devenish Road intersection - Redesign</b>	<b>\$23,000</b>
Baird	Design and documentation with Department of Transport & Planning for final approval.	
<b>1617</b>	<b>Turrumurra Drive - Kerb outstands at Arcadia Park</b>	<b>\$40,000</b>
Tirhatuan	Project complete	
<b>1620</b>	<b>High Street Road Bus Stop Connections</b>	<b>\$208,000</b>
Collier	Consultation with Parks Victoria and Department of Transport & Planning underway. Awaiting outcome in order to finalise design.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
1622	<b>Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade</b>	<b>\$220,000</b>
Dinsdale	Geotechnical report received and used for structural engineering design (complete). Council is discussing project direction due to change in landowner and site complexity.	
1623	<b>Liberty Avenue Reserve Wetland/ Harvesting System</b>	<b>\$400,000</b>
Taylor	Concept design complete, new shared user path and footpath crossings detailed, quotes for 3D renders to inform community engagement to be sought shortly.	
1624	<b>Green spine Corridor (Chandler Road)</b>	<b>\$1,200,000</b>
Chandler	Works combined with Chandler Road road renewal project (1001-1528). Contract advertised with tenders having closed on 1 October 2024. Undergoing community engagement from 30 October - 25 November '24 on method and timing of staging the Chandler Rd road works. Anticipate being able to appoint a contractor by late November 2024.	
1625	<b>Boronia Basketball stadium demolition</b>	<b>\$1,066,000</b>
Baird	Tender evaluation is now complete and the demolition contractor has been appointed. The contractor is now working through permit. Team is also working through services isolation of the site.	
1627	<b>Boronia Park Retarding Basin Flood Management Works</b>	<b>\$150,000</b>
Baird	High level flood modelling is complete, the results of which are to inform land use and/or the size and location of wetlands and retarding basins within the future parklands.	
1629	<b>Community Planning to support Boronia railway station development</b>	<b>\$50,000</b>
Baird	Project update meeting with Department of Transport and Planning to occur in October 2024.	
1631	<b>Carrington Park - Squash Court</b>	<b>\$350,000</b>
Friberg	Project is packaged with other car park projects within Carrington Park in a combined tender. This includes Project 1011-24, Western Carpark renewal, and Project 1597, Carrington Park (Tennis/Scouts). Tender closed 1 October 2024 and evaluation complete with appointment imminent. Anticipate to commence works in late November 2024 after submission of pre-construction documentation including detailed Works Program.	
1632	<b>Knox Leisureworks - Strategic Review</b>	<b>\$280,000</b>
Baird	Stage 1 - Strategic Assessment Underway. Council to procure contractor for technical Assessment	
1635	<b>Borg Crescent - Road Reconstruction - Design</b>	<b>\$37,000</b>
Tirhatuan	Survey 100% complete and Geotech investigations 90% complete. Arranging quotes for service deepthning for drainage upgrades in early November. Design 75% complete and is expected to be completed by December 2024.	



## Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
<b>1636</b>	<b>Acacia Road - Road Reconstruction - Design</b>	<b>\$50,000</b>
Dobson	Survey completed and Geotech investigation 90% complete. Design to commence early December and is expected to be completed by March 2025.	
<b>1637</b>	<b>Stud Road (Service Road) - Road Reconstruction - Design</b>	<b>\$25,000</b>
Dobson	Survey completed and Geotech investigations 90% complete. Design well underway at 70% complete and expected to be completed by December 2024.	
<b>1638</b>	<b>Hartington Drive - Road Reconstruction - Design</b>	<b>\$42,000</b>
Dobson	Completed through Road resurfacing program.	
<b>1639</b>	<b>Kenross Court - Road Reconstruction - Design</b>	<b>\$15,000</b>
Collier	Survey completed and Geotech investigations 90% complete. Design well underway at 70% complete and expected to be completed by January 2025.	
<b>1640</b>	<b>Grayson Drive - Road Reconstruction - Design</b>	<b>\$20,000</b>
Tirhatuan	Completed through Road Resurfacing program.	
<b>1641</b>	<b>Hakea Place - Road Reconstruction - Design</b>	<b>\$25,000</b>
Tirhatuan	Survey completed and Geotech investigations 90% complete. Design underway and 40% complete and is expected to be completed by January 2025.	
<b>1642</b>	<b>Sasses Ave - Road Reconstruction - Design</b>	<b>\$45,000</b>
Dinsdale	External surveyor appointed and 100% completed - Geotech investigations 90% complete. Concept plan prepared. Design 10% complete and expected to be completed by late February 2025.	
<b>1643</b>	<b>Tormore Reserve - Fencing Renewal</b>	<b>\$100,000</b>
Baird	Construction has completed.	
<b>1644</b>	<b>Knox Gardens Reserve - Cricket Net Renewal - Design</b>	<b>\$15,000</b>
Scott	Council is engaged with club for feedback on concept design.	
<b>1645</b>	<b>Lakesfield Reserve - Cricket Net Renewal - Design</b>	<b>\$15,000</b>
Dobson	Council is engaged with club for feedback on concept design.	
<b>1646</b>	<b>Lewis Park Oval 2 - Floodlighting Upgrade</b>	<b>\$300,000</b>
Dinsdale	The Tender evaluation report is awaiting approval. Construction to start November.	

## Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1647	<b>Knox City Tennis Club - Car Park Upgrade - Design</b>	<b>\$35,000</b>
Dinsdale	Survey and Geotechnical investigations completed. Detailed design underway and 90% complete.	
1648	<b>Knox Regional Netball Centre Court Line Marking</b>	<b>\$50,000</b>
Dobson	Council is in the process of procuring the works, request for quote are due in mid November. Works to be scheduled in-consultation clubs.	
1649	<b>Rowville Community Centre Indoor Scoreboards/Backboards</b>	<b>\$100,000</b>
Tirhatuan	Council is work with specialist contractor to procure works. Electrical works are scheduled to occur in November with scoreboard and backboards works to follow depended on contractor availability.	
1650	<b>All Indoor Leisure Sites Security Upgrades</b>	<b>\$30,000</b>
All Wards	Scope of works have been worked out together with relevant stakeholders. Proposals from the consultant is expected to be received by end of November for review.	
1651	<b>Access Key Plans for Early Years Centres</b>	<b>\$40,000</b>
All Wards	Works have not commenced	
1652	<b>Billoo Renovations to provide additional licenced spaces</b>	<b>\$300,000</b>
Collier	Works have not commenced	
1653	<b>Early Years Hubs - OHS Playspace works</b>	<b>\$70,000</b>
All Wards	Council has engaged consultant to undertake scoping, consultation and concept design.	
1654	<b>HV Jones Community Hall - Accessible Toilet</b>	<b>\$10,000</b>
Friberg	Concept design works are in progress and expected to be completed by end of November 2024.	
1655	<b>Marie Wallace Community Pavilion - Fit for purpose</b>	<b>\$10,000</b>
Dinsdale	Score of works confirmed and project is expected to be completed by Jan 2025.	
1656	<b>HV Jones Community Room - Accessible Bathroom</b>	<b>\$10,000</b>
Friberg	Concept design works are in progress and expected to be completed by end of November 2024.	

## Knox City Council Project Status Report

Project Number	Project Name	Total Adjusted Budget
<b>1657</b>	<b>Francis Crescent - Stage 1 Rear Garden</b>	<b>\$40,000</b>
Dobson	Council meeting with relevant stakeholders to discuss and confirm scope of works in November 2024.	
<b>1658</b>	<b>Coonara Community House Education Centre - Bathroom Sinks</b>	<b>\$12,000</b>
Dinsdale	Project completed.	
<b>1659</b>	<b>Veronica Street between Underwood Road - 20 Veronica (South Side) Footpath</b>	<b>\$10,000</b>
Dobson	Consultation with residents undertaken by Traffic & Transport . Positive outcome received and concept plan approved. Survey quotes being sought and expected to commence early in New Year with Design to follow in 2025/26.	
<b>1660</b>	<b>Mountain Highway, Wicks Road to Claremont Avenue - Footpath</b>	<b>\$300,000</b>
Chandler	Service proving & Geotechnical Investigations underway with quotes being sought. Design 50% complete.	
<b>1661</b>	<b>Stockton Avenue Reserve - Footpath</b>	<b>\$50,000</b>
Dobson	Internal consultation underway. Open Space has requested a concrete seat pad. Parks has requested a swing gate be installed.	
<b>1662</b>	<b>Eildon Parade, Rowville - LATM Treatment</b>	<b>\$15,000</b>
Taylor	Consultation period finished. Approximately 30% response rate with 73% of respondents supporting speed humps in Eildon Parade. Concept plan underway.	
<b>1663</b>	<b>Agora Blvd - Burke Rd to Wattletree Rd - Traffic Treatment</b>	<b>\$30,000</b>
Baird	Consultation with residents complete. Traffic treatment is not supported.	
<b>1664</b>	<b>Bike Repair Stations (5 sites)</b>	<b>\$50,000</b>
All Wards	Plans with Civil Construction. Four locations ready for construction of hardstand area. Consultation for one more location imminent.	
<b>1665</b>	<b>Sasses Avenue / Boronia Road Bayswater - Intersection Improvements</b>	<b>\$10,000</b>
Dinsdale	External surveyor appointed and 100% completed - Geotech investigations 90% complete. Design to commence in November 2024 and is expected to be completed by late February 2025.	
<b>1666</b>	<b>Meridian Parade - Additional Lighting</b>	<b>\$25,000</b>
Scott	Consultation with nearby residents is complete. Project has good support. Request for quote for new lighting to be sent to Ausnet.	

## Knox City Council Project Status Report

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1667</b>	<b>Dirt Jump Facility - Design and Construct</b>	<b>\$50,000</b>
Scott	Request for quotation for the design and construction of the dirt jump facility is scheduled to close 11th November with the intention to engage a consultant early December.	
<b>1668</b>	<b>Future Project Design</b>	<b>\$150,000</b>
All Wards	Flow conveyance improvements in the vicinity of Stamford Park precinct currently underway.	
<b>1669</b>	<b>Wantirna Reserve - Wetland Design</b>	<b>\$15,000</b>
Collier	Design of Water Sensitive Urban Design Swale (dry creek bed) to capture and convey flood flows away from the greater park precinct currently underway.	
<b>1670</b>	<b>Seniors Exercise Parks</b>	<b>\$300,000</b>
All Wards	Equipment has been procured, Council has engaged a consultant and is currently preparing tender documentation in preparing for construction.	



## Introduction

On 25 October 2021, Council formally adopted the Community Plan 2021-2031 and Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan). These plans are our commitment to making Knox a great place now and into the future.

### Community Plan 2021-2031

This plan was developed with and for our community. It includes our Community Vision statement, and describes what we, as a collective, will focus on to achieve that vision.

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

### Council Plan 2021-2025

This plan provides direction to the organisation and describes how we're going to contribute to the achievement of the Community Vision. It also demonstrates our commitment to the health and wellbeing of the community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP). We have flagged the initiatives that will contribute to the health and wellbeing of our community with a ♦ symbol.

### Our Key Directions

Both plans contain five Key Directions which describe in further detail what we as a community are going to focus on to achieve our Community Vision. These Key Directions drive the work of Council and ensure we are working towards achieving the Community Vision.



#### Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.



#### Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



#### Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.



#### Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.



#### Natural environment and sustainability

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

## Progress Report Q1, 2024/2025





This report provides an overview of the progress against the Council Plan initiatives under each Key Direction and how we’re making a difference.

### Initiatives

The initiatives reported are those that will be delivered or have significant work completed in the given financial year with the commentary detailing the work completed each quarter.

Each Key Direction also has a major initiative(s). The major initiatives are those identified by Council as priorities to be undertaken during the financial year and have “(Major Initiative)” in the title. Major initiatives are the critical pieces of work that deliver on Council’s objectives. In the “Initiative – 2024-25 Milestone” column, the Council Plan action appears first, with the annual Major Initiative following after a hyphen (“-”).

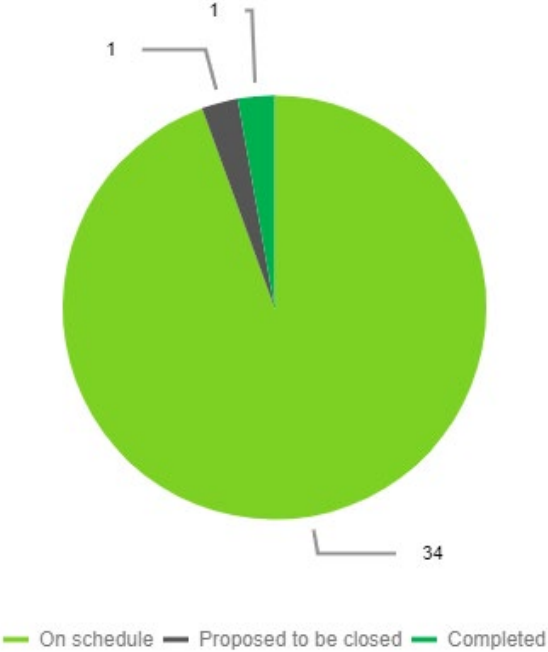
Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. Progress status is reported based on the following colour coding:

Complete	On schedule	Behind schedule	Proposed to be closed
			

### Indicators

The indicators identified in the Council Plan tell us if the work that we’re doing is contributing to a positive change in our community. They span the four years of the plan and will be reported on every six months. It must be noted however that some data will not change due to different reporting timeframes, and therefore some indicators will still include baseline data. Updated data for these indicators will be reported in future progress reports, as it becomes available. The next report to include indicators will be the Quarter 2 2024-2025 progress report.

### Q1, 2024/2025 - Progress Summary



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The assessment of progress against the milestones relates only to Q1, 2024-2025 of the four-year Council Plan 2021-25, with the majority of initiatives spanning multiple years.




## Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.

*Maximise the local economy by supporting existing businesses and attracting new investment.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 1.1.1	<b>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy - Undertake stakeholder engagement on the draft Spatial Plan for the Bayswater Business Precinct (BBP) and seek Council endorsement of the final plan.</b>	On schedule	0%	Stakeholder engagement is expected to commence in Q3 2024-25 once the draft Spatial Plan has been prepared.	
CP 1.1.4	<b>Continue to monitor the local economy to inform the strategic direction of future economic development initiatives - Finalise and endorse the economic strategic plan to inform the future work program and priorities of the Knox's Economic Development service.</b>	On schedule	0%	A newly recruited Senior Strategic Investment Officer will commence work on the economic strategic plan in Q2 2024-25.	



*Encourage and support opportunities for skills development and lifelong learning for all people in Knox.*


Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 1.2.6	<b>Implement Council's decision regarding kindergarten review - Finalise alternative sessional kindergarten providers to operate from Council kindergarten facilities from January 2025 and commence implementation of a transition plan to support an effective transition for children and families and the continuity of sessional kindergarten within Knox. (Major Initiative 2024-25)</b>	On schedule	50%	High-quality kindergarten providers have been secured to deliver sessional kindergarten from the 18 kindergarten facilities currently operating from January 2025. There is a mix of both larger Early Years Management organisations and community-run independent providers to allow choice for families. Transition activities are well underway and are on schedule to support both the kindergarten workforce and facilitate handover of the facilities to the new kindergarten providers from 1 January 2025. Included in the transition plan is the repositioning of the kindergarten registration system to enable Council to continue to manage kindergarten registration for kindergartens across Knox, no matter who the provider is. This will ensure fair and equitable access to sessional kindergarten for the children in Knox into the future.	

## Neighbourhoods, housing and infrastructure



Building on what’s great about our city, Knox’s housing and infrastructure will meet the changing needs of our community.




*Plan for and support diverse housing to meet changing community needs.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.1.1	<b>Implement the Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox - Progress the Year 2 actions of the Social and Affordable Housing Strategy, including exploring policy options for reinvesting financial contributions received through developer negotiations to maximise social housing outcomes, consulting with registered housing providers to explore partnership models, and undertaking community education and advocacy activities ahead of the Federal election. ♦</b>	On schedule	15%	The partnership model was explored over two years, however, it was determined not to be an appropriate model for the specific project. Council is continuing to liaise with social housing organisations and Homes Victoria.	
CP 2.1.2	<b>Commence review of the Knox Housing Strategy 2015 - Undertake community and stakeholder public engagement on a draft Issues and Opportunities report to inform the preparation of a new or revised Knox Housing Strategy. ♦ (Major Initiative 2024-25)</b>	On schedule	0%	Knox Housing Strategy review not yet commenced however brief has been drafted. Council has been required to respond to draft housing targets for Knox in recent months which will have implications for the scope of the Knox Housing Strategy Review. Final housing targets are expected to be released by DTP at the end of the calendar year with the new plan for Victoria.	


Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.1.3	<b>Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA) - Continue to progress the the Eastern Affordable Housing Alliance (EAHA) Strategic Plan and Communications Plan to strengthen the Alliance's impact on advocating for increased supply of social and affordable housing in the region ahead of the Federal election. ♦</b>	On schedule	20%	The Eastern Affordable Housing Alliance (EAHA) has engaged Deakin FreelanceHUB to explore the creation and implementation of a housing opportunities portal which would act as a repository for housing ideas, land or building opportunities, and legislative ideas that could be implemented to increase social and affordable housing. Planning is underway for events to be held in 2025 and advocacy for the 2025 Federal election and 2026 State election.	



*Create, enhance and maintain places and spaces for people to live, work, play and connect.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.4	<b>Facilitate and support the implementation of the Boronia Renewal program - Deliver Stage 1 of the Green Spine Corridor project within the Boronia Renewal Strategy.</b>	On schedule	10%	The Green Spine Corridor project has been combined with Chandler Road renewal project. The contract is currently being advertised with tenders closing on 1 October 2024. A contractor is expected to be appointed by early November 2024.	
CP 2.2.5	<b>Progress implementation of the Knox Central program - Develop an Expression of Interest package for prospective developers of the development of the Knox Central precinct land.</b>	On schedule	25%	Community engagement on the draft Central Precinct Land Use Plan concluded in Q1 2024-25. Council considered feedback on the draft Plan from key stakeholders, including Council advisory committees, State agencies, adjacent landowners, groups that use Lewis Park, and nearby business owners. The final Central Precinct Land Use Plan was adopted by Council in August 2024. Following the adoption of the Plan, planning for the next stage of the project commenced in Q1 2024-25. This stage includes consideration of planning, legal and development options. Background work and investigation required to develop an Expression of Interest are underway. Preparation for feature survey, infrastructure assessment, and investigation on the scope and the timing of Planning Scheme Amendment commenced during this period.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.9	<b>Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years - Continue using the Community and Social Infrastructure Modelling (CASIMO) tool and undertake service and place-based analysis to inform community infrastructure planning. ♦</b>	On schedule	30%	Officers continue to gather and input data into the Community and Social Infrastructure Modelling (CASIMO) tool. Data for 43 out of 54 sporting pavilions has been populated. Travel assessments have been completed for maternal and child health centres and for libraries.	
CP 2.2.12	<b>Review and develop the Knox Domestic Animal Management Plan - Progress implementation of the Year 3 actions of the 2022-2025 Domestic Animal Management Plan (DAMP) and review the current DAMP in preparation for the next iteration.</b>	On schedule	10%	Delivery of Year 3 action items is ongoing. Review and consultation of Council's next Domestic Animal Management Plan (DAMP) will commence in Q3 2024-25. Council continues to partner with our pound provider to promote services, including discounted cat and dog desexing and free cat microchipping. We continue to deliver on the ongoing DAMP action items.	
CP 2.2.13	<b>Finalise and implement the Bayswater Renewal Strategy - Undertake public exhibition of the planning scheme amendment associated with implementation of the Bayswater Renewal Strategy and refer and report to Council on the outcomes of the public exhibition process. (Major Initiative 2024-25)</b>	On schedule	5%	Council adopted the Bayswater Renewal Strategy on 26 August 2024. The resolution included seeking authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement the recommendations of the Strategy into the Knox Planning Scheme. Consultants have been engaged to prepare the planning controls. Authorisation is expected to be sought by end of Q2 2024-25 and public exhibition is expected in Q3 2024-25.	

*Provide, maintain and advocate for accessible and sustainable ways to move around Knox.*


Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.14	<b>Advocate to State Government for improved public transport and arterial road connectivity in Knox - Continue to participate in the Eastern Transport Coalition, develop Project Specific Advocacy material for Council's Transport priorities, and advocate for Long Term Public Transport priorities including bus services across Knox. ♦</b>	On schedule	25%	Towards the end of 2023-24, Council officers submitted a list of strategic bus improvement priorities across Knox to the Department of Transport and Planning and met with departmental representatives to discuss the projects. A separate strategy transport meeting was held between Council officers and the Department of Transport and Planning in August 2024 to discuss: project collaboration; support of strategies, plans and policies of Council and the Department; and enhancing transport planning through sharing of data and information. This group meets on a quarterly basis. An operational meeting to discuss key traffic engineering and road safety matters was also held in September 2024 between Council officers and Department of Transport and Planning personnel. Council is liaising with the Department of Transport and Planning to re-establish project priority assessment guidelines for arterial road projects in readiness to report recommended arterial road priority projects for Council's consideration in Q4 2024-25. Key Knox transport priorities were also shared with the Eastern Transport Coalition (ETC) in September 2024 for incorporation into their advocacy program, through which Knox officers continue to work with neighbouring Councils to support a coordinated approach to transport advocacy. Council also continues to pursue advocacy through the ETC by identifying priority safe arterial road crossing routes to enhance access to frequent bus services.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.15	<b>Enhance sustainable transport utilisation through delivery of active transport infrastructure - Adopt the Knox Cycling Action Plan 2025-35 and continue to deliver the Footpath Program, and the Shared Path and On Road Bicycle infrastructure program. ♦</b>	On schedule	25%	Council adopted the Knox Cycling Action Plan in August 2024. This new strategy is being used to inform priorities in the shared path program from 2025-26 onwards. Works completed in Q1 2024-25 include a footpath in Cypress Avenue, Boronia, and a road narrowing crossing point in Turrumurra Drive, Rowville. Projects currently out to tender are the Green Spine off-road shared path in Chandler Road, Boronia, and on-road bike treatments and off-road shared paths in Harold Street, Wantirna. The following projects are currently in their design phase: a Shared Zone for Macauley Place, Bayswater; a shared path in Brennock Park Drive, Ferntree Gully; and footpaths in Mount View Road, Upper Ferntree Gully, Oak Avenue, Boronia, and Mountain Highway, The Basin, between Wicks Road and Claremont Avenue; and Bike Repair Stations at five locations across the municipality. Scoping and investigation are underway on possible future shared path projects in Ferntree Gully Road, Knoxfield, westerly from Henderson Road to the Bunnings traffic signals; and Railway Parade, Upper Ferntree Gully, between Burwood Highway and Quarry Road.	
CP 2.3.17	<b>Provide new and innovative community transport programs for the Knox community - Continue to deliver an accessible and affordable community transport service for the Knox community, with a focus to investigate inclusion of an on-demand service. ♦</b>	On schedule	25%	A review of the community transport outing program has been undertaken with the outcome to include new destinations during Q2 2024-25. Stephenson Falls in Marysville has proved to be a favourite destination for seniors. As part of Service Planning, investigation into an on-demand community transport program has begun. Further work will continue in Q2 2024-25, with discussions with other local service providers scheduled.	


