

MINUTES

Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 24 February 2025



The Agenda for the Meeting of Council, Monday 24 February 2025, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:06pm.

PRESENT:

<i>Cr L Cooper (Mayor)</i>	<i>Scott Ward</i>
<i>Cr P Kennett</i>	<i>Chandler Ward</i>
<i>Cr C Duncan</i>	<i>Collier Ward</i>
<i>Cr R Williams</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr S Pearce</i>	<i>Taylor Ward</i>
<i>Cr G Atwell (Deputy Mayor)</i>	<i>Tirhatuan Ward</i>

<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Curcio</i>	<i>Director - Customer and Performance</i>
<i>Mr M Hanrahan</i>	<i>Manager Strategic Infrastructure representing Director Infrastructure, Grant Thorne</i>
<i>Mr M Kelleher</i>	<i>Director - City Livability</i>
<i>Ms J Chalkley</i>	<i>Director – Connected Communities</i>
<i>Ms N Lorkin</i>	<i>Chief Financial Officer</i>
<i>Mr A Dowling</i>	<i>Manager - Governance and Risk</i>

THE MEETING OPENED WITH A STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT

Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land, and meets on the traditional lands of the Wurundjeri Woi-wurrung people. We pay our respects to elders both past and present.

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1 Apologies And Requests For Leaves Of Absence

The Mayor noted an apology from Councillor Considine who is on a leave of absence.

2 Declarations Of Conflict Of Interest

Councillor Pearce foreshadowed declaring a material conflict of interest in Item 9.1, Attendance at the National General Assembly of the Australian Local Government Association.

Chief Executive Officer, Bruce Dobson foreshadowed declaring a material conflict of interest in Item 10.4, CEO Performance Review.

3 Confirmation Of Minutes

Confirmation of Minutes of Meeting of Council held on Tuesday 28 January 2025

RESOLUTION

MOVED: Councillor Atwell

SECONDED: Councillor Cooper

That Council resolve to confirm the Minutes of the Council Meeting held on Tuesday 28 January 2025 subject to an amendment to correct the spelling of “Share Space” wherever mentioned.

CARRIED

4 Presentations, Petitions And Memorials

Nil.

5 Reports By Councillors

5.1.1 Councillor Baker

Councillor Baker reported attending the following:

- Upwey-Ferntree Gully Baseball Club Diamond Lighting Upgrade Official Opening at Kings Park, which will assist the club in night-time competition
- 'Your Library' Board Meeting
- Knox Disability Advisory Committee Meeting
- Council Plan Development Workshop
- Meeting regarding Talaskia Reserve
- Knox City Council Budget Workshop
- Meeting with Ferntree Gully Cricket Club
- Knox Active Ageing Advisory Committee where new members were welcomed

Councillor Baker also:

- Encouraged residents to attend the Knox Festival with information on Council's website and Facebook page outlining the many activities to be held. Noted that free shuttle buses will be in place to transport people to the event from Ferntree Gully and Upper Ferntree Gully Train Stations.

5.1.2 Councillor Kennett

Councillor Kennett reported attending the following:

- Visit to the Friends of Old Joe's Creek
- Foothills Community Care Barefoot Bowling event – noting the organisation does great work in delivering meals and food parcels to the community
- Met with the President of the Friends of Dandenong Creek

Councillor Kennett also:

- Worked on implementing the Future Directions Plan at Koolunga Native Reserve, specifically regarding the staged removal of pine trees. After hearing community feedback, a more gradual approach was adopted, including a three-year pause to assess the success of the revegetation program before proceeding with further tree removal.
- Reminded residents that The Basin Music Festival will be held from 21-23 March 2025 with many musicians performing at The Basin Triangle, the Acorn and Oaktree Tavern.

5.1.3 Councillor Atwell

Councillor Atwell reported attending the following:

- Councillor Development Workshop for the Council Plan where time was spent with the Community Panel to hear their feedback and priorities.
- Kings Park Baseball Diamond Lights Opening where Knox Council contributed over \$300,000 in funding for LED lights in partnership with the State Government, noting these two tiers of government should work in partnership more often
- Knox Arts and Culture Committee meeting – noting that funding for the arts drives social and economic benefits with Committee members looking forward to working with each other.
- Eastern Region Group (ERG) of Councils meeting. The ERG represents 750,000 residents and is an advocacy platform for issues such as infrastructure, liveability, open space, public transport, local economies and housing affordability.
- Budget Planning Weekend which was productive for discussing ideas and issues.
- The Life Activities Club Knox in Ferntree Gully who received grant