## Natural environment and sustainability

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


### Preserve our biodiversity and waterways, and enhance our urban landscape.

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 3.1.2	<b>Implement Knox's Biodiversity Resilience Plan - Progress implementation of funded Year 2 actions from the Biodiversity Action Plan. ♦ (Major Initiative 2024-25)</b>	On schedule	25%	Year 1 actions completed. Year 2 actions commenced include the adoption of the seven seasons of the Kulin Nations as the basis for stories of species and Country, and the support of diversity through understory planting and habitat replacement.	


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

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 3.2.5	<b>Implement the high priority actions from Years 2-4 of the Climate Response Plan - Progress implementation of the high priority Year 4 actions of the Climate Response Plan. ♦</b>	On schedule	25%	A number of the Year 4 implementation actions of the Climate Response Plan have commenced or progressed in Q1 2024-25. These actions include: working with the Eastern Alliance for Greenhouse Action (EAGA) on promoting Round 2 of the Business Power Purchase Agreement program through the Business Renewables Buying Group; continued rollout of the Net Zero Hero community education program; commencement of the Major Road Streetlight LED replacement program with procurement of installation and lighting supply services; and facilitation of additional public electric vehicle charging stations at Wantirna South (2), Bayswater and Mountain Gate. The Year 3 annual report of the Climate Response Plan was presented to Council on 16 September 2024. This report highlighted that of the 55 actions, 16 have been completed to date, 25 actions are on schedule, six are behind schedule and two have been deferred. Six actions are yet to commence.	



Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 3.2.6	<b>Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program - Evaluate the effectiveness of sites where trials have been initiated utilising recycled materials as part of civil construction projects and make recommendations on the continued use of recycled materials in concrete and asphalt works. ♦</b>	On schedule	25%	Council completed the construction of a number of footpaths as part of the 2023-24 Capital Works Program. This work will be monitored through 2024-25 to ensure there are no issues with utilising recycled products. New opportunities to utilise recycled materials within concrete works will continue to be assessed and adopted in future programs. Recycled glass and materials are used throughout Council's asphalt resurfacing program. Council continues to work with stakeholders and industry to identify opportunities to utilise recycled products within all our civil construction programs.	



*Lead by example and encourage our community to reduce waste.*




Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 3.3.10	<b>Secure long-term solutions for the treatment and disposal of residual waste streams.</b>	On schedule	85%	The Advanced Waste Processing planning and tendering phase was completed in 2023-24. Knox City Council has now joined with eight other councils in Melbourne's south-east to find a better solution for waste than landfill. From 2029 household waste that cannot be recycled or recovered will be sent to a facility in Gippsland that will turn it into energy that will power an adjacent paper mill. The new arrangement will be more cost-effective than sending waste to landfill and reduce greenhouse gas emissions by 270,000 tonnes annually - equivalent to removing 50,000 cars from the road every year.	

## Connection, resilience and wellbeing




Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



*Support our community to improve their physical, mental and social health and wellbeing.*



Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.2	<b>Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact - Work with the Mental Health Roundtable and the Community Safety Health and Wellbeing Advisory Committee to develop and deliver positive mental health activities. ♦</b>	On schedule	30%	A consultative engagement workshop was undertaken with the Community Safety, Health and Wellbeing Advisory Committee on 12 September 2024. Discussion focused on key data around the mental health and wellbeing of Knox residents. Key themes from the consultation included programs focused on reducing the impact of loneliness and social isolation to improve overall mental health and wellbeing. Planning is in progress for an upcoming event for World Mental Health Day on 10 October 2024 entitled, 'Art Therapy Canvas and Cuppa', to be held in partnership with Knox Leisureworks, as well as planning for the 2025 Move Your Way program.	
CP 4.1.3	<b>Progress implementation of the Children, Youth and Seniors Plan - Progress implementation of the Year 4 actions of the Child, Youth and Seniors Plan to meet the needs of the diverse stakeholder groups. ♦</b>	On schedule	25%	The Youth initiative, 'Beyond the Frame - Youth Photography and Digital Media Competition', was delivered in Q1 2024-25. This was held at the Youth Hive of Knox Library, with special guests the Hon. Natalie Suleyman, MP, Minister for Youth, and Mr Jackson Taylor, the Member for Bayswater. Artwork was on show and there was an award presentation and speeches to acknowledge the works and artistic insights of young people in Knox. This program was supported by the State Government's Youth Fest Grant. Additionally, grant funding from the State Government focused on senior residents has enabled the planning of a fishing program for vulnerable men in our community, to be implemented in Q2 2024-25. Outcomes of the program aim to assist with connection and social isolation and communicate information of support services to these vulnerable community members. Building on the success of the pilot project facilitated by Swinburne University in 2023, the InterGen Project between Your Library and Boronia K12 College continued, with another successful program for students and older participants of Knox concluding at the end of Term 3.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.4	<b>Develop and implement an Active Participation Plan - Beyond Structured Sport - Commence implementation of approved and funded actions from the Active Knox (participation) plan. ♦ (Major Initiative 2024-25)</b>	On schedule	25%	The Active Knox Plan was adopted by Council on 9 September 2024. Implementation is underway.	
CP 4.1.7	<b>Support the creation of new physical activity-based programs and community infrastructure across the municipality - Deliver infrastructure improvements at Council sporting reserves and identity new program opportunities at Indoor Leisure sites. ♦</b>	On schedule	30%	Several infrastructure improvements and program development opportunities have been initiated at Council-managed Indoor Leisure Sites during Q1 2024-25. New sporting lines have been introduced at Knox Regional Netball Centre, which is the first step in transitioning Knox Regional Netball Centre from predominantly a netball venue to a multisport venue. Adding the new sporting lines will increase the sporting offerings at the site and will create new program and usage opportunities. The project is on track, with original scoping, contractor site visits and quotes received. Re-purposed rings, backboards and new scoreboards are to be installed at Rowville Community Centre to enable more groups to play and train at the facility. The project is on track, with original scoping and contractor site visits organised. New program opportunities for Carrington Park Leisure Centre are being investigated. Further benchmarking will be completed in Q2 2024-25 prior to programs being selected and implemented.	
CP 4.1.8	<b>Develop and implement programs to enable older and vulnerable residents to access technology - Deliver a suite of programs and workshops to assist older and vulnerable residents to effectively use available technology and gain awareness of cyber-security, including the ability to search the internet, access banking and send emails with attachments. ♦</b>	On schedule	25%	The Digital Connections Stakeholder group continue to share programs and events that are happening in Knox which assist older and vulnerable residents. Workshops covering topics such as recognising scams, tech talks, and The Purple Phone all continue to be offered by partnering service-providers across Knox, including Your Library. These events are promoted across the Bright Ideas Network and the relevant Zest4Life brochures and the Your Library events were consistently booked out in Q1 2024-25.	


*Foster inclusivity, equality, belonging and safety within the community.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.9	<b>Contribute to the collective efforts in preventing and responding to family violence - Progress implementation of the Year 1 workplan for the Free From Violence Local Government Program and continue to deliver family violence prevention and awareness raising activities including 16 Days of Activism against Gender-Based Violence. ♦</b>	On schedule	20%	The Free From Violence Project workplan progressed in Q1 2024-25 to embed family violence prevention across Knox City Council. Planning is underway for the 16 Days of Activism campaign activities.	
CP 4.2.10	<b>Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children - Finalise the implementation of training and access to Child Link for all Maternal and Child Health Nurses and Early Childhood Teachers. ♦</b>	Completed	100%	Training and access to Child Link for all Maternal and Child Health Nurses and Early Childhood Teachers has been completed.	
CP 4.2.11	<b>Develop and implement Knox Council's Disability Action Plan incorporated within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-27 - Progress implementation of the Year 3 Disability Action Plan actions within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027, with a focus on carers of people with a disability.</b>	On schedule	20%	Year 3 Disability Action Plan actions are progressing. Weekly carer exercise classes have been delivered at Knox Leisureworks, providing carers with exercise and social connections. Monthly carer walks provide an opportunity for carers to connect and learn more about services in Knox. The monthly Borderline Personality Disorder carers group and Women with Disabilities hub groups have been supported to provide information and connection. Knox Disability Advisory Committee recruitment has been undertaken, adding nine new community members to this valuable committee. Council Access Key accessibility guides are available for many Knox Council sites and events to support access and inclusion. The Accessing Knox e-newsletter is under review and will be distributed monthly to provide relevant disability information to the Knox community. Planning is underway for World Mental Health Day Carer Forum on 10 October 2024 and International Day of People with a Disability in Q2 2024-25.	


Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.12	<b>Develop and implement the Dementia Friendly Action Plan - Progress implementation of the Year 2 actions of the Knox Dementia Friendly Action Plan, with a focus on increasing awareness and available support across the community. ♦ (Major Initiative 2024-25)</b>	On schedule	25%	The design and planning phase for the first Dementia Inclusive Choir was successfully completed in Q1 2024-25. Launch of the choir is scheduled for Q2 2024-25. Partnering with The Haven Day Care Centre in Boronia, music therapists and Rewire Musical Choir (The University of Melbourne), the choir is funded for term 4 2024 and term 1 2025 to support social participation for Knox residents living with dementia or caring for someone with dementia. Planning is underway to reinvent how the 'Become a Dementia Friend' session is delivered and changes are expected to be implemented in Q2 2024-25. Bayswater Library showcased the Your Library memory dementia kits resource and Knox City Council information packs at the week-long 'Trip down memory lane' event held during Dementia Action Week.	
CP 4.2.14	<b>Implement Council's adopted Gender Equality Action Plan - Progress the delivery of Year 3 of the Gender Equality Action Plan, ensuring Council meets its obligations under the Gender Equality Act 2020. ♦</b>	On schedule	25%	Work has commenced on the integration of various human resources databases to support a Gender Equality Action Plan (GEAP) reporting dashboard to allow for internal monitoring of our GEAP. A questionnaire is being developed for new/returning Councillors to support greater capture of demographic data, and learning and development opportunities are being provided to employees related to inclusion, menopause and equity impact assessments. Internal consultation on the Organisation Strategy includes diversity, equity and inclusion questions, and a review of the flexible work policy has commenced. An Equity Impact Assessment procedure has been added to Council's project management guidelines and Equity Impact Assessment templates have been updated to include pre-populated datasets to support officers in completing assessments. Further to this, an Equity Impact Assessment library is available on Council's intranet to support officers in completing assessments. Four Equity Impact Assessments were completed in Q1 2024-25.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.15	<b>Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox - Deliver a targeted campaign to increase awareness of ageism and ongoing intergenerational programs to connect community members of all ages, including programs delivered in collaboration with Playgroup Victoria and Your Library. ♦</b>	On schedule	25%	The Basin Community House exhibited the 'Voices of Over 55s - Challenging Ageist Stereotypes' photography exhibition in Q1 2024-25. The portraits were well received by the community and were supported and complemented by an Age Awareness Presentation to members in August. A further five Age Awareness Presentations were shared to local clubs and probus groups within the municipality over July - September to a further 200+ community members. A soft community launch of the Intergenerational Toolkit took place at the Knox Library in mid-July with the final report and official release scheduled for November 2024. The Intergen 12-week Program, a partnership between Knox City Council, community members of Knox, Boronia K12 College and Your Library Knox, commenced in Q1 2024-25. Sessions took place at both the library and school. Activities included games, cooking, and arts and craft. This program concluded with a wonderful celebration event in late September, with all participants in attendance. Windermere Reserve Kindergarten and residents from Glengollan Village commenced a regular program in July. This program has been highly successful with hopes of it continuing throughout Q2 2024-25. Strong interest and partnership opportunities from various kindergartens and primary and secondary schools continues as we support and build connections to establish meaningful and sustainable programs between community members of all ages.	
CP 4.2.16	<b>Develop and deliver a range of evidence based community training initiatives to build volunteer capacity - Provide a range of workshops and activities that support community groups, clubs, not-for-profit organisations and volunteers, based on participant feedback and identified needs. ♦</b>	On schedule	25%	Four community training workshops were held in Q1 2024-25 with attendance averaging 15-20 community members. Topics included: proactive and effective social media (14 August), cyber security (20 August), conflict management (21 August), and Child Safe standards for community groups (19 September).	

*Honour and integrate First Nations Culture into actions and environments.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.3.17	<b>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation - Prepare to conduct an Aboriginal heritage/cultural values study to inform land management and planning, host a First Nations voice forum to hear current topics of interest from the community, deliver cultural safety training, and conduct an organisation cultural safety audit. ♦</b>	On schedule	30%	Meetings with Council's Strategic Planning Team and Traditional Owners have been undertaken in relation to a Cultural Values Study. Parks Victoria are currently conducting a Cultural Values Study of the Police Paddocks in Rowville and the report will be shared with Council. Two First Nations voice forums will be held with Council staff and Councillors in April and September 2025, focusing on current topics of interest from the community. These have been re-scheduled to allow for Council elections and new Councillor participation. During NAIDOC Week in July, a cultural education session was held for Council staff. This session involved a number of activities, including basket weaving and hearing about cultural history from a Traditional Owner. An education session was also held through the Koorie Academy clinic, and Elders were taken on a bus tour of First Nations art installations across Knox to celebrate NAIDOC Week. Training for community groups on 'Building Aboriginal Cultural Competency' will be held on 7 November 2024, with a second session on 1 April 2025. The organisational Cultural Safety Tool has been purchased and planning is underway on how to best undertake the audit.	


*Support the community to identify and lead community strengthening initiatives.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.4.18	<b>Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters - Consult the community on the draft Community Resilience Plan and use the feedback to inform the next steps.</b>	Proposed to be closed	10%	This action item is proposed to be closed. While originally intended to simply focus resilience as part of emergency management, it is appropriate that community resilience is better addressed at an overarching community and social policy level, particularly as part of the future Municipal Public Health and Wellbeing Plan. As a result, community resilience will be considered as part of and will influence emergency management planning and the intent is retained.	


## Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.


*Provide opportunities for all people in Knox to have their say.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 5.1.1	<b>Implement priority actions of the Community Engagement Framework and Action Plan - Develop a program to grow Council's community engagement capability in response to the updated Community Engagement Policy.</b>	On schedule	20%	Review and evaluation of the 2023-24 community engagement capability program has been completed, indicating the benefits of dividing training delivery into external delivery of core concepts and internal training and mentoring for ongoing skill development through practical implementation. The review highlighted the need for training for all levels of the organisation, from senior leaders through to officers who plan and implement. These findings are being utilised to develop the 2024-25 program.	


*Manage our resources effectively to ensure financial sustainability and improved customer experience.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 5.2.2	<b>Implement Our Customer Strategy and Action Plan - Progress implementation of automated progress updates for customer requests, expand the Voice of the Customer program and deliver the initiatives in the third year of the digital roadmap.</b>	On schedule	25%	Requirements for automated progress updates have been documented and a project manager has been appointed to progress this work. The process to on-board new services into the Voice of Customer Program has been documented and a schedule developed for which services will be on-boarded next. LiveChat has been rolled out to all services except Building and Planning. Voice of the Customer data for the website is driving priority for the next enhancements to ePathway to improve the experience of using online forms to request services.	



Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 5.2.3	<b>Implement the Transformation Roadmap to ensure Knox Councils services, systems and processes meet our customers' needs and drive organisational financial sustainability - Progress the delivery of Year 2 transformation projects in line with the approved capital and operational budget allocation in 2024-25. (Major Initiative 2024-25)</b>	On schedule	25%	A focus in Q1 2024-25 has been on delivering incremental continuous improvements to our Customer and Performance (C&P) Project Management Frameworks and Project Change Management toolkits, including additional quality controls for phase completion and implementation readiness. Work has been undertaken with Program and Project Managers to build capability and consistent use of the frameworks and associated tools. 90-day planning sessions are a regular part of operations with representation across C&P and business recently reviewing key activities, dependencies and risks for priority roadmap activities scheduled for Q2 2024-25. The prioritisation model continues to be successfully utilised, enabling us to rank all projects in the portfolio, provide available capital funding and optimise available resources. The Corporate Capacity Calendar has been published, providing an elevated view of all the high-impact projects and activities occurring across Council to determine whether any changes are required to manage organisational capacity to deliver the projects in addition to operational business-as-usual work. Seven projects were completed across the five C&P Streams in Q1 2024-25.	

*Ensure our processes are transparent and decisions are accountable.*

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 5.3.6	<b>Conduct the 2024 General Election and implement a comprehensive induction program for the elected members - Work in concert with the Victorian Electoral Commission to support the delivery of the 2024 Council Elections, and work with internal and sector stakeholders to develop and deliver an induction program tailored to the needs of Councillors and in accordance with legislative requirements. (Major Initiative 2024-25)</b>	On schedule	40%	The 2024 General Election is proceeding in line with the Electoral Service Agreement between Council and the Victorian Electoral Commission (VEC) with all key milestones having been successfully met to date. A draft induction program has been developed and partners engaged to support finalisation and delivery of the program pending announcement of State Government electoral reforms expected in October 2024.	





## Appendix 1: Incomplete Year 3 Council Plan Initiatives (2023-24)

At the conclusion of 2023-24 there were six Year 3 initiatives that were incomplete. The items behind schedule were primarily related to external factors outside of Council’s control.

To ensure we are being fully transparent to our community on the progress of our Year 3 milestones, we have chosen to separate the incomplete initiatives in Year 3 from the Year 4 initiatives and continue to report on these until completion of the Year 3 milestones.


The progress below reflects the status of the key milestones for 2023-24, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. The below Year 3 initiatives will be included in this appendix report until completion.

### Opportunity and innovation


Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It’s a place where people and business can thrive.

*Maximise the local economy by supporting existing businesses and attracting new investment.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Traffic Lights
CP 1.1.1	<b>Incomplete 2023-24 initiative: Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy - Commence preparation of a Spatial Plan for the Bayswater Business Precinct (BBP).</b>	Behind schedule	90%	The updated Spatial Plan brief is being finalised with the project working group across Knox, Maroondah, and Yarra Ranges councils. The final brief is expected to be released for tender in October 2024 to engage a consultant to assist it in the preparation of the Spatial Plan.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Traffic Lights
CP 1.1.4	<b>Incomplete 2023-24 initiative: Continue to monitor the local economy to inform the strategic direction of future economic development initiatives - Develop a draft economic plan informed by data gathered from the evaluation of the reporting framework.</b>	Behind schedule	20%	Council moved from the existing REMPLAN data subscription to Economy .id at the end of 2023-24. Economy .id complements Council's existing profile .id suite and offers a user-friendly platform to support a Council-wide approach to sourcing economic data. A training session has been scheduled for Q2 2024-25 to support staff in accessing and utilising the economic .id platform. Recruitment of the Senior Strategic Investment Officer commenced September 2024 with an appointment anticipated late October 2024. The Senior Strategic Investment Officer will commence the drafting of the economic plan following appointment.	


*Support organisations in Knox to navigate recovery and new ways of working.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Traffic Lights
CP 1.3.9	<b>Incomplete 2023-24 initiative: Coordinate the implementation of Knox's Retail Activation Strategy - Implement the Year 2 actions of the Retail Activation Strategy.</b>	Behind schedule	80%	Council engaged a digital consulting firm in Q4 2023-24 and work has commenced to develop and deliver a 'What's on Knox' platform. It is expected that the platform will be delivered in Q2 2024-25. An expression of interest for the Business Working Group was completed July 2024, attracting 27 expressions of interest (EOIs) from businesses across 12 retail precincts within Knox. The first working group meeting was held in September 2024 with 15 businesses in attendance. The session focused on governance for the group and exploring the branding options presented by the consultant. The next meeting will be held in Q2 2024-25. Internal stakeholders have been engaged to provide feedback on the platform, which is set to be launched late November 2024.	

## Neighbourhoods, housing and infrastructure

Building on what’s great about our city, Knox’s housing and infrastructure will meet the changing needs of our community.


*Create, enhance and maintain places and spaces for people to live, work, play and connect.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Traffic Lights
CP 2.2.13	<b>Incomplete 2023-24 initiative: Finalise and implement the Bayswater Renewal Strategy - Present the Bayswater Renewal Strategy to Council for endorsement, for the purpose of requesting authorisation from the Minister for Planning to prepare and exhibit the a planning scheme amendment to implement the recommendations of the Bayswater Renewal Strategy in the Knox Planning Scheme. (Major Initiative 2023-24)</b>	Completed	100%	The Bayswater Renewal Strategy (BWRS) was released for community consultation during the 2023-24 financial year and was finalised with Executive Leadership Team (ELT) and Issues Briefings towards the end of the financial year. The final BWRS was adopted by Council on 26 August 2024 and the Council resolution included a request to seek authorisation to prepare and exhibit a planning scheme amendment to implement the recommendations of the BWRS. Consultants have been appointed to prepare the planning controls to be included with the planning scheme amendment and work has commenced following adoption of the strategy. The planning scheme amendment is expected to commence in the 2024-25 financial year following authorisation from the Minister for Planning.	

## Natural environment and sustainability

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


*Preserve our biodiversity and waterways, and enhance our urban landscape.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Traffic Lights
CP 3.1.3	<b>Incomplete 2023-24 initiative: Develop a Domestic Wastewater Management Plan for Knox.</b>	Behind schedule	50%	Prior to developing a Domestic Wastewater Management Plan, desktop audits need to be conducted to clean up records, remove duplicates and finalise any incomplete information. 334 desktop audits have been completed. 58 of the 334 are duplicate files for the same system, leaving only 276 systems in Knox. 94 of the 276 have already connected to sewer or have the ability to connect. Of the properties left, onsite assessments of 130 properties are required to assess what is in the ground (Condition/Location/Risk). When the onsite assessments are complete, the Domestic Wastewater Management Plan will be prepared based on risk.	

## Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

*Support the community to identify and lead community strengthening initiatives.*

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Traffic Lights
CP 4.4.18	<b>Incomplete 2023-24 initiative: Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters - Develop the final draft Community Resilience Plan in a format that will allow broader community consultation.</b>	Proposed to be closed	40%	This action item is proposed to be closed. While originally intended to simply focus resilience as part of emergency management, it is appropriate that community resilience is better addressed at an overarching community and social policy level, particularly as part of the future Municipal Public Health and Wellbeing Plan. As a result, community resilience will be considered as part of and will influence emergency management planning and the intent is retained.	

## 8.3 Your Library Annual Report 2023-2024

<b>Final Report Destination:</b>	Council Meeting
<b>Paper Type:</b>	For Noting
<b>Author</b>	Manager Community Wellbeing, Kerry Jansons
<b>Executive:</b>	Director Connected Communities, Judy Chalkley

### **SUMMARY**

This report seeks to present the Your Library Annual Report 2023-2024 (refer Attachment 1) for noting.

Your Library is a co-operative venture of three outer eastern metropolitan councils – Knox, Maroondah and Yarra Ranges – servicing approximately 435,000 residents. The Your Library Board consists of two councillors from each of the member councils, who are appointed as directors of the company.

Libraries, as we know, are more than books. They contribute to social cohesion and connections within our communities. Your Library provides valuable services to the wide range of community members, at all ages and stages of their life. From Story Time for babies and their caregivers to homework clubs for teenagers, job search services for adults, and delivery services to people in aged care, Your Library caters to everyone in our community.

The six Knox libraries have had 570,626 physical check outs, 579,719 library visits and an outstanding 14,081 new members in the last financial year alone. These statistics place Knox Libraries, as a collective, as the most highly utilised of the Your Library network.

There are many achievements worth noting from 2023-24 in relation to the six Knox libraries, including the opening of the new Knox Library- Ngarrgoo at Knox Westfield in March. This library has exceeded all expectations from community and Council alike, with the community embracing the diverse offerings from the secret garden, Youth Hive Space, reading nooks, spacious children's area and community meeting rooms. This opening has contributed significantly to the above utilisation rates.

### **RECOMMENDATION**

That Council notes the Your Library Annual Report 2023-2024 (refer to Attachment 1).

### **1. INTRODUCTION**

This report seeks to present the Your Library Annual Report 2023-2024 for noting.

Your Library is a co-operative venture of three outer eastern metropolitan councils – Knox, Maroondah and Yarra Ranges – servicing approximately 435,000 residents. The Your Library Board consists of two councillors from each of the member councils, who are appointed as directors of the company.

The Your Library Annual Report 2023-24 details library services and initiatives delivered for the Eastern Region and the Knox municipality. The report notes the key statistics and highlights for the 2023-24 financial year and provides financial statements.



The 6 Knox libraries have had 570,626 physical check outs, 579,719 library visits and an outstanding 14,081 new members just in the last financial year. These statistics place Knox Libraries, as a collective, as the most highly utilised of the Your Library network.

There are many achievements worth noting from 2023-24, including the opening of the new Knox Library Ngarrgoo at Knox Westfield in March. This library has exceeded all expectations from community and Council alike, with the community embracing the diverse offerings from the secret garden, Youth Hive Space, reading nooks, spacious children's area and community meeting rooms. This opening has contributed significantly to the above utilisation rates

It is important to reflect that during 2023-24 Your Library was saddened and shocked by the unexpected passing of their CEO Joseph Cullen. Joseph had been the head of Your Libraries for nearly 20 years and his achievements included managing the transition from Eastern Regional Libraries Corporation to Your Libraries Limited and focused on using technology to move libraries into a modern technology-based era. He championed access for all initiatives, including the introduction of programming to cater for the needs of the most vulnerable members of our communities. Joseph will be remembered for his leadership, kindness, compassion and approachability.

## **2. DISCUSSION**

### **2.1 Background**

Local Government is the recognised provider of public library services across Victoria. Knox City Council provides premises for six library branches and is the service's principal funder. These Branches are at Bayswater, Boronia, Ferntree Gully, Rowville and Wantirna South with an additional Reading Room located at Millers Homestead.

Your Library delivers library services such as education, information, leisure and personal development to the Knox community on Council's behalf. The library service provides a welcoming environment for all and supports the community health and wellbeing outcomes by focusing on both physical and social health, providing opportunities to reduce social isolation and supporting mental health through learning, connection, and participation.

### **2.2 Performance of Service**

The Your Library Annual Report for 2023-24 (Attachment 1), prepared by Your Library and approved by the Your Library Board provides the following information:

- Part 1 – Year in Review
  - At a Glance
  - Reflections
  - Remembering Joseph Cullen
  - Governance
  - Connecting With Our Community
  - Connecting With Adults
  - Connecting With Children, Young People and Families
  
- Part 2 – Corporate Matters
  - Marketing and Promotions

- Collections
- Regional Statistics
- Business and Technology
- Our Team

- Part 3 – Financial Report

## 2.3 Council’s Board Representatives

### 2.3.1 Knox City Council Board Representatives

The Your Library Board consists of two Councillors from each of the member Councils, appointed as directors of the company. The Knox Councillors sitting on the Board during the 2023-24 financial year were Councillor Susan Laukens and Councillor Nicole Seymour (following the resignation of Councillor Timmers-Leitch).

### 2.3.2 Council Board Membership Changes in 2023–24

Changes of membership during the 2023-2024 year included:

- Knox City Council – Councillor Marcia Timmers-Leitch resigned from the Board and Councillor Nicole Seymour was appointed to the Board.

## 2.4 Key Service Highlights

The highlight for Knox Libraries in 2023-24 was the opening in March 2024 of the Knox Library – Ngarrgoo, incorporating the Knox Youth Hive. Over 8,000 people visited the Library on its opening weekend, to borrow, to work, to wander around or to escape the heat. This weekend also saw over 400 people join or rejoin the Library.

In its first three months of operation, Knox Library Ngarrgoo saw an 90% increase in loans, a 350% increase in visits and a 415% increase in new memberships, compared to the same period last year at Knox Express. The Story Time Sessions also consistently have 80 adults and children per session.

Your Library was also the first single library service to reach 5 million Libby loans of digital material in March 2024. Libby is a platform where Library members can access digital content such as ebooks, eAudiobooks and eMagazines, it also has titles that are no longer available in print.

Below is a snapshot of the Knox statistics for the 2023/24 financial year.

Location	Members		Visits		Checkouts		PC Sessions	
	2022/23	2023/24	2022/23	2023/24	2022/23	2023/24	2022/23	2023/24
<b>Bayswater</b>	10,4012	11,999	88,782	104,770	74,599	74,929	4,216	11,865
<b>Boronia</b>	14,481	15,745	63,301	63,123	106,139	105,140	4,680	9,963
<b>Ferntree Gully</b>	12,414	13,717	75,868	70,750	102,736	92,870	3,899	6,959

<b>Knox/ Knox Express</b>	39,834	47,493	88,224	205,759	119,241	156,053	5,340	13,723
<b>Miller's</b>	67	100	n/a	n/a	3,939	5,181	239	238
<b>Rowville</b>	26,053	28,288	118,110	135,317	143,394	136,453	10,485	21,502
<b>Total</b>	<b>103,261</b>	<b>117,342</b>	<b>434,285</b>	<b>579,719</b>	<b>550,048</b>	<b>570,626</b>	<b>28,859</b>	<b>64,250</b>

Comparatively below is snapshot of the 2023-24 regional statistics:

	<b>Physical Checkouts</b>	<b>Physical Reservations</b>	<b>Library Visits</b>	<b>New Members</b>
<b>Knox Council</b>	570,626	158,498	579,719	14,081
<b>Maroondah Council</b>	446,326	116,927	510,456	9,242
<b>Yarra Ranges Council</b>	450,397	143,929	398,307	8,293

Please refer to Pages 27 and 28 of the Annual Report for further statistics and relevant breakdowns.

## 2.5 Key Knox Highlights

The Annual Report features a number of key Knox highlights and stories which capture the diverse services that are offered to the Knox community, for example:

### 1. *World of Origami*

The Melbourne Origami Group created “Origami Dream World” at Miller’s Homestead during August and September 2023. An exhibition of beautiful works created by group members was complemented by origami workshops. The workshops included origami for beginners, making and using different papers, folding Sonobe units and, during the school holidays, making origami action figures. Every visitor to Miller’s Homestead during the exhibition was invited to create their own butterfly or flower to contribute to the growing “garden” that took shape in Miller’s Scullery. At least 400 pieces were placed around the walls and most visitors took one or two pieces home as well. The program was both accessible and intergenerational, with grandparents working with their grandchildren and a number of carer’s groups bringing their clients, who came to make a butterfly and left with an enormous sense of achievement. Over 1,000 pieces of origami were created over the course of the exhibition and the Scullery installation has been retained as an ongoing activity.

### 2. *Kaleidoscope at Miller’s Homestead*

In September 2023, Your Library ventured into new territory by putting out a call for people to join a community choir based at Miller’s Homestead. We had no idea what the response would be, but the invitation was very loose – no auditions and no need to be able to read music or have previous choir experience. We quickly realised we had tapped into

an unmet desire to create music in a supportive environment. Our two choirmasters, Barb Shearer-Jones and Charmaine Schmidt, who have had extensive careers in community arts and education, brought their infectious enthusiasm to the task and the choir quickly grew into a solid band of more than twenty singers. They now meet weekly, filling the whole house with their sound. Research shows that joining a choir can help create rich, meaningful connections with others and boost happiness levels. This seems to have been the case at Miller's Homestead, where the choir has committed to keep singing together for another year. Members pay a small fee to cover the choir masters' costs and the group is now full. They have chosen a name – Kaleidoscope – that reflects the coming together of different styles and strengths to make a vibrant whole. In May 2024, Kaleidoscope delivered a concert for friends and family. For many choir members, this was the first time they had ever sung in public. Their performance conveyed the delight they share while singing together. One audience member said he felt as if a “wall of joy” had washed over him as they sang.

3. *Focus on young adult writers and readers across Knox*

The City of Knox branches worked together this year to increase programming directed at young people. One initiative saw two young adult authors deliver talks and workshops at several libraries during the school holidays. Author, Alison Edwards, presented three sessions in one week in September 2023, starting at Boronia Library where she talked about her writing, and living in the “mystical” Dandenong Ranges. She followed that with a focus on the idea of “found family” in young adult literature at Bayswater Library, and ended the week at Rowville Library with a hands-on workshop where participants could work on their own narrative pieces. This successful format was repeated during the Easter holidays, when well-known young adult author, Rebecca Lim, visited all five libraries in Knox. This program began with an exploration of Rebecca's cultural influences at Bayswater Library, followed by a talk about her many award-winning titles at Knox Library Ngarrgoon and finishing with a workshop on editing your own work at Boronia Library. The following Friday, Rebecca shared writing tips and tricks at Ferntree Gully Library and finally hosted a book chat at Rowville Library.

4. *Youth Hive at Knox Library Ngarrgoon*

Sharing space with the City of Knox's Youth Team at Knox Library Ngarrgoon and locating the teen fiction and graphic novel collections adjacent to the Youth Hive, has seen interest in both collections grow. We relocated items from other Knox libraries to fill the new shelves, as the previous collection was too small for the allocated space. Borrowing is up, and a greater proportion of the total collection is now on loan compared to any other location.

### **3. CONSULTATION**

Your Library presented the 2023-24 Annual Report to the Board for feedback and comment. Quotes from Knox Library users are included throughout the Annual Report.

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

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

## **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

Your Library is committed to a Green Procurement approach by supporting the principles of sustainable procurement within the context of purchasing on a value for money basis.

## **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The economic value of libraries is made up of both direct and indirect benefits to the community. Libraries provide direct benefits to marginalised and disadvantaged groups by providing them with access to government websites, advice, and help. Indirect benefits include improved literacy skills, digital skills, and improved career development outcomes.

Libraries are also essential for providing access to internet and online services. Research has shown that the free Wi-Fi provided by libraries leads to tangible developments in job opportunities.

Knox Councils' contribution to Your Library for the operating of the library service was \$4,312,000 in the 2023/24 financial year.

A detailed Annual Financial Report commences on page 37 of the Annual Report in Attachment 1.

## **7. SOCIAL IMPLICATIONS**

While local libraries maintain their traditional focus on literacy and learning, they also embrace their role as a crucial part of the social infrastructure for community wellbeing in a much more sophisticated and open way. Libraries support the overall learning, literacy, and wellbeing landscape. They also support the health and wellbeing of the community through our collections, programs, information services, places and spaces, and partnerships.

Our local libraries are safe spaces that provide community connections, access to resources and expertise in information provision.

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

### **Opportunity & Innovation**

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.

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

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

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

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

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

## **9. CONFLICT OF INTEREST**

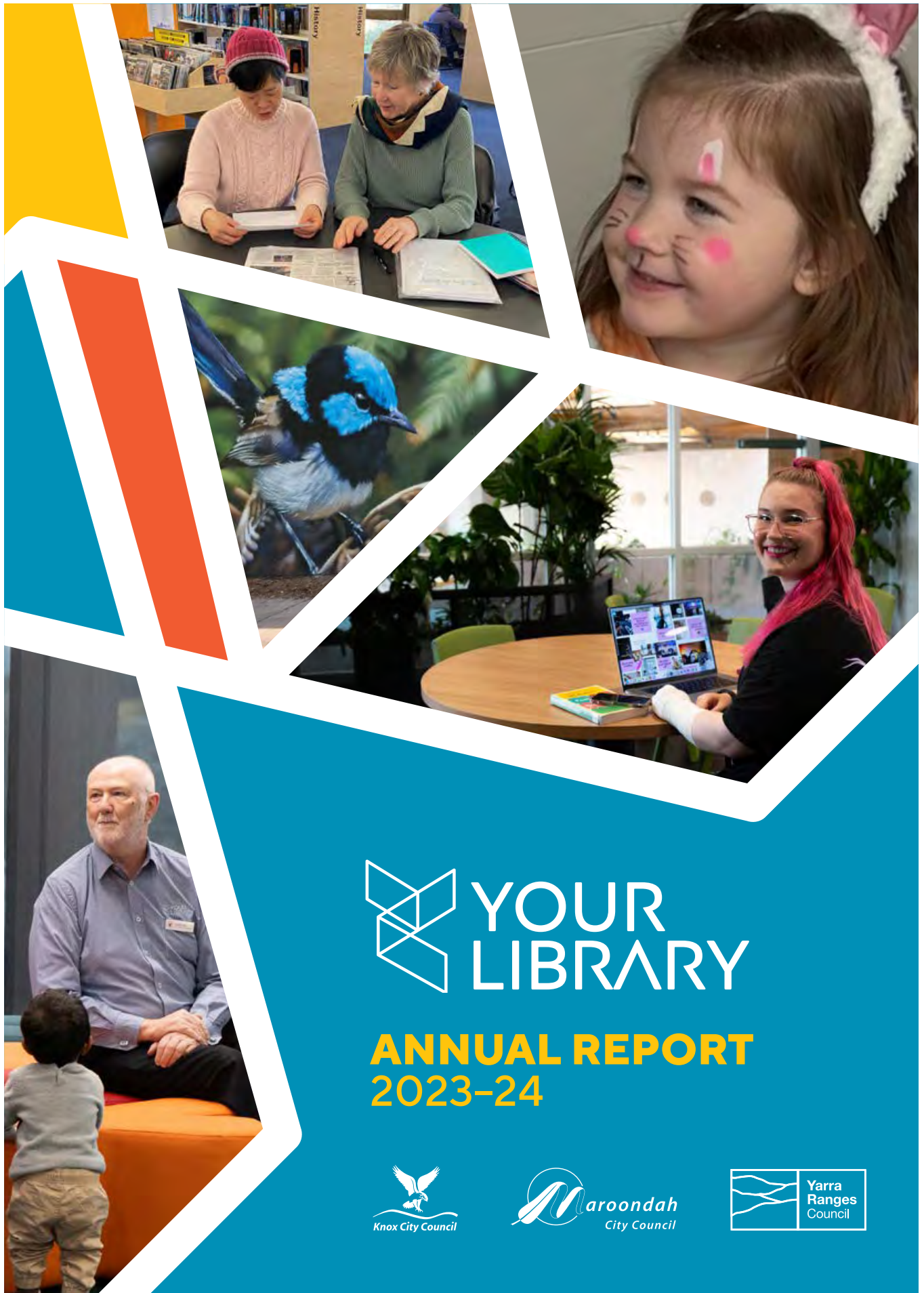
The Officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

**10. CONFIDENTIALITY**

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

**ATTACHMENTS**

1. Attachment 1 - Your Library Annual Report 2023-24 [**8.3.1** - 76 pages]



 **YOUR  
LIBRARY**

**ANNUAL REPORT  
2023-24**



**PART 1 YEAR IN REVIEW**

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Your Library Limited acknowledges the Aboriginal Traditional Owners of Country throughout our region, and pays respect to their cultures and Elders past, present and emerging.



Yerrin Biik mural at Mooroolbark Library, designed by Aunty Kim Wandin and Chris Joy and painted by Jimmy Dvate



# PART 1

## YEAR IN REVIEW

# AT A GLANCE



All staff training day

**JULY 2023**



World of Origami

**AUGUST 2023**



The Energy and Water Saver kit project is shortlisted for the 2023 Premier's Sustainability Awards

**OCTOBER 2023**



Croydon Library turns 50!

**OCTOBER 2023**

New events system features implemented

**DECEMBER 2023**

Three words spring to mind when I reflect on the past year – transition, teamwork and passion. I am in awe of the directors and senior staff who calmly negotiated the seemingly never-ending issues, regulations and paperwork as we transitioned to Your Library Limited. Great teamwork, respect and goodwill helped us reach better compromises, understanding and solutions. Your Library is stronger and more united as a result.

Passion runs deep throughout the organisation. Through tough times, I saw enthusiasm, commitment and smiles. I thank and commend all front-line staff for their skill and dedication.

My time on the Board ends shortly, but it's been a wonderful experience.

Andrew Fullagar



Flexi Literacy Service begins

**JANUARY 2024**



Vale Joseph Cullen

**MAY 2024**



Knox Ngarrgoo opens to massive public response

**MARCH 2024**



Inaugural performance of the Kaleidoscope Choir at Millers Homestead

**MAY 2024**



5 million loans on Libby

**APRIL 2024**



Warm Winter Read launched

**JUNE 2024**

# REFLECTIONS



## Message from the Chair

Cr Jim Child

On behalf of the *Your Library* Board, I would like to express our deep sorrow at the recent passing of our much-loved CEO, Joseph Cullen. All of the activities, achievements and milestones described in this year's annual report carry his hallmark. Joseph's dedication to the library service, the staff and its members was enormous. He will be greatly missed.

Joseph's professionalism and expertise, and that of all our wonderful staff, are reflected in recent metrics that show how *Your Library* compares to other similar organisations.

With 14 branches serving 438,000 people, *Your Library* is the largest library service in Victoria and the fifth largest nationally. Almost 80% of our collection is less than 5 years old, and each item is borrowed, on average, 7.3 times per year, compared with an average of 6.6 times for the other metropolitan regional library corporations. We are also the most cost-efficient service in the state, spending an average of \$4.20 per item and \$33.20 per capita, compared with \$5.91 and \$38.02, respectively, for all metropolitan library services.

*Your Library* also stands out on a national scale. Compared with the Australian average, we offer our members 23% longer opening hours, 45% more collection items per person and 42% more public internet workstations per person. In-person and online visits and borrowing rates are also well above average (our members are great readers!) and 96% of library users surveyed reported our service as 'good' or 'very good'.

The *Your Library* Board is extremely proud of all the people who work so hard to deliver these essential services. I want to acknowledge our staff, who work closely with the communities they serve, moulding and shaping the library experience at the local level. I also want to recognise our volunteers, who expand our capacity to provide resources and opportunities. They bring their willing commitment to our organisational

values and make a positive difference to the lives of those they work with through the Home Library Service and the varied forms of our literacy program.

*Your Library* also achieved a less visible, but no less important, milestone in 2023-24. *Your Library* Limited became one of the first regional library corporations in Victoria to transition to a new structure under the new *Local Government Act 2020* and began operating as a not-for-profit company limited by guarantee, on 1 July 2023. A lot of hard work, careful consideration and planning by the *Your Library* Board and management team led to a smooth transition.

Our new structure as a not-for-profit company and a registered charity has a number of benefits:

- a well-established legal structure and governance framework
- lower risk to Councils, who are now members of the company
- retention of our income tax and payroll tax exemption
- access to a fringe benefits tax rebate of 47%
- retention of our deductible gift recipient status
- greater opportunities for grants and philanthropic funding.

The Board has undertaken a tremendous amount of work to conduct a comprehensive review and update of the company's policies and governing documents, ensuring full alignment with the new corporate structure under the *Corporations Act 2001* and ACNC regulations.

Our members may not notice anything different in our service as a result of this change, and that is how it should be. We will continue to provide a wonderful library service, as we have always done. This process was vital to secure the future of *Your Library* and, on behalf of the Board, I thank everyone who worked on it for their perseverance and diligence.

Of course, Joseph Cullen was the main driver of this change. The previous Chair, Marcia Timmers-Leitch, will always remember the day *Your Library's* charity status was confirmed, saying 'You couldn't wipe the smile off his face.' Joseph's contribution to this transition was enormous. We mourn his loss, but we are so very grateful for this very important legacy.



## Message from the Acting Chief Executive

Premal Niranjn

**T**his year has brought about transformative changes that have redefined the landscape of *Your Library*. On July 1, 2023, we reached a significant milestone by transitioning to our new structure as *Your Library Limited*, a not-for-profit company and a registered charity.

As one of the first Victorian library corporations to do so under the new *Local Government Act 2020*, this change reflects our commitment to evolving with the times as a leading library service while continuing to serve our community with enhanced focus and agility.

For our members, the most exciting development this year has been the opening of Knox Ngarrgoo, our vibrant new library branch in Westfield Knox. Opened on one of Melbourne's warmest weekends, the branch has consistently been a hub of activity. Drawing thousands of visitors daily, Knox Ngarrgoo has quickly become a cherished community space, attracting a significant number of new and returning members and surpassing our expectations.

As highlighted in the Chair's message, our members are borrowing items at an impressive rate, with our digital loans per capita ranking eighth among all library services in Australia. To meet this growing demand, we have consistently invested in expanding our digital resources, enhancing digital literacy and improving access to technology across our communities.

With the rapid expansion of digital services comes the responsibility to navigate the challenges of the modern digitally connected world. Ensuring the privacy and security of our members' data remains a top priority for *Your Library* as we continue to embrace and innovate in the digital space.

In July 2023, we engaged the Koori Heritage Trust to enhance our Aboriginal cultural competencies. Our aim is to build on our learnings and extend this knowledge to our members and the wider community. As a meaningful small step towards appreciating the

vibrant, living cultural heritage of Aboriginal Victoria, we are deeply thankful to the Wurundjeri Woi-wurrung Cultural Heritage Corporation for allowing us to name our new library 'Ngarrgoo', a Woi-wurrung word that means 'knowledge'.

Mooroolbark Library has also been transformed by the Yerrin Biik mural ('bush country' in Woi-Wurrung), which was designed and painted by local First Nations artists. As well as featuring local indigenous flora and fauna, the artwork honours William Barak – a First Nations leader, educator, diplomat and artist, and one of the most important figures in Victoria's history.

As one of the leading library services in Victoria, we take pride in the high-quality and efficient public library services we provide to our communities, in collaboration with our Member Councils. I would like to extend our heartfelt thanks to our dedicated library staff, volunteers, the *Your Library* Board, Member Councils and our members for their continued support.

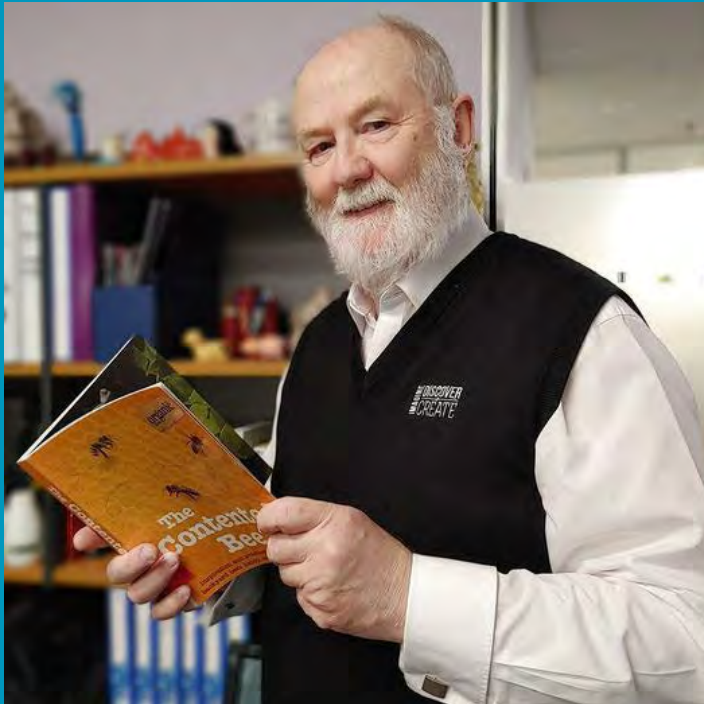
Sadly, the most significant change this year has been the loss of our beloved CEO, Joseph Cullen, whose sudden passing on Sunday 12 May 2024, was a profound shock to us all. We are still coming to terms with this tremendous loss, which has deeply affected Joseph's family, friends, colleagues and the broader library community.

The impact Joseph had on *Your Library* since becoming CEO in 2005 cannot be overstated. One former colleague recalls that the library management team were very concerned when they realised that their new CEO was not a librarian, but an accountant. However, as she says, 'We soon saw that Joseph believed in the magic of stories, the wisdom of learning and the needs of literacy.'

The online condolence book quickly flooded with messages describing Joseph as a caring and thoughtful leader whose passion and intellect transformed the library service. Many *Your Library* members also wrote to express their thanks for Joseph's contribution to the libraries that mean so much to them. One family said:

*We didn't have the privilege of knowing Joseph Cullen. However, we do know our local library inside out. It is a place of shared joy for our family. It has encouraged a love of reading in our children and rekindled it for us as adults.*

I can't think of a more fitting tribute for a man who believed in the magic of stories.



# Remembering JOSEPH CULLEN

**W**e were deeply saddened and shocked when our Chief Executive Officer, Joseph Cullen, passed away suddenly on Sunday 12 May 2024.

As head of *Your Library* (formerly Eastern Regional Libraries) for nearly 20 years, Joseph demonstrated sector-leading innovation, focusing on making library services accessible for all and using technology to move libraries into a modern technology-based era.

His achievements include managing the transition from Eastern Regional Libraries Corporation to Your Library Limited. He led the library service with courage and commitment through the COVID lockdowns, implementing both Click and Collect and postal delivery services to ensure community members could still access library resources.

Joseph also oversaw the planning and development of new library services at Realm in Ringwood, Lilydale and Belgrave in Yarra Ranges, and Bayswater and Knox in the City of Knox. He championed access-for-all initiatives, including the introduction of programming to cater for the needs of the most vulnerable members of

our communities, and launching the Flexi library service in the Yarra Ranges. Joseph represented the region as a past president and executive team member of Public Libraries Victoria.

*Your Library* Board Chair, Cr Jim Child, says Joseph's contribution to *Your Library* and the community it supports was immeasurable. 'Joseph was not only an extremely competent CEO, he was also a kind gentleman who took a genuine interest in everyone he met. His competence, dedication, guidance and leadership achieved remarkable milestones for library services across the outer-east metropolitan area and his commitment to excellence will always be remembered.'

Cr Kylie Spears, Mayor of Maroondah and *Your Library* Board member, says Joseph will be greatly missed by all who had the pleasure of knowing him. 'Beyond his professional accomplishments, he will be remembered for his kindness, compassion and approachability, which made him not only a respected CEO, but also a friend and mentor to many.'

# GOVERNANCE

## Your Library Limited

Your Library Limited is a co-operative venture of three outer eastern metropolitan councils – Knox, Maroondah and Yarra Ranges – serving approximately 435,000 residents. Together, the three municipalities cover a large geographic area in the outer metropolitan area of Melbourne, on the land of the Wurundjeri people of the Kulin Nation.

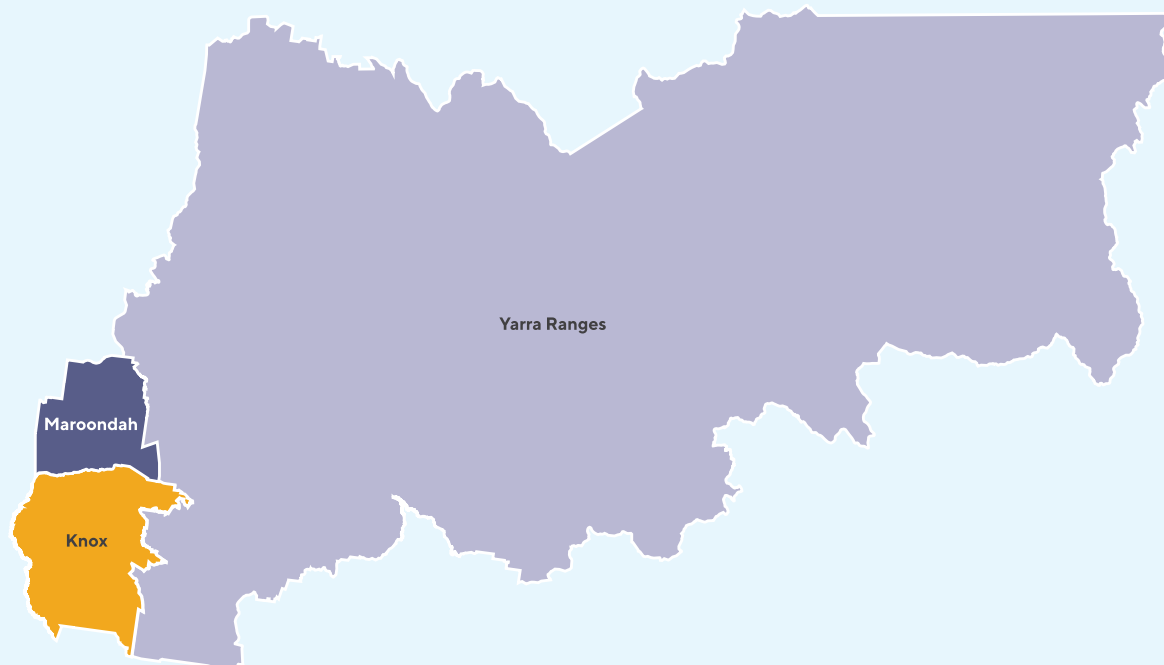
Municipality	Population	Area (km <sup>2</sup> )
Knox	161,766	114
Maroondah	117,434	61
Yarra Ranges	158,694	2,468
<b>Total</b>	<b>437,894</b>	<b>2,643</b>

The founding member councils first established the Eastern Regional Libraries Corporation in 1996 by an agreement made under section 196 of the *Local Government Act 1989* (Vic).

On 1 July 2023, Your Library Limited assumed responsibility for the provision of library services previously provided by Eastern Regional Libraries Corporation. The transition was pursuant to the *Local Government Act 2020* (Vic) requiring all library corporations to be wound up within 10 years from 1 July 2021.

Your Library Limited is a not-for-profit company limited by guarantee and is registered as a charity with the Australian Charities and Not-for-profits Commission. The Board governs the company in accordance with the relevant provisions of the *Corporations Act 2001*, ACNC governance standards, the Your Library Constitution and other adopted policies and procedures.

The day-to-day management of the corporation is the responsibility of the Chief Executive, supported by the executive management team.



## Your Library Board

The *Your Library* Board consists of two councillors from each of the member councils, appointed as directors of the company.

The role of the directors is to provide leadership for the good governance of the company. In a rapidly changing environment, the *Your Library* Board is flexible and responsive to meet current needs and to prepare our company to face future challenges.

The responsibilities of the *Your Library* Board include:

- **Policy development:** Establishing policies that govern the library's operations, including usage policies, collection development and community engagement.
- **Budget oversight:** Overseeing the library's budget and ensuring financial stability. This includes approving budgets, monitoring expenditures and sometimes participating in fundraising activities.
- **Strategic planning:** Setting long-term goals and strategies for the library, ensuring it meets the evolving needs of the community. This can involve assessing community needs, technology trends and library services.
- **Advocacy and public relations:** Advocating for the library in the community and to government. Board members may work to raise the library's profile, secure funding and build partnerships with other organisations.
- **Evaluation and accountability:** Assessing the performance of the library. This involves ensuring that the library meets legal requirements, like those in the *Corporations Act 2001*, and other standards.
- **Appointment and evaluation of the Chief Executive:** Hiring and evaluating the performance of the Chief Executive, who is responsible for the day-to-day operations of the library.
- **Compliance with legal and ethical standards:** Ensuring that the library operates in compliance with relevant laws, regulations and ethical guidelines.

### Board members

The *Your Library* Board is made up of two councillors from each of the member councils, appointed as directors of the company.



Cr Susan Laukens  
Knox City Council



Cr Nicole Seymour  
Knox City Council



Cr Linda Hancock  
Maroondah City Council



Cr Kylie Spears  
Maroondah City Council



Mayor Cr Jim Child  
(Chair)  
Yarra Ranges Council



Cr Andrew Fullagar  
(Deputy Chair)  
Yarra Ranges Council

Council	Board membership changes in 2023-24
Knox	<ul style="list-style-type: none"> <li>• Cr Marcia Timmers-Leitch resigned</li> <li>• Cr Nicole Seymour appointed</li> </ul>
Maroondah	None
Yarra Ranges	None





**Cr Marcia Timmers-Leitch**

The *Your Library* Board would like to thank Cr Marcia Timmers-Leitch for her significant contributions to the Board of Eastern Regional Libraries and Your Library Limited from 2020 to 2023.

During her time on the Board, Cr Timmers-Leitch served as Board Chair from February 2023 to November 2023 and as a member of the Audit Risk Advisory Committee. She was instrumental in refining internal processes, improving governance and facilitating the transition from Eastern Regional Libraries Corporation to Your Library Limited.

**Board meetings**

The Board met seven times during 2023-24 and, with the assistance of its corporate management team, met all its statutory deadlines.

Councillor	Board meetings	
	Held	Attended
Cr Laukens	7	7
Cr Seymour	5	4
Cr Timmers-Leitch	2	2
Cr Hancock	7	5
Cr Spears	7	5
Cr Child	7	6
Cr Fullagar	7	6

**Board meetings:**

- August 2023
- October 2023
- April 2024
- June 2024

**Special meetings:**

- February 2024
- March 2024
- May 2024

**Board achievements**

The Board has achieved the following:

Measure	Achievements
Reports	Adopted/reviewed: <ul style="list-style-type: none"> <li>• Annual Financial Report 2022-23</li> <li>• Annual Report 2022-23</li> <li>• Budget 2024-25</li> </ul>
Policies and strategies	Reviewed and endorsed the following policies: <ul style="list-style-type: none"> <li>• Child Safe Policy, Child Safe Code of Conduct, Child Safe Reportable Conduct Scheme Guidelines and Child Safe Standards</li> <li>• Membership Access and Use Policy</li> <li>• Extended Hours Access Policy</li> <li>• Abandoned or Unattended Children Policy</li> <li>• Risk Management Policy and Framework</li> <li>• Business Continuity Plan</li> <li>• Business Continuity Communications Plan</li> <li>• Investment Policy</li> <li>• Procurement Policy</li> <li>• Code of Conduct - Library Users</li> <li>• Deed of Delegation: CEO.</li> </ul>
Board actions	<ul style="list-style-type: none"> <li>• Transitioned to Your Library Limited</li> <li>• Adopted the Audit &amp; Risk Advisory Committee Charter</li> <li>• Instructed the voluntary liquidation of the Eastern Regional Libraries Corporation after the transition to Your Library Ltd</li> <li>• Board planner/calendar adopted</li> <li>• Appointed Acting Chief Executive</li> <li>• Appointed Company Secretary.</li> </ul>

## Statutory compliance

This section provides details of Your Library Limited’s compliance with its statutory and fiduciary requirements and responsibilities.

### Status and risk summary

Commentary is provided with traffic lights to show compliance and risks.

Traffic light key	
Compliance	Risk
● Complies	● Low
● The issue has an unresolved matter but action is being taken to resolve this	● Medium
● Issue requires remedial action	● High

Legislation	Status	Compliance	Risk
<i>Privacy Act 1988 (Cth)</i>	Your Library did not receive any privacy requests for the year to date.	●	●
<i>Gender Equality Act 2022 (Vic)</i> * * This Act does not apply to YLL.	Your Library will still pursue the objectives of the Act, although we do not have to report formally on our outcomes to the Victorian Government. We will report on our actions and outcomes on gender equality through our quarterly reports and annual report to the Board.	●	●
<i>Health Records Act 2001 (Vic)</i>	Your Library did not receive any health records requests for the year to date.	●	●
<i>Protected Disclosure Act 2012</i>	Your Library has not received any disclosures directly nor has it received any referrals from the Ombudsman or the Independent Broad-based Anti-corruption Commission for the year to date.	●	●
<i>Child Wellbeing and Safety Act 2005</i>	Your Library has not had to respond to, or report, any allegations of child abuse in the year to date.	●	●
<i>Charter of Human Rights and Responsibilities Act 2006</i>	No complaints received in the year to date.	●	●
<i>Workplace Injury Rehabilitation and Compensation Act 2013</i>	Three WorkCover claims.	●	●
<i>Equal Opportunity Act 2010</i>	No complaints received in the year to date.	●	●
<i>ACNC Act 2012</i>	Company registered as a charity. First report is due 31 December 2024.	●	●
<i>Corporations Act 2001</i>	Company registered and Directors appointed. First accounts are due 30 June 2024.	●	●
<i>Audit Act 1994 (Vic)</i>	Working with HLB Mann Judd and VAGO Auditor (RSM).	●	●



## About Your Library

### The role of libraries

Libraries are more than books. They contribute to social cohesion and connections within our communities. *Your Library* has a huge front door, both physically and virtually. We provide valuable services to the wide range of our community members, at all ages and stages of their life. From storytime for babies and their caregivers to homework clubs for teenagers, job search services for adults, and delivery services to people in aged care, we cater to everyone.

#### Our vision

Literacy and access for all – no one left behind!

#### Our mission

To provide something indispensable or enriching every day – for free – to everyone in the community.

#### Our partners

*Your Library* achieves our vision, mission and key directions by working in partnership with our Member Councils, other levels of government, businesses, educators, charities, neighbourhood houses, learning centres and other not-for-profit organisations to progress our shared interest in achieving a better future for our communities.

Collaborations and partnerships are important enablers. They are a means to an end, not an end in themselves.

#### Our values

Our plans, decisions and actions are informed and guided by our values.

**Fairness and equity:** We are committed to advancing fairness and equity for all.

**Social responsibility:** We contribute to our community and demonstrate corporate and social responsibility.

**Diversity and inclusion:** We respect and celebrate the diversity of our communities. Acceptance and inclusion are at the core of what we do.

**Sustainability:** We build the four pillars of sustainability into everything we do.

**Agility and innovation:** We are agile and responsive to changing community needs. We provide opportunities for people to be innovative through our services, spaces and collections.

## Library Plan 2021–2025

The *Library Plan 2021–2025* is the key component in *Your Library's* strategic planning framework. It outlines the seven key directions that the library undertakes each year and determines the aims and objectives of every aspect of the library service. The key directions relate to the United Nations Sustainable Development Goals.

- **Key Direction 1:** Literacy for all, reading for pleasure
- **Key Direction 2:** Connecting people to knowledge and each other
- **Key Direction 3:** Creative learning – a rehearsal for life
- **Key Direction 4:** All for one and one for all, working with our partners
- **Key Direction 5:** Practice sustainability and protect our environment
- **Key Direction 6:** Measure the impact and continually improve
- **Key Direction 7:** Recruiting and retaining highly motivated staff

## Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) are at the core of the United Nations 2030 Agenda for Sustainable Development. They are an urgent call for action to end poverty, improve health and education, reduce inequality and foster economic growth. They also highlight the importance of addressing climate change and protecting the environment.

*Your Library* uses the SDGs to guide the planning of our services, programs, collections, collaborations and partnerships. We address each goal directly and practically through our actions and also provide our users with the information and resources they need to act themselves.



## Highlights

We continued to deliver resources, programs and services that support our key strategic directions.

Key Direction 1	Key Direction 2	Key Direction 3	Key Direction 4
<b>Literacy for all, reading for pleasure</b>	<b>Connecting people to knowledge and each other</b>	<b>Creative learning – a rehearsal for life</b>	<b>All for one and one for all, working with our partners</b>
<ul style="list-style-type: none"> <li>• <i>Your Library</i> is the first single library service in Australia to reach 5 million Libby loans of digital material</li> <li>• We provide engaging and innovative programs for young readers and writers</li> </ul>	<ul style="list-style-type: none"> <li>• Carer’s Cuppa meetings at Croydon Library connect</li> <li>• Expanding program of Author talks</li> </ul>	<ul style="list-style-type: none"> <li>• Technology Support program</li> </ul>	<ul style="list-style-type: none"> <li>• New library murals with the Mooroolbark Trader’s Association</li> <li>• New Knox Ngarrgoo library at Westfield Knox</li> </ul>
Key Direction 5	Key Direction 6	Key Direction 7	
<b>Practice sustainability and protect our environment</b>	<b>Measure the impact and continually improve</b>	<b>Recruiting and retaining highly motivated staff</b>	
<ul style="list-style-type: none"> <li>• Energy and Water Saver kits – update</li> <li>• Secret Garden at Knox Ngarrgoo library</li> </ul>	<ul style="list-style-type: none"> <li>• Loans, visits, memberships and attendance continue to grow</li> </ul>	<ul style="list-style-type: none"> <li>• All-staff training day</li> <li>• Tech Support Officers Cuppa Classes</li> <li>• Your Library’s Reader Development module</li> </ul>	



Knox Ngarrgoo's secret garden

# CONNECTING WITH OUR COMMUNITY

## Knox Ngarrgoo – the new Knox library

Knox Ngarrgoo is the new library in the City of Knox. Ngarrgoo means 'knowledge' in Woi-wurrung, the traditional language of the Kulin Nation. We are grateful to have permission from the Wurundjeri Woi-wurrung Cultural Heritage Corporation to use this word.

The temporary location, Knox Express, closed its doors in February, after serving the local community for two years. Knox Ngarrgoo, located within the refurbished Westfield Knox, opened with a bang on Friday 8 March 2024, which coincided with the unexpected 'March heatwave'. This heralded the start of three crazy days – over 8,000 people visited the library to borrow, to work, to wander around and look at the new library space, or perhaps just to escape the heat. Knox Ngarrgoo's prominent position and clear signage in the shopping

centre certainly generated interest, with many visitors commenting that they had been waiting 'so long' for the library to open.

More than 400 people joined, or rejoined, the library – many ancient library cards, some even sporting old versions of the ERL logo, were retrieved from wallets. It was immediately clear that our plan to hold storytime in the children's area had to be revisited, as the first session, which began just an hour after the doors opened, was already too big for the space. Knox Ngarrgoo's community room has been home to storytime ever since. Attendance peaked at over 120, but has since settled to around 80 adults and children per session.

The stored collection has not lost its relevance after two years out of circulation and borrowing has been strong. Three hundred newly purchased items were quickly borrowed on Opening Day. Knox Ngarrgoo has reclaimed its place as the second-busiest library for loans across the network (after Croydon Library). Many teenagers and young people are visiting the new library, enjoying the many study spaces, and attending programs run by the City of Knox's Youth Team, our co-tenants, in the Youth Hive.

Knox Ngarrgoo contains many pleasant spaces to read or study, but the most unusual is the 'secret garden' – an indoor plant room that opens to the shopping centre. Suitable for work or relaxation, the garden has become a favourite destination for many.

Across its first full three months of operation, Knox Ngarrgoo has seen a 90% increase in loans, a 350% increase in visits and a 415% in new memberships, compared with the same period last year at Knox Express.



## 5 million loans on Libby

Back in 2011, Eastern Regional Library Corporation began lending eBooks with digital distributor Overdrive. Overdrive was one of the first suppliers of digital content to public libraries – better known to our members as 'Libby' – and *Your Library* was one of the first to take up their offer in Australia.

Our first Libby loan was *Charlie and the Great Glass Elevator*, borrowed on 15 June 2011. Since then, our digital collection has grown to over 190,000 items and *Your Library* members have read, or listened to:

- 3,528,017 eBooks
- 1,058,005 eAudiobooks
- 424,297 eMagazines

*Your Library* was the first single library in Australia to reach 5 million Libby loans. This milestone was reached on 22 March 2024, when a *Your Library* member borrowed a copy of *The Australian Women's Weekly*.

Growth in borrowing from the digital collection is averaging 7% each year. Apart from the convenience of not having to return items or worry about overdue, Libby has a following with people who want to read titles that are no longer available in print. For one borrower, this was a life-enhancing experience:

*A couple of weeks ago we had to put our dog down, ... I also wanted to write to say a huge thank you for your good selection on Libby for audiobooks. Since the event of my dog I have been really struggling mentally, but someone recommended I watch 'Yes Minister / Yes Prime Minister', and I found Libby has an audiobook of it. It has been helping me mentally – I've even had some good chuckles from it!! I don't think I would be able to smile again if it wasn't for you. You are the best library ever!!! SupportPal*

**CONNECTING WITH OUR COMMUNITY**

**2023 Premier’s Sustainability Awards**



Our Energy and Water Saver kits have been enormously popular since the first three hit the shelves in January 2022. Since then, the Sustainability teams at our member councils have purchased thirteen more kits. The kits have been borrowed 345 times and there is a queue of 192 people. In October 2023, the scheme was shortlisted in the ‘Future Energy’ category of the 2023 Premier’s Sustainability Awards. The publicity resulted in several other councils making contact to find out more about how the program works.



**Croydon turns 50**

On 15 October 1973, the brand-new Croydon Library opened its doors. Previously, Croydon residents could only access books through a subscription service run by the Mechanic’s Institute and petitions had been presented to the City of Croydon for a public library. From the beginning, the library was run by a cross-council cooperative venture, the Eastern Metropolitan Regional Library Service, that also delivered library services to Knox and the City of Ringwood.

Croydon Library opened with a staff of 11, headed by the manager, Mrs Margaret Atchison. In 1980, building started on the current library, which opened to the public in March 1981. The original collection of 11,000 books had grown to 36,000 and demand for children’s programs, study space and casual seating had increased along with the population.

In 1996, Croydon was the first of the library services to be linked to the internet. It continues to hold the biggest collection, and lend the most items, of any library in the network.

To celebrate this milestone birthday, the current Croydon Library staff held a week of activities, including a talk on the history of Croydon by the historical society and an interactive ‘trip down Memory Lane’ where people brought their photos and shared their memories. We were delighted that Mrs Atchison was able to join us for the 50th birthday celebrations.

*Great to see local history being supported by libraries. Part of their natural domain.*

**Participant feedback**



Croydon Library in 1973







William Barak pictured on the Yerrin Biik mural at Mooroolbark Library

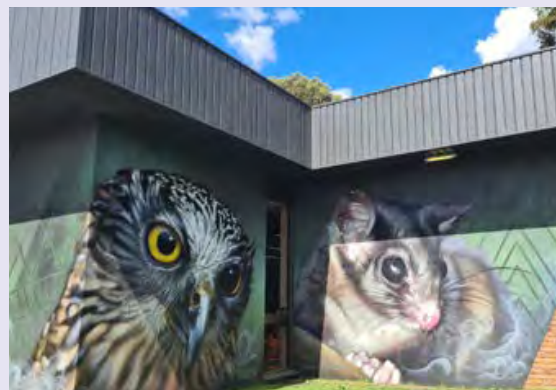
## Murals at Mooroolbark

Mooroolbark Library has been transformed by the wraparound decoration of Yerrin Biik (meaning 'bush country' in Woi-Wurrung). Designed by Aunty Kim Wandin and Chris Joy of Murrup Biik Public Art and painted onto the library's exterior walls by Jimmy Dvate, the murals have brought the building to life.

The artwork features flora and fauna indigenous to the Mooroolbark area, and a stunning portrait of William Barak among the smoke and mist of the bush. Staff working on the information desk enjoy looking out the window and into the deep eyes of a Leadbeater's possum. The public toilets at the side of the building now have their own bird symbols – a male Superb Fairy-wren sits in all his glory outside the men's toilets and a more muted female wren sits outside the women's.

The project was coordinated by the Mooroolbark Traders and Community Group as part of their Mooroolbark Street Art Project. Funding was provided by a Living Suburbs grant from the Victorian Government and support from Yarra Ranges Council.

The murals were officially launched on 11 February 2024 with a smoking ceremony and speeches from the artists and Mooroolbark Library Team Leader, Emma Jahn. Not only are locals proud of these impressive new artworks, visitors now come to Mooroolbark specifically to see them.



# CONNECTING WITH ADULTS

## Carer's Cuppa at Croydon



Croydon Library runs a monthly program to support carers to connect with services and each other. Started as a library initiative, **Carer's Cuppa** is now funded by a Victorian Government Additional Respite grant that enables qualified staff from **Different Journeys** to attend and provide relevant advice and direction to carers, who have limited time to stay informed and nourish themselves outside their caring responsibilities. Some carers who have attended the library sessions have had no previous connection to any outside support or services.



## World of Origami

The **Melbourne Origami Group** created 'Origami Dream World' at Miller's Homestead during August and September 2023. An exhibition of beautiful works created by group members was complemented by origami workshops. The workshops included origami for beginners, making and using different papers, folding Sonobe units and, during the school holidays, making origami action figures.

Every visitor to Miller's Homestead during the exhibition was invited to create their own butterfly or flower to contribute to the growing 'garden' that took shape in Miller's Scullery. At least 400 pieces were placed around the walls and most visitors took one or two pieces home as well.

The program was both accessible and intergenerational, with grandparents working with their grandchildren and a number of carer's groups bringing their clients, who came to make a butterfly and left with an enormous sense of achievement. Over 1,000 pieces of origami were created over the course of the exhibition and the Scullery installation has been retained as an ongoing activity.

The Melbourne Origami Group meets monthly at Realm.

## Author! Author!

**Kate Mildenhall** delighted the audience at Belgrave Library to celebrate the release of her third book, *The Hummingbird Effect*.

Our program of author talks has gone from strength to strength this year with more than forty writers sharing stories about their work, their path to getting published and why they decided to get into print.

It was lovely to see **Lia Hills** launch her new book, *The Desert Knows Her Name*, at Belgrave Library.

### Audience feedback

*Fantastic memories told by Tim... Can't wait to continue reading the book and, at some point, have my own train journey.*  
(Tim Richards author talk)

*So intelligent, joyous and energetic.*  
(Kate Mildenhall author talk)

*This is the first such event we have been to and will be back for more.*

*Audience feedback*  
(Heather Morris author talk)

The ever-popular **Heather Morris** launched the adult event program at Knox|Ngarrgo by talking about her new book, *Sisters Under the Rising Sun*, which is set in a Japanese prisoner-of-war camp.

**Kylie Orr** filled the house and gardens at Miller's Homestead for the launch of *The Eleventh Floor*.

Heather was in conversation with local author **Alli Parker**, who went on to give a talk about her own book, *At the Foot of the Cherry Tree* at Realm in March and Lilydale in June. Alli's book tells the story of her grandmother, who became Australia's first Japanese war bride when her soldier husband brought her home to his family property in Ringwood.



Tim Richards and Mark from Croydon Collins Booksellers share the train love at Mooroolbark

**Tim Richards**, who had previously presented online as part of the lockdown program, visited Mooroolbark Library and shared his epic train journey from the top of Queensland to the bottom of Western Australia.



Author Alli Parker and Candice at Realm

## CONNECTING WITH ADULTS

### Kaleidoscope at Miller's Homestead

In September 2023, we ventured into new territory by putting out a call for people to join a community choir based at Miller's Homestead. We had no idea what the response would be, but the invitation was very loose – no auditions and no need to be able to read music or have previous choir experience. We quickly realised we had tapped into an unmet desire to create music in a supportive environment. Our two choirmasters, Barb Shearer-Jones and Charmaine Schmidt, who have had extensive careers in community arts and education, brought their infectious enthusiasm to the task and the choir quickly grew into a solid band of more than twenty singers. They now meet weekly, filling the whole house with their sound.

Research shows that joining a choir can help create rich, meaningful connections with others and boost happiness levels. This seems to have been the case at Miller's Homestead, where the choir has committed to keep singing together for another year. Members pay a small fee to cover the choir masters' costs and the group is now full. They have chosen a name – Kaleidoscope – that reflects the coming together of different styles and strengths to make a vibrant whole.

In May 2024, Kaleidoscope delivered a concert for friends and family. For many choir members, this was the first time they had ever sung in public. Their performance conveyed the delight they share while singing together. One audience member said he felt as if a 'wall of joy' had washed over him as they sang.



Kaleidoscope at the end of their first term singing together



Auslan storytime at Croydon Library

# CONNECTING WITH CHILDREN, YOUNG PEOPLE AND FAMILIES

## Storytimes and school holiday programs

Early years programming continued to expand despite some lingering reluctance to step back into group activities. By the end of 2023, we were offering more storytimes than ever and the school holiday program had grown by 30% since 2019, not including the extra events offered at Miller’s Homestead. It was time to reset. That summer, we streamlined the school holiday program guidelines to set expectations at a manageable level.

Storytimes returned to pre-pandemic programming – three each week at the smaller libraries and four each week at the bigger ones. Changes to kindergarten attendance resulted in lower numbers in the Pre-school sessions, but the Tiny Tots (0-12 months) and Toddler sessions (1-3 years) continue to grow. Healesville Library, where numbers have traditionally been low, rarely holds a session with fewer than thirty attendees, while Realm, where numbers have traditionally been huge, has had to duplicate its weekly Tiny Tots session to spread the demand.

Bookings have been removed from all storytime sessions except ‘Gently Gently’ at Belgrave Library, which is a deliberately small group program, aimed at sensitive and neurodivergent children. Despite this, there were over 8,000 booked attendances at children’s programs throughout the year and children’s events, including storytimes, make up 25% of overall library programming.



Spooky storytime at Ferntree Gully Library



Crab storytime at Lilydale Library

## CONNECTING WITH CHILDREN, YOUNG PEOPLE AND FAMILIES

### Flexi literacy schedule



In February 2023, the Yarra Ranges Flexi van hit the road to visit kindergartens, primary schools and childcare centres for the first time in almost

three years. The Flexi service closed in March 2020, due to the pandemic, and many sites had been waiting to receive a service they had originally been offered at the end of 2019.

In February 2024, a year after finally delivering the promised service, we added new locations to the schedule, taking the library service to places that had been asking for a long time.

The Flexi van runs on a fortnightly schedule, visiting aged care and community stops and early learning centres, on alternate weeks. We receive many more requests for visits than we can accommodate. Preference is given to services that are located further away from physical library buildings, and those that are new to the program.

The Flexi program is scheduled by school year. Across 2023–24, the Flexi van has visited twenty-seven different locations, from Sherbrooke to Yarra Glen and Gladysdale to Upwey. Children can join the library and borrow books on each visit, and school staff can borrow books for their class or group. *Your Library* staff deliver a storytime session and talk to the children about using the library. More than 250 children have joined *Your Library* through the Flexi service and, together with the aged care stops, generated another 6,000 loans this year.

### Focus on young adult writers and readers across Knox

The City of Knox branches worked together this year to increase programming directed at young people. One initiative saw two young adult authors deliver talks and workshops at several libraries during the school holidays.

Author **Alison Edwards** presented three sessions in one week in September 2023, starting at Boronia Library where she talked about her writing, and living in the 'mystical' Dandenong Ranges. She followed that with a focus on the idea of 'found family' in young adult literature at Bayswater Library, and ended the week at Rowville Library with a hands-on workshop where participants could work on their own narrative pieces.

This successful format was repeated during the Easter holidays, when well-known young adult author **Rebecca Lim** visited all five libraries in Knox. This program began with an exploration of Rebecca's cultural influences at Bayswater Library, followed by a talk about her many award-winning titles at Knox Ngarrgoo and finishing with a workshop on editing your own work at Boronia Library. The following Friday, Rebecca shared writing tips and tricks at Fernree Gully Library, and finally hosted a book chat at Rowville Library.



Rebecca Lim's workshop at Fernree Gully Library

*Very informative, great opportunity. Really helpful ideas. Rebecca was very approachable and took the time to talk things through.*

Sharing space with the City of Knox's Youth Team at Knox Ngarrgoo, and locating the teen fiction and graphic novel collections adjacent to the Youth Hive, has seen interest in both collections grow. We relocated items from other Knox libraries to fill the new shelves, as the previous collection was too small for the allocated space. Borrowing is up, and a greater proportion of the total collection is now on loan compared to any other location.



'Origami Dream World'  
at Miller's Homestead,  
created by the Melbourne  
Origami Group

# PART 2 CORPORATE MATTERS

# MARKETING AND PROMOTIONS

## Overview

Your Library has fully embraced the digital revolution, increasing our engagement with our audiences on social media by posting regularly on Facebook and Instagram, and even dipping our toes into the newest kid on the block, TikTok.

But we haven't abandoned our seasonal events guide – in fact, we have increased our print run in 2023–24.



**Facebook**  
11,014 followers (+485)



**Instagram**  
3,268 followers (+347)



**TikTok**  
1,108 (+49)



**eNewsletter**  
Our monthly newsletter is delivered to 124,257 subscribers (+16,657)



**Children's eNewsletter**  
Our opt-in term-based newsletter is delivered to 1,692 subscribers (+592)

## Facebook highlights

Belgrave hosts Georgia Irwin, 'the vegan home baker'



Reach: 16, 214  
Impressions: 16, 214  
Interactions: 80

## Pride month display at Healesville



Reach: 3,360  
Impressions: 3,442  
Interactions: 91



### Instagram reel highlights

When choosing 'Deliver Later' in Libby is a gift for the next person in line



Reach: 1,543  
 Impressions: 1,548  
 Interactions: 24  
 Plays: 2,955

Some call us superheroes but you can call us librarians



Reach: 1,654  
 Impressions: 1,654  
 Interactions: 58  
 Plays: 2,965

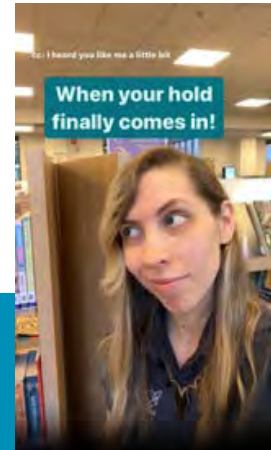
### TikTok highlights

What do librarians do most?



Total views: 1,200  
 Likes: 104  
 Total plays: 2h 11m 23s

When your hold finally comes in



Total views: 3,700  
 Likes: 27  
 Total plays: 8h 23m 11s

### In print

Our seasonal 'What's on' events guide has been in more demand than ever. In 2023-24, we increased our print run from 7,000 to 9,000 copies per season.



# COLLECTIONS

## Overview

Your Library's collection of books, DVDs, CDs, audio books and console games continues to be valued by our community. More than 42,000 items were added to the collection in 2023-24. Borrowing has increased by 7% and reservations increased by 11% this financial year.

**3,393,746** checkouts **+7%**

**711,857** reservations **+11%**

**60,915** active borrowers **+51%**

**449,908** picture books **Most popular collection**

## New supplier of CDs, DVDs and console games

Your Library's audiovisual supplier, KL Media, closed their doors in April 2024 after supplying CDs, DVDs and console games to Your Library for over ten years. Our new supplier, MDM Entertainment, will begin delivering CDs, DVDs and console games to all branches in the new financial year.

## Expansion of literacy collection

The adult literacy collection supports the one-to-one adult literacy tutoring program, Leap into Literacy, run by our Regional Literacy Officer. The collection also supports the Read Write Now courses run at Boronia Library by Mountain District Learning Centre.

The existing collection of literacy materials at Boronia Library was completely refreshed, and a new collection of literacy materials is now available at Realm. One hundred and fifty items were purchased in this financial year and new titles will be regularly added to the collection. New titles include accessible editions of popular fiction, practical titles about finding a job, and books to improve skills in spelling and grammar.



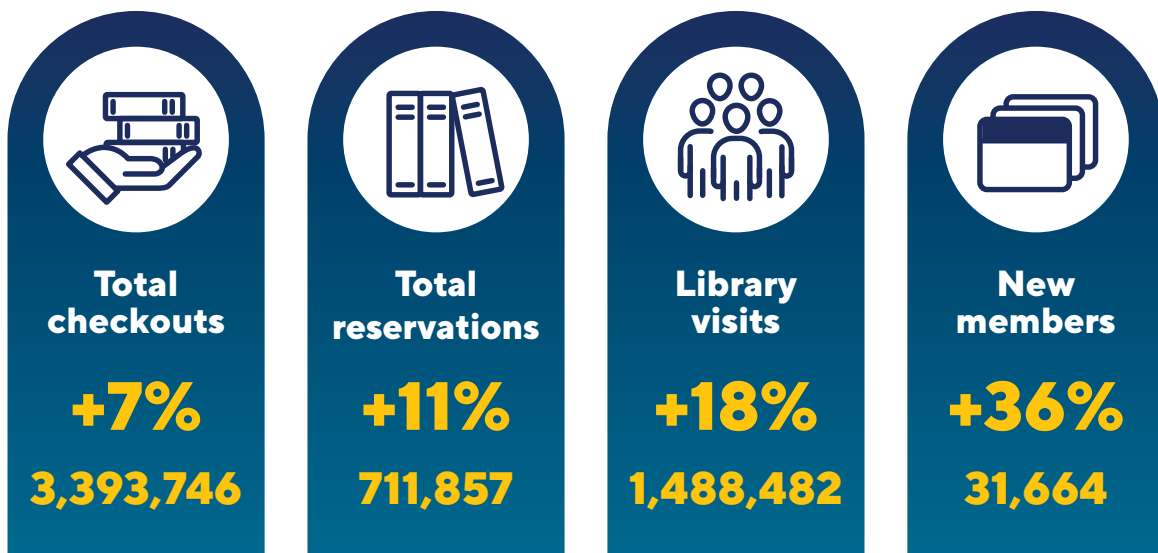
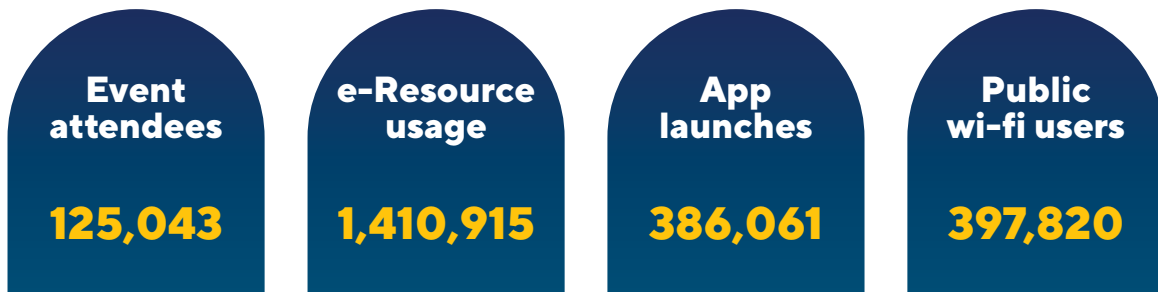
## Knox Ngarrgoo Opening Day collection



Knox Ngarrgoo's grand opening in March 2024 gave the crowd the opportunity to skip the reservation queue and pick up a copy of a popular title. Three hundred new adult and junior books were available, and the beautifully curated display didn't last long.

# REGIONAL STATISTICS

## Your Library snapshot



### KNOX CITY COUNCIL



### MAROONDAH CITY COUNCIL



### YARRA RANGES COUNCIL



## COLLECTIONS

Location	Members		Visits		Checkouts		PC sessions	
	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
<b>Knox</b>								
Bayswater	10,412	11,999	88,782	104,770	74,599	74,929	4,216	11,865
Boronia	14,481	15,745	63,301	63,123	106,139	105,140	4,680	9,963
Ferntree Gully	12,414	13,717	75,868	70,750	102,736	92,870	3,899	6,959
Knox/Knox Express	39,834	47,493	88,224	205,759	119,241	156,053	5,340	13,723
Miller's Homestead	67	100	-	-	3,939	5,181	239	238
Rowville	26,053	28,288	118,110	135,317	143,394	136,453	10,485	21,502
<b>Total</b>	<b>103,261</b>	<b>117,342</b>	<b>434,285</b>	<b>579,719</b>	<b>550,048</b>	<b>570,626</b>	<b>28,859</b>	<b>64,250</b>
<b>Maroondah</b>								
Croydon	35,811	38,722	157,369	167,274	293,326	280,856	9,625	24,335
Realm	68,521	74,852	320,284	343,182	188,113	185,470	28,205	55,355
<b>Total</b>	<b>104,332</b>	<b>113,574</b>	<b>477,653</b>	<b>510,456</b>	<b>481,439</b>	<b>466,326</b>	<b>37,830</b>	<b>79,690</b>
<b>Yarra</b>								
Belgrave	17,604	19,536	79,474	98,347	89,094	92,148	4,802	8,721
Flexi Van	2,631	3,082	-	-	3,084	6,361	-	-
Healesville	9,149	10,171	55,605	63,710	47,458	42,818	1,921	5,259
Lilydale	19,629	21,456	69,567	80,564	86,036	83,329	3,594	8,532
Monbulk (CCR)	976	1,173	-	-	11,190	11,854	-	-
Montrose	5,212	5,591	24,969	24,458	33,077	27,659	346	885
Mooroolbark	14,083	15,329	64,663	67,365	102,913	102,302	4,110	8,130
Mount Evelyn (CCR)	2,340	2,572	-	-	15,911	15,760	-	729
Yarra Glen (CCR)	517	770	-	-	3,316	2,912	-	-
Yarra Junction	11,978	12,732	56,792	63,863	68,199	65,254	2,061	6,419
<b>Total</b>	<b>84,119</b>	<b>92,412</b>	<b>351,070</b>	<b>398,307</b>	<b>460,278</b>	<b>450,397</b>	<b>16,834</b>	<b>38,675</b>
<b>Other</b>								
Admin	1,559	1,607	-	-	1,165	801	-	-
Digital Library	-	-	-	-	908,002	1,134,521	-	-
Web	-	-	-	-	777,856	771,075	-	-
<b>Total</b>	<b>1,559</b>	<b>1,607</b>	<b>-</b>	<b>-</b>	<b>1,687,023</b>	<b>1,906,397</b>	<b>-</b>	<b>-</b>
<b>Regional total</b>	<b>293,271</b>	<b>324,935</b>	<b>1,263,008</b>	<b>1,488,482</b>	<b>3,178,788</b>	<b>3,393,746</b>	<b>83,523</b>	<b>182,615</b>

# BUSINESS AND TECHNOLOGY

## Privacy

With the increasing prevalence of data breaches, it is paramount that we improve our security to ensure that the organisation and our members are protected. Part of these improvements was to also minimise the amount of data *Your Library* holds in our Library Management System.

We have removed the requirement for members to provide a full address and date of birth, meaning only a post code and year of birth is now stored against a member's name, along with the other mandatory information we are required to store. In case something unfortunate does happen, our data breach impact will be limited to much less information than in the past.

## Your Library app update

Working alongside our app provider, SOLUS, we pushed an update to the YL App to provide users with more features and a better overall app experience. New features to the app included the ability to book events and rooms, the addition of a reading tracker, enhanced catalogue searching and a highly sought-after wish list function. Syndetics allows beautiful book covers to appear on carousels and in search results, providing an excellent browsing experience.

Another excellent new feature is the ability to curate collections and have greater controls of digital displays within the app. This allows us to target or promote particular collections on demand with ease.

## Email domain change

As part of the transition to Your Library Limited, we moved our email domain from @erl.vic.gov.au to @yourlibrary.vic.gov.au to bring us in line with our current online presence and business identity. With assistance from our IT support provider, WYSCOM, the transition was successfully made on 21 February 2024, with minimal disruption to organisational activity. To avoid any emails getting lost, our old ERL domain remains active. Any emails sent to that domain are automatically forwarded to the new email address.

## New eDatabases

*Your Library* subscribed to an array of new eResource databases in 2023-24, which contributed to a 23% increase in usage over the financial year.

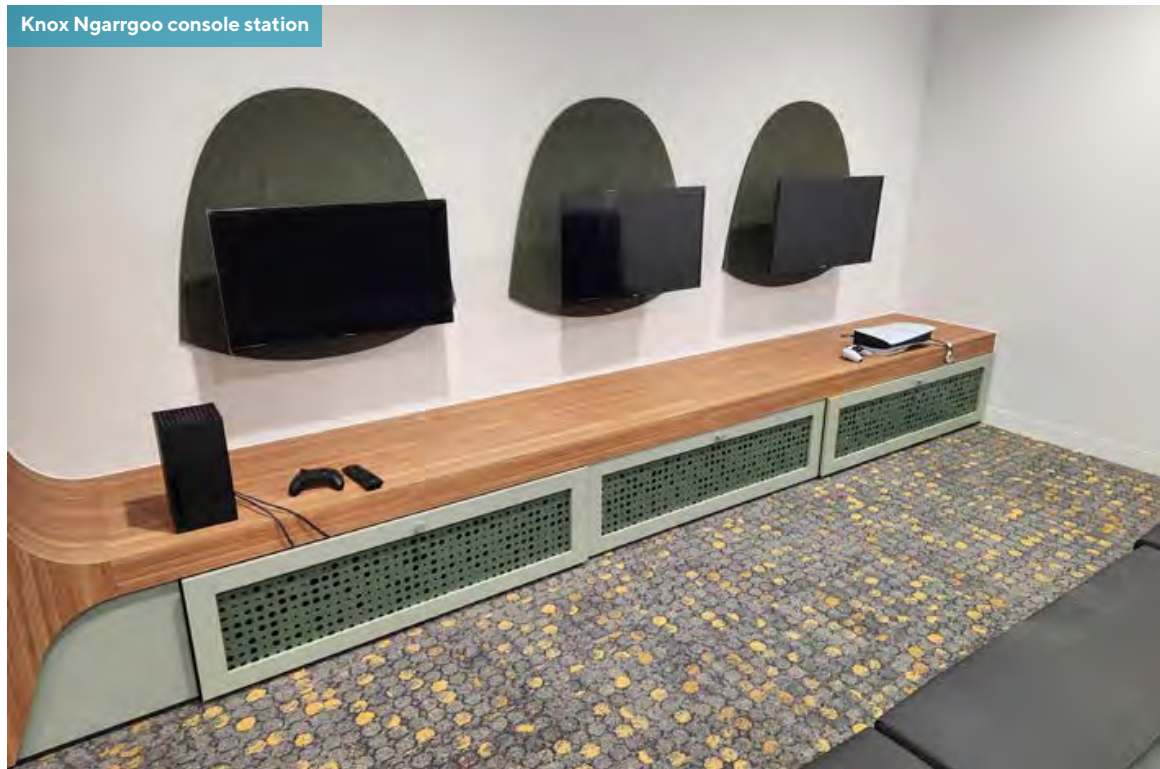
Our new resources include:

- New York Times
- New York Times Cooking
- New York Times Games
- Clear Pronunciation
- Medici.TV.

These new resources were used 7,863 times, with members valuing greater variety and access to a range of content that was not offered previously.



## BUSINESS AND TECHNOLOGY



### Console access

*Your Library* began providing free access to gaming consoles at Belgrave Library and Knox Ngarrgoo. Members are able to play popular gaming titles on Nintendo Switch, PlayStation 5 and Xbox One X consoles from the comfort of the library. This has been especially popular at Knox Ngarrgoo, where the consoles are located next to the Youth Hive.

*Your Library* has recently expanded its offerings by providing free access to a selection of gaming consoles at Belgrave Library and Knox Ngarrgoo. This initiative includes a variety of popular gaming systems, including Nintendo Switch, PlayStation 5 and Xbox One X. This has been met with considerable enthusiasm, particularly at Knox Ngarrgoo, where the gaming consoles are in constant demand. This has brought in a cohort of new users, who may not otherwise have signed up for a library membership.

### New tech for TSO events

This year, *Your Library* made significant strides in enhancing our technology programming, with the acquisition of new devices designed to engage all age groups. We introduced a range of technology, including:

- BigPurplePhone – a smartphone designed especially for seniors
- VinciBots – learning robots that teach computer science to children (8 years and over) and build their confidence in STEAM subjects
- a new fleet of iPads.

Our Tech Support team worked hard to ensure there was adequate programming available to the community. All areas of our region had an opportunity to access never-before-seen devices in our libraries. We hope they excite our members and spark their interest in understanding new technologies.

# OUR TEAM

## Employee profiles

*Your Library* is committed to recruiting and retaining professional employees through excellent working conditions, staff development and mentoring. We aim to provide internal opportunities for our future leaders to learn and grow their skills.

	2022-23	2023-24
Total staff members	126	129
Equivalent full-time	91	90
Average length of employment	11	11
Longest years of service	42	43
Average age	46	47
Average retirement age	65	62
Age of oldest staff member	69	70
Age of youngest staff member	21	19
Age 40-75 years	85	90
Age 19-39 years	41	39

## Staff movements

	2023-24
Resignations	12 (1 retirement)
Appointments	13
Secondments	4 (internal)
Support pre-retirement arrangements	3
Support study leave	5
Parental leave	2

## Volunteers

Volunteering Australia estimates the value of a volunteer at \$46.62 per hour. *Your Library* has over 60 volunteers who contribute to the success of a number of programs that cannot be supported by library staff alone. Interest in becoming a volunteer remains high, and we usually have more people wanting to volunteer than we can accommodate.

Our volunteers help deliver the following programs:

### Home Library Service

Our 29 Home Library Service volunteers regularly visit and deliver library items to home-bound library members, connecting our isolated community members to the library service.

### Leap into Literacy



We currently have 20 active volunteer tutors, with 10 more registered to complete training very soon. Fourteen of our active volunteers meet weekly with an adult literacy student they have been matched with.

We hold network meetings every 3 months to provide opportunities for our volunteers to connect, refresh their knowledge and share ideas. This year we provided professional development with guest speakers Jo Medlin, president of the Australian Council for Adult Literacy, and Olivia McDougall from the Swinburne Skills and Jobs Centre. These sessions were well attended and the feedback was overwhelmingly positive.

## OUR TEAM



In 2023–24, our Leap into Literacy volunteers logged at least 194 tutoring hours, excluding training and meetings. In total, over 250 volunteering hours, representing a value of more than \$11,500, has been given to *Your Library* by our generous volunteers.

In December 2023, we invited the students and volunteer tutors to an end-of-year catch-up to celebrate their achievements. This was well attended by both volunteers and students, many of whom were meeting for the first time. The group shared their experiences and celebrated the hard work of the students and their commitment to reaching their literacy goals.

### Feedback from Leap into Literacy participants

*'I am getting more confident and more sociable.'*

*'I can read stories to my granddaughter.'*

*'I can now sit and read a book with confidence and understanding.'*

## Conversation Circle at Realm



We currently have 13 volunteers who help small groups of migrants practice their English speaking and listening skills at Realm on Friday afternoons. In 2023–24, we ran 42 Conversation Circle sessions with an average attendance of 18 participants each week. Our volunteers logged 253 hours, representing a value of \$11,794.

We held 4 volunteer network meetings for the volunteers to share their challenges and experiences. The volunteers really appreciated this opportunity to catch up over coffee and cake and share their ideas about how to keep their sessions fresh and the conversation flowing!

For our final session for 2023 we asked everyone to 'bring a plate' (this required some explanation) from their own culture. We had a huge multicultural feast and our participants were very keen for the volunteers

### Feedback from Conversation Circle participants

*'Conversation Circle is a great activity for us. Through this window we can know many local cultures, this time we know something about Australia native trees, thank Library, thank Maria, Candice and Lizzie, I love all of you.'*

*'This time I met a new friend who is coming from South Korea.'*

*'Very nice people around, make me feel really comfortable, very appreciated.'*

*'Conversation Circle is a very good activity for me, motivate me to continuously learn, and it's very important to speak English in life here. Thank Library.'*

*'I had a wonderful time in such a beautiful place. The teacher was teaching us in a good way. She is a good, experienced teacher. I learned new phrasing and vocabulary.'*

*'Through the conversation I know a lot of interesting things I never heard. I like the activity of conversations.'*

to taste the goodies they had brought. Our volunteers shared Australian Christmas traditions – Rowan even dressed as Santa!





## Training and development

### All-staff training day

In July 2023, our staff came together for our first all-staff training day for many years.

The day began by hearing from our member councils on the priorities for the Knox, Maroondah and Yarra Ranges communities. *Your Library* staff are committed to providing a welcoming service for everyone. Understanding how to best serve different groups within the communities we work in is key to our success. It allows us to provide library services that contribute to supporting and enriching the lives of the members of our communities, in line with Council goals and strategies.

The second part of our training day was focused on building Aboriginal cultural competencies with an informative presentation from the Koori Heritage Trust. To embed the ideas and stories, everybody participated in small group discussions to reflect on what we had learned from the session. From these conversations we have created ways to share what we have learned within our libraries and reflect our learnings in the programs we offer.

The day concluded with presentations from our branch teams about the many innovative, inspiring and sometimes hilarious activities happening in the branches. The staff appreciated seeing their work, and that of their peers, celebrated by the whole organisation.

With 14 service locations, our staff found this an incredibly valuable day for their personal and professional growth, and it had a positive impact on development within our organisation.

### Feedback on all-staff training day

*'It was a great way to catch up with staff from other branches and a great way to be brought up to speed on what other branches are doing.'*

*'The training was very informative, eye-opening, and thought-provoking.'*

*'Libraries are awesome. We are doing an amazing job, but we can do more.'*

*'How amazing our organisation is (particularly the staff!).'*

## OUR TEAM

### Reader Development training

Reader development is the art of talking to people about books that they might like, but which library staff haven't read. It is a key skill for library workers, but one that is often avoided – reading is such a personal endeavour that there is always the possibility of 'getting it wrong'.

There is a Public Libraries Victoria special interest group devoted to reader development. In 2023–24, we applied their training module to *Your Library*. We modified the self-paced, three-part workbook to include examples taken from our own systems and processes, and launched it at the start of 2024. All staff, including casuals, will complete the module over the next year.

The course has three areas of focus:

- having conversations about books and reading
- finding and using resources
- creating successful displays.

In reader development terms, a successful display is one where the books are constantly being taken away!

#### Feedback on Reader Development training

*'I'm very definite in my reading tastes and somehow didn't clock that other people aren't.'*

*'It is great to realise that the staff are a resource in themselves.'*

*'It would be good to highlight a boring display, an overdecorated display and a display that is well-balanced between books and decor.'*

### Technology support 'Cuppa Classes'



Keeping up to date with technology is a constant challenge, as is finding time to attend training sessions!

In November 2023, our manager of digital resources held a presentation on Microsoft Teams that was recorded and loaded onto the intranet for later viewing. It soon became clear that, while some people logged into the live session, many more chose to watch the recording.

We abandoned the live presentations and created Cuppa Classes, which everyone can watch at a time that suits them, possibly with a 'cuppa'. Cuppa Classes are available online, updating staff on topics such as Outlook email and calendar and the library app, and introducing new additions to our suite of online databases. Our Technology Support Officers are keen to be involved, and have created a list of 15 potential additional topics where staff may need more support.

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## Industry placements and work experience

During 2023–24 *Your Library* supported industry placements for two students studying library degrees. We are also a popular choice for secondary school work experience students who live or study in our community. This year we supported 33 placements for secondary work experience.



# PART 3 FINANCIAL REPORT

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# DIRECTORS' REPORT

## For the year ended 30 June 2024

The directors present their first report together with the financial statements of Your Library Ltd (the Company) for the financial year ended 30 June 2024. This is the first report since the Company was formed as a company on 3 October 2022 and began trading on 1 July 2023.

### Information on Directors

The following persons were directors of the Company during the whole of the financial year and up to the date of this report, unless otherwise stated:

<b>Cr Jim Child</b>	<b>Yarra Ranges Council</b>
Date of appointment:	03/10/2022
Experience:	First elected as a Councillor with the Upper Yarra Shire in 1982. Shire President during 1985. Mayor in 2012/13, 2021/22 and 2022/23.
Special responsibilities:	Board Chairperson since 8/2/2024.
<b>Cr Andrew Fullagar</b>	<b>Yarra Ranges Council</b>
Date of appointment:	03/10/2022
Experience:	First elected as a Councillor on 01/03/2022.
Special responsibilities:	Audit & Risk Advisory Committee Member – from 8/2/24. CEO Employment and Remuneration Advisory Committee.
<b>Cr Kylie Spears</b>	<b>Maroondah City Council</b>
Date of appointment:	03/10/2022
Experience:	First elected as a Councillor in October 2016. Mayor in 2023/24 and 2020/21. Deputy Mayor in 2018/19.
Special responsibilities:	Audit & Risk Advisory Committee Member.
<b>Cr Linda Hancock</b>	<b>Maroondah City Council</b>
Date of appointment:	03/10/2022
Experience:	First elected as a Councillor in March 2022.
Special responsibilities:	Deputy Board Chairperson. CEO Employment and Remuneration Advisory Committee.
<b>Cr Susan Laukens</b>	<b>Knox City Council</b>
Date of appointment:	03/10/2022
Experience:	First elected as a Councillor in November 2020. Deputy Mayor in 2020/21. Mayor in 2021/22.
Special responsibilities:	Chair – Audit & Risk Advisory Committee.
<b>Cr Nicole Seymour</b>	<b>Knox City Council</b>
Date of appointment:	14/11/2023
Experience:	First elected as a Councillor in March 2012. Knox Mayor in 2019/20. Deputy Mayor in 2021/22.
Special responsibilities:	CEO Employment and Remuneration Advisory Committee.
<b>Cr Marcia Timmers-Leitch</b>	<b>Knox City Council</b>
Date of appointment:	03/10/2022 / Resignation: 14/11/2023.
Experience:	First elected as a councillor in March 2019. Deputy Mayor in 2019/2020. Mayor in 2021/22.
Special responsibilities:	Board Chairperson 16/2/2023 – 14/11/2023. CEO Employment and Remuneration Advisory Committee.

## DIRECTORS' REPORT

### Company Secretary

Joseph Cullen held the position of Company Secretary of Your Library Ltd from when the Company was formed on 3 October 2022 until 12 May 2024. Joseph was the CEO of ERLC/Your Library Ltd from 2005 until May 2024.

Sarah Hopkins has held the position of Company Secretary of Your Library Ltd since 13 May 2024. Sarah has been the Corporate Manager, Customer Experience since 1 August 2017.

### Principal Activities

The principal activities of the Company are to:

- provide resources and programs aimed at meeting the information, recreation, educational and cultural needs of the diverse communities of Knox, Maroondah and Yarra Ranges in an equitable, effective, efficient, responsive and forward-looking manner in accordance with the values and objectives of the Library Plan;
- provide or ensure the provision of, subject to any conditions attached to any State government library subsidies and grants to the Company or the Councils, a public library service for Councils' municipal districts as determined by the Board; and
- perform any other functions which are conferred on the Company under the constitution and the Your Library agreement or the Act, including defining overall policy objectives, developing strategic policy, letting tenders for the provision of services, monitoring contracts under which services are provided, and approving a library plan and budget.

### Review of Operations

Your Library Ltd started operating on 1 July 2023, assuming Eastern Regional Libraries Corporation operations. Details of the transition from Eastern Regional Libraries Corporation to Your Library Ltd are contained in note 24 of the financial statements.

Your Library Ltd's total income for the year was \$14,993,000 comprising predominately of Member Council contributions (\$11,590,000) and State Government Grants (\$3,039,000). Total operational expenditure for the year was \$14,288,000 comprising predominately employee costs (\$9,933,000), depreciation and amortisation (\$2,143,000) and materials and services (\$2,118,000). The net surplus derived for the financial year was \$705,000.

### Objectives

Libraries are more than just books. They contribute to social cohesion and connections.

Your Library Ltd has a huge front door, both physically and virtually. We provide valuable services to the wide range of our community members, at all ages and stages of their life. From storytime for babies and their caregivers, to homework clubs for teenagers,

## The long-term objectives of the Company are:

### Key direction 1: Literacy for all, reading for pleasure

#### Strategy for Achieving the Objective:

- Increase the number of readers
- Increase how much, and how broadly, they read
- Offer digital access
- Make every child a reader

#### Performance Measures

- Number of members
- Number of new and active members
- Number of items loaned per member (physical and digital)
- Size of collections
- Funds spent on collections
- Number of, and attendance at, literacy programs
- Satisfaction with literacy programs
- Turnover of collections
- Turnover of eResources.

### Key direction 2: Connecting people to knowledge and each other

#### Strategy for Achieving the Objective:

- Value diversity
- Provide creative and safe spaces
- Reach out to the community.

#### Performance Measures

- Number of community outreach activities
- Annual customer satisfaction survey
- Alignment with Member Councils' wellbeing indicators frameworks.

### Key direction 3: Creative learning – a rehearsal for life

#### Strategy for Achieving the Objective:

- Provide learning opportunities
- Offer support for jobseekers and businesses
- Provide access to technologies.

#### Performance Measures

- Attendance numbers at learning programs
- Satisfaction with learning programs
- Satisfaction with a range of technology options
- Improved segmentation of community to meet a diversity of needs

### Key direction 4: All for one and one for all, working with our partners

#### Strategy for Achieving the Objective:

- Develop partnership opportunities
- Promote our work.

#### Performance Measures

- Number of partnerships
- Qualitative and quantitative feedback from our collaborators and partners.

### Key direction 5: Practice sustainability and protect our environment

#### Strategy for Achieving the Objective:

- Find new opportunities for sustainable practices
- Seek out opportunities to be more sustainable
- Reducing our carbon footprint.

#### Performance Measures

- All fleet vehicles being either hybrid or all-electric over the next four years
- All tenders have an environmental impact weighting of 10 per cent for evaluation purposes
- Annual contribution made to Greenfleet Australia for native biodiverse forests planting offset
- All PCs and laptops have at least a 5-star energy rating.

### Key direction 6: Measure the impact and continually improve

#### Strategy for Achieving the Objective:

- Reporting
- Feedback.

#### Performance Measures

- Quarterly reports
- Annual Report
- Short, targeted surveys
- Biennial (every 2nd year) omnibus survey
- Public Libraries Victoria Network Annual Survey
- Social media engagement statistics (e.g. likes and shares; audience growth, rate of followers, followers vs following ratio, active fans, clicks per post and organic vs paid results).

## DIRECTORS' REPORT

### Key direction 7: Recruiting and retaining highly motivated staff

#### Strategy for Achieving the Objective:

- Recruit and retain staff
- Provide awareness training
- Offer ongoing staff training and professional development.

#### Performance Measures

- Motivated and skilled staff who are sensitive to cultural differences and highly regarded by our communities
- Job satisfaction and increase in staff engagement.

## Indemnification of Officers

During the financial year, Your Library Ltd has paid a premium in respect of a contract insuring the Directors and Executives of Your Library Ltd against a liability incurred as such a Director or Executive to the extent permitted by the *Corporations Act 2001*.

The company has not otherwise, during or since the end of the financial year, except to the extent permitted by law, indemnified or agreed to indemnify an officer or auditor of the company against a liability incurred as an officer or auditor.

## Meetings of Directors

The number of meetings of the Company's Board of Directors (the Board) and of each Board committee held during the year ended 30 June 2024, and the number of meetings attended by each director were:

Director	Full Board		Audit & Risk Advisory Committee		CEO Employment Remuneration Advisory Committee	
	Attended	Held	Attended	Held	Attended	Held
Cr Jim Child	6	7	3	3	N/A	N/A
Cr Andrew Fullagar	6	7	2	2	2	2
Cr Kylie Spears	5	7	3	5	N/A	N/A
Cr Linda Hancock	5	7	N/A	N/A	2	2
Cr Susan Laukens	7	7	5	5	N/A	N/A
Cr Nicole Seymour	4	5	N/A	N/A	1	1
Cr Marcia Timmers-Leitch	2	2	N/A	N/A	1	1

Held: Represents the number of meetings held during the time the director held office or was a member of the relevant committee.



### Contributions on Winding Up

In the event of the Company being wound up, ordinary members are required to contribute a maximum of \$1.00 each.

The total amount that members of the Company are liable to contribute if the Company is wound up is \$1.00, based on 3 current ordinary members.

### Auditor’s Independence Declaration

The auditor’s independence declaration for the year ended 30 June 2024 has been received and can be found on page 10 of the financial report.

### ASIC Corporations Instrument 2016/191 Rounding of Amounts

The Company is an entity to which ASIC Corporations (Rounding in Financial/Directors’ Report) Instrument 2016/191 applies and, accordingly, amounts in the financial statements and directors’ report have been rounded to the nearest thousand dollars.

This report is made in accordance with a resolution of directors:

Signed by:  
  
BP0040E0244AD  
 Cr Susan Laukens  
**ARAC Chairperson and Director**

Signed by:  
  
BP0417M07234C0  
 Cr Linda Hancock  
**Deputy Board Chairperson and Director**

**Dated:** 08/10/2024  
 Scoresby



## Independent Auditor's Report

### To the Directors of Your Library Ltd

<b>Opinion</b>	<p>I have audited the financial report of Your Library Ltd (the company) which comprises the:</p> <ul style="list-style-type: none"> <li>• statement of financial position as at 30 June 2024</li> <li>• statement of profit or loss and other comprehensive income for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• notes to the financial statements, including material accounting policy information</li> <li>• directors' declaration.</li> </ul> <p>In my opinion the financial report is in accordance with Division 60 of the <i>Australian Charities and Not-for-profits Commission Act 2012</i>, including:</p> <ul style="list-style-type: none"> <li>• giving a true and fair view of the financial position of the Company as at 30 June 2024 and of its financial performance and its cash flows for the year then ended</li> <li>• complying with Australian Accounting Standards - Simplified Disclosures and Division 60 of the <i>Australian Charities and Not-for-profits Commission Regulations 2022</i>.</li> </ul>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the company in accordance with the auditor independence requirements of the <i>Australian Charities and Not-for-profits Commission Act 2012</i> and the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Other Information</b>	<p>The Directors of the company are responsible for the Other Information, which comprises the information in the company's annual report for the period ended 30 June 2024, but does not include the financial report and my auditor's report thereon.</p> <p>My opinion on the financial report does not cover the Other Information and accordingly, I do not express any form of assurance conclusion on the Other Information. However, in connection with my audit of the financial report, my responsibility is to read the Other Information and in doing so, consider whether it is materially inconsistent with the financial report or the knowledge I obtained during the audit, or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude there is a material misstatement of the Other Information, I am required to report that fact. I have nothing to report in this regard.</p>

Level 31 / 35 Collins Street, Melbourne Vic 3000  
 T 03 8601 7000 enquiries@audit.vic.gov.au www.audit.vic.gov.au

<b>Directors' responsibilities for the financial report</b>	<p>The Directors of the company are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards - Simplified Disclosures and the <i>Australian Charities and Not-for-profits Commission Act 2012</i>, and for such internal control as the Directors determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>
<b>Auditor's responsibilities for the audit of the financial report</b>	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> <li>• identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.</li> <li>• obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control</li> <li>• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors</li> <li>• conclude on the appropriateness of the Directors' 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 company's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.</li> <li>• evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.</li> </ul> <p>I communicate with the Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>

**DIRECTORS' REPORT**

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<b>Auditor's responsibilities for the audit of the financial report (continued)</b>	I also provide the Directors with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.
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MELBOURNE  
11 October 2024



Travis Derricott  
as delegate for the Auditor-General of Victoria

## Directors' Declaration

*For the year ended 30 June 2024*

The Directors of Your Library Ltd declare that in our opinion:

- a) there are reasonable grounds to believe that Your Library Ltd will be able to pay its debts as and when they become due and payable; and
- b) the attached financial statements comply with the *Australian Charities and Not-for-profits Commission Act 2012* and comply with Australian Accounting Standards - Simplified Disclosure requirements; and
- c) the attached financial statements and notes give a true and fair view of the Company's financial position as at 30 June 2024 and of its performance for the financial year ended on that date.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulations 2022*.

Signed by:  
  
5F0084DECC344AD  
Cr Susan Laukens  
**ARAC Chairperson and Director**

Signed by:  
  
7F5A879AF02D1C6  
Cr Linda Hancock  
**Deputy Board Chairperson and Director**

**Dated:** 08/10/2024  
Scoresby

# FINANCIAL STATEMENTS

## Statement of Profit or Loss and Other Comprehensive Income for the year ended 30 June 2024

	Note	2024 \$'000	2023* \$'000
<b>Revenue and other income</b>			
User charges, fees and fines	4.1	130	63
Grants	4.2	3,039	3,149
Contributions	4.3	11,590	11,199
Net gain (or loss) on disposal of plant, furniture, equipment and library materials		-	(6)
Other income	4.4	234	95
<b>Total revenue and other income</b>		<b>14,993</b>	<b>14,500</b>
<b>Expenses</b>			
Employee costs	5.1	9,933	10,024
Materials and services	5.2	2,118	2,046
Depreciation	5.3	2,011	2,129
Amortisation - intangible assets		3	4
Amortisation - right of use assets	5.4	129	147
Assets written off	5.5	10	264
Finance costs - leases	5.6	30	23
Audit expenses	5.7	54	47
Other expenses		-	(4)
<b>Total expenses</b>		<b>14,288</b>	<b>14,680</b>
<b>Surplus/(deficit) for the year</b>		<b>705</b>	<b>(180)</b>
<b>Total other comprehensive income</b>		<b>-</b>	<b>-</b>
<b>Total comprehensive result</b>		<b>705</b>	<b>(180)</b>

The above Statement of Profit or Loss and Other Comprehensive Income should be read in conjunction with the accompanying notes.

\*Refer to Note 1.3

## Statement of Financial Position

as at 30 June 2024

	Note	2024 \$'000	2023* \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	6	3,388	2,770
Trade and other receivables	7	152	113
Other assets	8	181	347
<b>Total current assets</b>		<b>3,721</b>	<b>3,230</b>
<b>Non-current assets</b>			
Plant, furniture, equipment and library materials	9	6,122	6,000
Right-of-use assets	13	482	611
Intangible assets	10	23	26
<b>Total non-current assets</b>		<b>6,627</b>	<b>6,637</b>
<b>Total assets</b>		<b>10,348</b>	<b>9,867</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	11	468	346
Provisions	12	736	2,078
Lease liabilities	13	124	627
<b>Total current liabilities</b>		<b>1,328</b>	<b>3,051</b>
<b>Non-current liabilities</b>			
Provisions	12	1,110	-
Lease liabilities	13	389	-
<b>Total non-current liabilities</b>		<b>1,499</b>	<b>-</b>
<b>Total liabilities</b>		<b>2,827</b>	<b>3,051</b>
<b>Net assets</b>		<b>7,521</b>	<b>6,816</b>
<b>Equity</b>			
Members' equity	14	-	3,689
Members' contribution	15	6,816	-
Accumulated surplus	16	705	3,127
<b>Total equity</b>		<b>7,521</b>	<b>6,816</b>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

\*Refer to Note 1.3

## Statement of Changes in Equity

### for the year ended 30 June 2024

2024	Note	Total \$'000	Accumulated Surplus \$'000	Members' Equity \$'000	Member: Contributio \$'00
Balance at beginning of the financial year	14, 15, 16	-	-	-	
Net Assets Contributed by members 1 July 2023		6,816			6,81
Surplus/(deficit) for the year		705	705	-	
		7,521	705	-	6,81
<b>Balance at end of the financial year</b>		<b>7,521</b>	<b>705</b>	-	<b>6,81</b>

2023*		Total \$'000	Accumulated Surplus \$'000	Members' Equity \$'000	Member: Contributio \$'00
Balance at beginning of the financial year	14, 15, 16	8,932	5,243	3,689	
Surplus/(deficit) for the year		(180)	(180)	-	
Distributions to member councils		(1,936)	(1,936)	-	
		6,816	3,127	3,689	
<b>Balance at end of the financial year</b>		<b>6,816</b>	<b>3,127</b>	<b>3,689</b>	

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

\*Refer to Note 1.3



**Statement of Cash Flows**  
for the year ended 30 June 2024

	Note	2024 Inflows/ (Outflows) \$'000	2023* Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
User charges, fees and fines		130	63
Grants		3,039	3,149
Contributions		11,590	11,199
Interest received		113	25
Other receipts		153	64
Net GST payment		(71)	(216)
Employee costs		(9,933)	(10,024)
Materials and services		(2,068)	(2,038)
Other payments		(48)	(412)
<b>Net cash provided by operating activities</b>	22	<b>2,905</b>	<b>1,810</b>
<b>Cash flows from investing activities</b>			
Payments for plant, furniture, equipment and library materials		(2,163)	(2,242)
Proceeds from plant, furniture, equipment and library materials		-	21
<b>Net cash used in investing activities</b>		<b>(2,163)</b>	<b>(2,221)</b>
<b>Cash flows from financing activities</b>			
Distribution to member councils		-	(1,936)
Repayment of lease liabilities		(124)	(164)
<b>Net cash used in financing activities</b>		<b>(124)</b>	<b>(2,100)</b>
Net increase/(decrease) in cash and cash equivalents		618	(2,511)
Cash and cash equivalents at the beginning of the financial year		2,770	5,281
<b>Cash and cash equivalents at the end of the financial year</b>	6	<b>3,388</b>	<b>2,770</b>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

\*Refer to Note 1.3

# NOTES TO THE FINANCIAL REPORT

## Note 1 OVERVIEW

### 1.1 Introduction

The financial report covers Your Library Ltd (the Company). Your Library Ltd is a not-for-profit company limited by guarantee, incorporated on 3 October 2022 and domiciled in Australia. The Company's main office is located at 10 Caribbean Drive, Scoresby, Victoria, 3179.

The financial information for 2023 represents the operations of the former entity, Eastern Regional Libraries Corporation (ERLC), before its transition to Your Library Ltd. The 2024 financial year reflects the operations of Your Library Ltd after it assumed responsibility for the library services from ERLC. This presentation illustrates the continuity of library services despite the change in the legal structure of the organisation.

### 1.2 Transfer of operations

In accordance with Section 330 of the Local Government Act 2020, Eastern Regional Libraries Corporation (ERLC) was wound up following the transfer of operations, staff, assets, and liabilities to Your Library Ltd (the Company) at midnight on 30 June 2023. Your Library Ltd commenced operations on 1 July 2023 and continues to provide library services in the same manner as ERLC, maintaining its objectives of serving the local community with library services and programs.

The voluntary liquidation of ERLC was completed on 16 September 2024, in accordance with Section 197G(4) of The Local Government Act 1989 (as required by Section 330(4) of the Local Government Act 2000 and the relevant provisions of The Corporations Act) and the formal dissolution is scheduled for 16 December 2024.

As part of this transition, the net assets of ERLC as at 30 June 2023 were recognised as "Members' Contribution" in Your Library Ltd at 1 July 2023, reflecting the rights and interests of the member councils—Knox City Council, Maroondah City Council, and Yarra Ranges Council—in the new entity. Under the Your Library Agreement, member councils retain specific rights to direct the transfer of assets contributed to the library in the event of an exit or winding up, ensuring that the assets continue to serve the community's interests.

Refer to Note 24 for further details regarding the transfer of operations from ERLC to the Company.

### 1.3 Comparative Information

The 2024 financial statements include comparative information from 2023, which reflects the operations of Eastern Regional Libraries Corporation (ERLC) before its transition to Your Library Ltd. The comparatives have been included on the basis of continuity, as Your Library Ltd is effectively a continuation of the same library services under a new legal structure.

Although the legal entity providing the services has changed, the nature, objectives, and operations of the library services have remained consistent. Your Library Ltd continues to serve the same community needs, with the member councils—Knox City Council, Maroondah City Council, and Yarra Ranges Council—retaining their commitment to support library services. This approach helps users of the financial statements better understand the library's ongoing activities, financial history, and the seamless transition of operations.

Additionally, the net assets of ERLC as at 30 June 2023 were transferred to Your Library Ltd and recognised as "Members' Contribution" in the new entity. Including comparatives provides users with a comprehensive view of the entity's financial continuity and ongoing commitment to library services.

## 1.4 Statement of Compliance

These general-purpose financial statements have been prepared in accordance with the *Australian Charities and Notfor-profits Commission Act 2012*, Australian Accounting Standards – Simplified Disclosure and other authoritative pronouncements issued by the Australian Accounting Standards Board (AASB), and comply with other requirements of the law.

The Company does not have ‘public accountability’ as defined in AASB 1053 *Application of Tiers of Australian Accounting Standards* and is therefore eligible to apply the ‘Tier 2’ reporting framework under the AAS.

These financial statements comply with the recognition and measurement requirements of AAS, the *Australian Charities and Not-for profits Commission Act 2012*, and the presentation requirements in those AAS as modified by AASB 1060 *General Purpose Financial Statements – Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities* and the disclosure requirements of AASB 1060. Accordingly, the financial statements comply with Australian Accounting Standards – Simplified Disclosures.

## Note 2 MATERIAL ACCOUNTING POLICY INFORMATION

### 2.1 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. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement of fair value of selected non-current assets, financial assets and financial liabilities.

The presentation currency used in these financial statements is Australian dollars (\$). Amounts in these financial statements are stated in Australian dollars and rounded to the nearest thousand unless otherwise noted. The financial statements have been prepared on a going concern basis.

### 2.2 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 Statement of Financial Position.

### 2.3 Adoption of New and Revised Accounting Standards and New Accounting Standards for Application in Future Periods

The Company has adopted all new and revised Standards and amendments thereof and Interpretations effective for the current year that are relevant to the Company. None of these have had a material impact on the Company’s financial statements.

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2024 reporting period. The Company assesses the impact of these new standards. As at 30 June 2024 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2025 that are expected to impact the Company.

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.

### Note 3 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

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.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods. 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 for plant, furniture, equipment and library materials (refer to Note 9)
- the determination of employee provisions (refer to Note 12)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 *Revenue from Contracts with Customers* or AASB 1058 *Income of Not-for-Profit Entities* (refer to Note 4)
- the determination, in accordance with AASB 16 *Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 13).

The accounting policies and significant management judgements and estimates used, and any changes thereto, are identified at the beginning of each section where applicable and disclosed in further detail throughout these financial statements.

### Note 4 REVENUE

The Company recognises income from its main revenue streams as listed below:

- User charges, fees and fines
- Grants
- Contributions

In cases where the consideration is solely performance obligations under an enforceable contract and sufficiently specific to enable determination as to when the obligations are satisfied, the transaction is accounted for under AASB 15 *Revenue from Contracts from Customers*.

## 4.1 User Charges and Fees

	2024 \$'000	2023 \$'000
Meeting room hire	3	1
Printing and photocopying Charges	96	39
Library merchandise	11	15
Events income	1	2
	19	6
<b>Total user charges and fees</b>	<b>130</b>	<b>63</b>
<b>User charges and fees by timing of revenue recognition</b>		
User charges and fees recognised over time	-	-
User charges and fees recognised at a point in time	130	63
<b>Total user charges and fees</b>	<b>130</b>	<b>63</b>

User fees are payments received for library services such as printing and photocopying.

User charges are payments received for lost books and merchandise.

User charges, fees and fines are recognised as revenue at a point in time, when (or as) the performance obligation is satisfied.

User charges and fees does not have any contracts or performance obligations that are sufficiently specific and all revenue is recognised immediately under AASB 1058 *Income of Not-for-Profits*.

## 4.2 Grants

	\$'000	\$'000
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	35	145
State funded grants	3,004	3,004
<b>Total grants received</b>	<b>3,039</b>	<b>3,149</b>
<b>(a) Operating Grants</b>		
<b>Recurrent - State Government</b>		
Public Libraries Grant Program	2,946	2,946
Premier's Reading Challenge	58	58
<b>Total recurrent operating grants</b>	<b>3,004</b>	<b>3,004</b>
<b>Non-recurrent - Commonwealth Government</b>		
Get Online Grant	35	145
<b>Total non-recurrent operating grants</b>	<b>35</b>	<b>145</b>
<b>Total operating grants</b>	<b>3,039</b>	<b>3,149</b>

When the Company receives government grants that are in the scope of AASB 1058 *Income of Not-for-Profit Entities* (being a transaction where the consideration paid to acquire an asset is significantly less than fair value principally to enable the Company to further its objectives), it performs an assessment to determine if the contract is 'enforceable' and contains 'sufficiently specific' performance obligations.

Where the consideration to acquire an asset is significantly less than the fair value principally to enable the Company to further its objectives, the transaction is accounted for under AASB 1058 where the Company:

- Recognises the asset in accordance with the requirements of other relevant applicable Australian Accounting Standards (e.g. AASB 9 *Financial Instruments*, AASB 16 *Leases*, AASB 116 *Property, Plant and Equipment* and AASB 138 *Intangible Assets*);
- Considers whether any other financial statement elements should be recognised ('related amounts') in accordance with the relevant applicable Australian Accounting Standard including:
  - Contributions by owners (AASB 1004 *Contributions*)
  - A lease liability (AASB 16 *Leases*)
  - Revenue, or a contract liability arising from a contract with a customer (AASB 15)
  - A financial instrument (AASB 9 *Financial Instruments*)
  - A provision (AASB 137 *Provisions, Contingent Liabilities and Contingent Assets*).
- Recognises income immediately in profit or loss for the excess of the initial carrying amount of the asset over any related amounts recognised.

### 4.3 Contributions

	2024 \$'000	2023 \$'000
Monetary (refer to Note 18(a)(i))	11,590	11,199
<b>Total contributions</b>	<b>11,590</b>	<b>11,199</b>

Consideration for monetary contributions received from Member Councils is solely a performance obligation under an enforceable contract (Library Agreement) and is sufficiently specific to enable determination as to when the obligation has been satisfied. Monetary contributions are therefore accounted for under AASB 15 and are recognised as revenue as the performance obligation is satisfied.

### 4.4 Other Income

	2024 \$'000	2023 \$'000
Interest	113	25
Other	121	70
<b>Total other income</b>	<b>234</b>	<b>95</b>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when the Company gains control over the right to receive the income.

## Note 5 EXPENSES

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

### 5.1 Employee Costs

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Wages and salaries	8,060	8,090
WorkCover	100	37
Superannuation		
Superannuation Funds	843	781
Defined Benefit Plans (Vision Super)	90	112
Fringe benefits tax	8	34
Annual leave	594	699
Long service leave	63	152
Other leave	175	119
<b>Total employee costs</b>	<b>9,933</b>	<b>10,024</b>

Employee Costs include all costs related to employment including wages and salaries, fringe benefit tax, all leave entitlements and WorkCover premiums.

Wages and salaries include payments to key management personnel, permanent and casual employees as salaries, allowances, overtime, weekend penalties, casual loading and termination payments.

Refer to Note 23 for further information relating to the Company's superannuation obligations.

### 5.2 Materials and Services

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Office administration	749	703
Information technology	610	622
Library consumables	396	354
Contract payments	193	201
Insurance	83	79
Repairs and maintenance	70	14
Consultants	15	66
Utilities	2	8
<b>Total materials and services</b>	<b>2,118</b>	<b>2,046</b>

### 5.3 Depreciation

	2024 \$'000	2023 \$'000
Library materials	1,782	1,800
Furniture and equipment	224	320
Plant	5	9
<b>Total depreciation</b>	<b>2,011</b>	<b>2,129</b>

### 5.4 Amortisation - Right of Use Assets

	2024 \$'000	2023 \$'000
Property	129	147
<b>Total amortisation - right of use assets</b>	<b>129</b>	<b>147</b>

### 5.5 Assets Written Off

	2024 \$'000	2023 \$'000
Assets written off	10	264
<b>Total assets write off</b>	<b>10</b>	<b>264</b>



### 5.6 Finance Costs - Leases

	2024 \$'000	2023 \$'000
Interest - Lease Liabilities	30	23
<b>Total finance costs</b>	<b>30</b>	<b>23</b>

### 5.7 Audit Expenses

	2024 \$'000	2023 \$'000
Auditor's remuneration - VAGO - audit of the financial statements	54	47
<b>Total other expenses</b>	<b>54</b>	<b>47</b>

## Note 6 CASH AND CASH EQUIVALENTS

	2024 \$'000	2023 \$'000
Cash at bank	3,388	2,770
<b>Total cash and cash equivalents</b>	<b>3,388</b>	<b>2,770</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

## Note 7 TRADE AND OTHER RECEIVABLES

	2024 \$'000	2023 \$'000
<b>Current</b>		
<i>Statutory receivables</i>		
Net GST receivable	71	105
<i>Non statutory receivables</i>		
Accounts receivable	21	-
Security deposit	8	8
TFN withholding receivable	52	-
<b>Total current trade and other receivables</b>	<b>152</b>	<b>113</b>
<b>Total trade and other receivables</b>	<b>152</b>	<b>113</b>

Short term receivables are carried at invoice amount. A provision for expected credit loss is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

## Note 8 OTHER ASSETS

	2024 \$'000	2023 \$'000
Prepayments	181	347
<b>Total other assets</b>	<b>181</b>	<b>347</b>

## Note 9 PLANT, FURNITURE, EQUIPMENT AND LIBRARY MATERIALS

### Summary of Plant, Furniture, Equipment and Library Materials

	2024 \$'000	2023 \$'000
Library materials - at cost	12,979	13,021
Less: Accumulated Depreciation	(8,117)	(8,166)
	<u>4,862</u>	<u>4,855</u>
Furniture and equipment - at cost	2,663	2,278
Less: Accumulated Depreciation	(1,459)	(1,239)
	<u>1,204</u>	<u>1,039</u>
Plant - at cost	69	49
Less: Accumulated Depreciation	(13)	(17)
	<u>56</u>	<u>32</u>
<b>Total Plant, Furniture, Equipment and Library Materials</b>	<u><b>6,122</b></u>	<u><b>5,926</b></u>

### Reconciliation of the opening and closing balances of Plant, Furniture, Equipment and Library Materials for 2024

	Library materials \$'000	Furniture and equipment \$'000	Plant \$'000	Work in progress \$'000	Total \$'000
<b>As at 1 July 2023</b>					
At cost	13,021	2,278	49	74	15,422
Accumulated depreciation	(8,166)	(1,239)	(17)	-	(9,422)
<b>Total as at 1 July 2023</b>	<u>4,855</u>	<u>1,039</u>	<u>32</u>	<u>74</u>	<u>6,000</u>
<b>Movements in cost</b>					
Additions	1,799	315	42	-	2,156
Disposal	(1,840)	-	(21)	-	(1,861)
Write-off	(10)	-	-	-	(10)
Transfers	-	74	-	(74)	-
	<u>(51)</u>	<u>389</u>	<u>21</u>	<u>(74)</u>	<u>285</u>
<b>Movements in accumulated depreciation</b>					
Depreciation and amortisation	1,782	224	5	-	2,011
Accumulated depreciation of disposals	(1,841)	-	(10)	-	(1,851)
	<u>(59)</u>	<u>224</u>	<u>(5)</u>	<u>-</u>	<u>160</u>
<b>Total as at 30 June 2024 represented by:</b>					
At cost	12,979	2,663	69	-	15,711
Accumulated depreciation	(8,117)	(1,459)	(13)	-	(9,589)
<b>Total as at 30 June 2024</b>	<u>4,862</u>	<u>1,204</u>	<u>56</u>	<u>-</u>	<u>6,122</u>

***Transfer of Assets from ERLC***

As part of the transition from Eastern Regional Libraries Corporation (ERLC) to Your Library Ltd on 1 July 2023, the original cost and accumulated depreciation of the assets have been carried forward. This approach was adopted to maintain continuity of the library services and provide comparability in the financial statements between 2023 (ERLC) and 2024 (Your Library Ltd).

In accordance with the Your Library Agreement, the assets transferred from ERLC were recognised at their original cost and accumulated depreciation values as at 30 June 2023. These assets will continue to be depreciated over their remaining useful lives according to the Company's depreciation policy.

***Acquisition***

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

In accordance with the Company's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	<b>Depreciation Period</b>	<b>Threshold Limit</b>
		<b>\$'000</b>
<b><i>Asset recognition thresholds and depreciation periods</i></b>		
<b>Plant, furniture, and equipment</b>		
Furniture and equipment	3 - 10 years	5,000
Plant	6 - 10 years	5,000
<b>Library materials</b>		
Paperbacks	3 years	
Audio cassettes	3 years	
eBooks	3 years	
Audio books	4 years	
Games	4 years	
CD rom	5 years	
Videos and DVDs	6 years	
Library books and other hardbacks	8 years	
Adult and junior reference	10 years	

***Library books***

Library books and other assets withdrawn from circulation and consequently disposed are written back against accumulated depreciation and cost based on an average cost of books.

***Assets contributed by Member Councils***

Assets contributed by Member Councils on formation of the Company were valued at fair value being the value assigned to the assets by those Councils.

***Depreciation and amortisation***

All plant, furniture, equipment, library materials and intangible assets having Ltd useful lives are systematically depreciated over their useful lives to the Company in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

***Impairment of assets***

At each reporting date, the Company reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset carrying value. Any excess of the asset carrying value over its recoverable amount is recognised as an impairment loss in the statement of profit or loss and other comprehensive income.

***Repairs and maintenance***

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation

## Note 10 INTANGIBLE ASSETS

	2024	2023
	\$'000	\$'000
Corporate software	23	26
<b>Total intangible assets</b>	<b>23</b>	<b>26</b>
	<b>Corporate Software</b>	<b>Corporate Software</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Gross carrying amount</b>		
Balance at the beginning of the year	37	62
Corporate software write off	-	(25)
<b>Balance at the end of the year</b>	<b>37</b>	<b>37</b>
<b>Accumulated amortisation and impairment</b>		
Balance at the beginning of the year	10	32
Amortisation expense	3	4
Adjustments	-	(26)
<b>Balance at the end of the year</b>	<b>13</b>	<b>10</b>
<b>Net book value at the end of the year</b>	<b>23</b>	<b>26</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

## Note 11 TRADE AND OTHER PAYABLES

	2024	2023
	\$'000	\$'000
<b>Current</b>		
<i>Non-statutory payables</i>		
Trade payables	149	98
Accrued expenses	30	7
Salaries accruals	262	219
Superannuation payable - defined benefits	27	22
<b>Total current trade and other payables</b>	<b>468</b>	<b>346</b>

## Note 12 PROVISIONS

	2024	2023
	\$'000	\$'000
<b>Employee provisions</b>		
<b>Current</b>		
Annual leave	640	766
Long service leave	96	1,312
<b>Total current provisions</b>	<b>736</b>	<b>2,078</b>
<b>Non-current</b>		
Long service leave	1,110	-
<b>Total non-current provisions</b>	<b>1,110</b>	-

### Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Company does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Company expects to wholly settle the liability within 12 months
- present value if the Company does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

### Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Company does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Discount rates are based on Group of 100 Discount Rate published by Milliman Research.

<b>Key assumptions - Annual leave:</b>	<b>2024</b>	<b>2023</b>
Weighted average discount rate	2.31%	2.07%
Weighted average index rate	2.50%	2.49%
<b>Key assumptions - Long service leave:</b>		
Weighted average discount rate - current	5.01%	3.51%
Weighted average discount rate - non-current	5.19%	4.07%
Weighted average index rate - current	2.31%	2.50%
Weighted average index rate - non-current	2.50%	2.50%

## Note 13 LEASES

At inception of a contract, the Company assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The Company has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The Company has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, the Company recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, the Company uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that the Company is reasonably certain to exercise, lease payments in an optional renewal period if the Company is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless the Company is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under AASB 16 *Leases*, the Company as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.



***Right-of-Use Assets***

	<b>Property</b>	<b>Property</b>
	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Balance at 1 July 2023	611	61
Additions	-	697
Amortisation charge	(129)	(147)
<b>Balance at 30 June 2024</b>	<b>482</b>	<b>611</b>

***Lease Liabilities***

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
Maturity analysis - contractual undiscounted cash flows		
Less than one year	147	143
One to five years	417	565
<b>Total undiscounted lease liabilities as at 30 June:</b>	<b>564</b>	<b>708</b>

**Lease liabilities included in the Statement of Financial Position at 30 June:**

Current	124	627
Non-current	389	-
<b>Total lease liabilities</b>	<b>513</b>	<b>627</b>

## Note 14 MEMBERS' EQUITY

	2024	2023
	\$'000	\$'000
The net assets of the joint venture:	-	3,689
<i>The percentage equity share of making up this joint venture is as follows:</i>	%	%
Yarra Ranges Shire Council	-	38.72
Knox City Council	-	36.39
Maroondah City Council	-	24.89
	-	100.00

The Members' Equity presented in 2023 reflects the net assets of Eastern Regional Libraries Corporation prior to its transition to Your Library Limited. As of 2024, this Members' Equity balance has been reclassified to "Members' Contribution" (see Note 15) following the agreement to transfer all assets, liabilities, and equity from Eastern Regional Libraries Corporation to Your Library Limited.

For 2024, Your Library Limited, a company limited by guarantee, means that the member councils—Knox City Council, Maroondah City Council, and Yarra Ranges Council—can no longer hold a direct ownership interest in the equity. However, the councils retain contractual rights as outlined in the Your Library Agreement, allowing them to direct the transfer of net assets under certain conditions (see Note 15).

## Note 15 MEMBERS' CONTRIBUTION

As outlined in the Your Library Agreement, the net assets of Eastern Regional Libraries Corporation as at midnight on 30 June 2023, totalling \$6.816 million, have been recognised as 'Members' Contribution' in the balance sheet of Your Library Ltd as of 1 July 2023.

	2024	2023
	\$'000	\$'000
Members' Contribution	6,816	-
<i>The percentage share of the Members' Contribution is as follows:</i>	%	%
Yarra Ranges Shire Council	38.72	-
Knox City Council	36.39	-
Maroondah City Council	24.89	-
	100.00	-

These percentages align with the councils' initial contributions and equity balances from the Eastern Regional Libraries Corporation, now transferred and reflected in Your Library Limited. As outlined in the Your Library Agreement, member councils retain certain rights regarding the net assets contributed. Specifically, in the event of a council exiting the company, they have the right to direct the transfer of their proportionate share of net assets held for the benefit of their respective Local Government Areas, subject to the terms of the agreement.

## Note 16 ACCUMULATED SURPLUS

	2024	2023
	\$'000	\$'000
Balance at beginning of the financial year	-	5,243
Surplus/(deficit) for the year	705	(180)
Transfer from member's equity	-	-
Distributions to member councils	-	(1,936)
<b>Balance at end of the financial year</b>	<b>705</b>	<b>3,127</b>

As part of the transition from Eastern Regional Libraries Corporation to Your Library Limited, the member councils—Knox City Council, Maroondah City Council, and Yarra Ranges Council—resolved to recognise the net assets of ERLC at 30 June 2023 as Members Contributions on 1 July 2023 (see Note 15).

The closing accumulated surplus balance at 30 June 2024 reflects the 2023-24 financial performance of Your Library Limited.

## Note 17 KEY MANAGEMENT PERSONNEL

This note sets out the information about the remuneration of key management personnel. Apart from the details disclosed in this note, no key management personnel has entered into a material contract with the Company and there were no material contracts involving any key management personnel's interest existing at year end.

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of the Company.

The Company's directors, Chief Executive Officer and/or Acting Chief Executive Officer are considered as KMP. The Company's directors does not receive any remuneration for their services as Board members.

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by the Company, or on behalf of the Company, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Other long-term employee benefits** include long service leave, other long service benefits or deferred compensation.

**Post-employment benefits** include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Termination benefits** include termination of employment payments, such as severance packages.

	2024	2023
	\$'000	\$'000
The remuneration of key management personnel included in "employee costs" (see Note 5.1) are as follows:		
Short-term employee benefits	250	197
Other long-term employee benefits	7	5
Post-employment benefits	24	21
Termination benefits	126	-
<b>Total</b>	<b>407</b>	<b>223</b>

## Note 18 RELATED PARTY TRANSACTIONS

	2024 \$'000	2023 \$'000
<b>(a) Transactions with related parties</b>		
During the period, the Company entered into the following transactions with related parties:		
<b>(i) Contributions</b>		
<b>Monetary contributions</b>		
Knox City Council	4,312	4,500
Yarra Ranges Shire Council	4,245	3,900
Maroondah City Council	3,033	2,799
<b>Total monetary contributions</b>	<b>11,590</b>	<b>11,199</b>

Contributions from the above three Councils are received in approximately equal quarterly instalments throughout the year. Contributions are received during the months of July, October, January and April.

Monetary contributions are recognised as revenue when the Company obtains control over the contributed asset.

### Library Branch Premises

The three Member Councils provide and maintain the premises in their municipalities to operate library branches free of charge.

### (ii) Distributions

<b>Monetary distributions</b>		
Knox City Council	-	924
Yarra Ranges Shire Council	-	1,012
Maroondah City Council	-	-
<b>Total monetary distributions</b>	<b>-</b>	<b>1,936</b>

### (b) Outstanding balances with related parties

There were no reportable balances outstanding at the end of the reporting period in relation to transactions with related parties.

### (c) Loans to/from related parties

No loans have been made, guaranteed or secured by the Company to a related party during the reporting year.

### (d) Commitments to/from related parties

No transactions other than the Council contributions, remuneration payments or the reimbursement of approved expenses were entered into by the Company with key management personnel or related parties during the reporting year.

## Note 19 CONTINGENT ASSETS AND LIABILITIES

Contingent assets and contingent liabilities are not recognised in the Statement of Financial Position, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

### Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Company; or
- present obligations that arise from past events but are not recognised because:
- it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
- the amount of the obligation cannot be measured with sufficient reliability.

The Company is occasionally met with claims and demands allegedly arising from incidents that occur on premises used by the Company. The Company carries \$600 million of public liability insurance and has an excess of \$2,500 per claim on this policy. Therefore, the maximum liability of the Company in any single claim is the extent of the excess. The primary insurer is MAV insurance. There are no claims that the Company is aware of which would fall outside the terms of the Company's policy.

The Company is not aware of other contingent liabilities or contingent assets as at 30 June 2024 (2023: None).

### Defined benefit superannuation scheme

The Company has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time, it is not known if additional contributions will be required, their timing or potential amount. The Company has not received a funding request as at the date of this report.

## Note 20 FINANCIAL INSTRUMENTS

	Note	2024 \$'000	2023 \$'000
<b>Categories of financial instruments</b>			
<b>Financial assets</b>			
<b>Financial assets held at amortised cost</b>			
Cash and cash equivalents	6	3,388	2,770
Trade and other receivables (excluding statutory receivables)	7	81	8
<b>Total financial assets held at amortised cost</b>		<b>3,469</b>	<b>2,778</b>
<b>Total financial assets</b>		<b>3,469</b>	<b>2,778</b>
<b>Financial liabilities</b>			
<b>Financial liabilities measured at amortised cost</b>			
Trade and other payables (excluding statutory payables)	11	468	346
Lease liabilities	13	513	627
<b>Total financial liabilities measured at amortised cost</b>		<b>981</b>	<b>973</b>
<b>Total financial liabilities</b>		<b>981</b>	<b>973</b>

## Note 21 COMMITMENTS

Commitments are not recognised in the Statement of Financial Position. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

The Company has entered into the following commitments:

	<b>2024</b>	<b>2023</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Rent</b>		
Less than one year	162	157
More than one year and less than two years	167	162
More than two years and less than five years	293	460
<b>Total rent commitment</b>	<b>622</b>	<b>779</b>
<b>Cleaning contract</b>		
Less than one year	21	20
<b>Total cleaning contract commitment</b>	<b>21</b>	<b>20</b>
<b>Subscriptions</b>		
Less than one year	221	199
<b>Total subscriptions commitment</b>	<b>221</b>	<b>199</b>
<b>Summary of commitments</b>		
Less than one year	404	376
More than one year and less than two years	167	162
More than two years and less than five years	293	460
<b>Total commitments</b>	<b>864</b>	<b>998</b>

## Note 22 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO SURPLUS/(DEFICIT)

	2024 \$'000	2023 \$'000
<b>Surplus/(deficit) for the year</b>	705	(180)
<i>Items not involving cash</i>		
Loss on disposal assets	-	6
Depreciation/amortisation	2,143	2,280
Finance costs - leases	30	23
Assets written-off	10	264
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(39)	(105)
(Increase)/decrease in other assets	166	(347)
Increase/(decrease) in trade and other payables	122	(159)
(Decrease)/increase in provisions	(232)	29
<b>Net cash provided by operating activities</b>	<b>2,905</b>	<b>1,810</b>

## Note 23 SUPERANNUATION

The Company makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. The Company also makes employer contributions to various other funds of employees' choice. Obligations for contributions to these Funds are recognised as an expense in the Statement of Profit or Loss and Other Comprehensive Income when they are made or due.

### Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2024, this was 11% as required under Superannuation Guarantee (SG) legislation (2023: 10.5%)).

### Defined benefit

The Company does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan. There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Your Library Ltd in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119. Your Library Ltd makes superannuation contributions to the defined benefit category of the fund at rates determined by the Trustee on the advice of the fund's actuary.

Defined Benefit plans are required by law to have an actuarial investigation at least once every three years. The vested benefit position is reviewed on a quarterly basis and The Vested Benefit Index (VBI) of the Defined Benefit category was 105.4% as at 30 June 2024



## Note 24 SUBSEQUENT EVENTS

No matters have occurred after balance date that require disclosure in the financial report.

## Note 25 TRANSFER OF OPERATIONS

Your Library Ltd (the Company) assumed responsibility for providing library services previously managed by Eastern Regional Libraries Corporation (ERLC) on 1 July 2023. This transition was as result of the Local Government Act 2020, which required all library corporations to be wound up within ten years from 1 July 2021.

On 27 June 2022, Knox City Council, Maroondah City Council, and Yarra Ranges Council resolved, pursuant to Section 110(1) of the Local Government Act 2020, to participate in the formation of, and become founding members of, Your Library Ltd, a public company limited by guarantee, under the terms outlined in the Your Library Ltd Constitution. The member councils also resolved that Your Library Ltd would continue to provide library services using the same operational model as ERLC, as set out in the Your Library Agreement executed on 26 June 2023.

To facilitate the transition to the new company, ERLC established Your Library Ltd on 3 October 2022. ERLC ceased its operations on 30 June 2023 and entered the voluntary liquidation process in accordance with Section 330 of the Local Government Act 2020. The liquidation of ERLC was completed on 16 September 2024, and the formal dissolution is scheduled for 16 December 2024. The financial statements for 2023 reflect the final year of ERLC's operations before the transfer to Your Library Ltd.

The transfer from ERLC to Your Library Ltd occurred at midnight on 30 June 2023, with all assets and liabilities being transferred at their fair value as of that date. Additionally, all employees of ERLC were transferred to Your Library Ltd under the provisions of the ERLC Enterprise Agreement No. 10. Your Library Ltd began its operations on 1 July 2023.

As outlined in the Your Library Agreement, the closing net assets of ERLC at 30 June 2023, totalling \$6.816 million, was recognised as "Members' Contribution" in the balance sheet of Your Library Ltd at 1 July 2023. This reclassification confirms the continued financial commitment of the member councils—Knox City Council, Maroondah City Council, and Yarra Ranges Council—and their contractual rights to direct the transfer of the net assets in the event of an exit or winding up, even though they no longer hold a direct equity interest.



## Visit us

### KNOX LIBRARIES

**Bayswater Library**  
Shop 26, Mountain High  
Shopping Centre  
7-13 High Street, Bayswater

**Boronia Library**  
Park Crescent, Boronia

**Ferntree Gully Library**  
1010 Burwood Hwy  
Ferntree Gully

**Knox Library – Ngarrgoo**  
Level 3, Westfield Knox  
425 Burwood Hwy  
Wantirna South 3152

**Miller's Homestead**  
Dorrigo Dr & Melrose Ct  
Boronia

**Rowville Library**  
Stud Park Shopping Centre  
Stud Road, Rowville

### MAROONDAH LIBRARIES

**Croydon Library**  
5 Civic Square  
Croydon

**Realm**  
Ringwood Town Square  
179 Maroondah Hwy  
Ringwood

### YARRA RANGES LIBRARIES

**Belgrave Library**  
Reynolds Lane, Belgrave

**Healesville Library**  
110 River Street, Healesville

**Lilydale Library**  
Building L5, Box Hill Institute,  
Lilydale Lakeside Campus  
Jarlo Drive, Lilydale

**Montrose Library**  
935 Mount Dandenong  
Tourist Road, Montrose

**Mooroolbark Library**  
7 Station Street  
Mooroolbark

**Yarra Junction Library**  
1A Hoddle Street  
Yarra Junction

### COMMUNITY READING ROOMS

**Mt Evelyn Reading Room**  
50 Wray Crescent  
Mount Evelyn

**Monbulk Reading Room**  
Monbulk Living and  
Learning Centre  
21 Main Road, Monbulk

**Yarra Glen Reading Room**  
45 Bell Street, Yarra Glen

## Contact us

### ADMINISTRATION

10 Caribbean Drive  
Scoresby 3179

### CALL

**1300 737 277**

### ONLINE

**[yourlibrary.com.au](http://yourlibrary.com.au)**

9     Supplementary Items

## 10 Notices Of Motion

### 10.1 Notice of Motion No. 161 - Maintenance of Arterial Road Medians within the City of Knox

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

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 25 November 2024:

That Council:

1. Acknowledges the increasing concerns of residents regarding the inadequate maintenance of the medians along arterial roads within the City of Knox, which fall under the responsibility of VicRoads.
2. Notes that the lack of regular maintenance on these medians has led to significant amenity and safety concerns, including:
  - a. Reduced sight lines at intersections and other critical points, potentially posing a hazard to drivers, cyclists, and pedestrians.
  - b. An increased potential fire hazard due to the accumulation of dry vegetation which could endanger surrounding properties and public spaces.
  - c. Detrimental impacts on the overall visual appeal and amenity of the area.
3. Writes to the Minister for Roads and Road Safety, the Hon. Melissa Horne, and local state Members of Parliament, Jackson Taylor MP, Daniela Di Martino MP and The Hon. Kim Wells MP representing Knox, outlining Council's concerns regarding:
  - a. The current state of medians along arterial roads managed by VicRoads within the Knox area.
  - b. The immediate need for a regular and sufficient maintenance schedule to address safety risks, fire hazards, and amenity impacts.
  - c. Call on the Department of Transport and Planning to allocate the necessary resources to ensure these areas are adequately maintained.
4. Requests a response from the Minister regarding the maintenance regime in place to address these maintenance concerns, and for this information to be shared with the Council and community at the earliest opportunity.

## 10.2 Notice of Motion No. 162 - Maintenance of Arterial Roads within the City of Knox

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

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 25 November 2024:

That Council:

1. Acknowledges the increasing frustration of residents regarding the poor and unacceptable condition of road surfaces and the proliferation of potholes on the arterial roads within the City of Knox, which are under the jurisdiction of VicRoads.
2. Highlights that the neglect of these major roads has resulted in several critical issues for road users in Knox, including:
  - a. Potential for vehicle damage, including tyre punctures, misalignment, and suspension damage due to potholes and uneven surfaces.
  - b. Heightened risk of accidents as potholes can create sudden obstacles, which can lead to accidents as drivers swerve to avoid them or lose control after impact. This is particularly dangerous on high-speed arterial roads where quick reactions and sudden manoeuvres can result in collisions with other vehicles
  - c. Negative impact on the visual appeal and overall quality of life in the community.
3. Writes to the Minister for Roads and Road Safety, the Hon. Melissa Horne, and local state Members of Parliament, Jackson Taylor MP, Daniela Di Martino MP and The Hon. Kim Wells MP representing Knox, outlining Council's concerns regarding:
  - a. The poor and unacceptable state of road surfaces and the widespread issue of potholes on roads managed by VicRoads within the Knox area.
  - b. The urgent need for thorough and regular maintenance in accordance with the Department of Transport Road Management Plan to address safety hazards and improve road conditions.
  - c. Calls on the Department of Transport and Planning to reinstate the necessary resources to ensure these roads are properly maintained
4. Requests a response from the Minister regarding the maintenance regime to address these concerns and for this information to be shared with the Council and community at the earliest opportunity.

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items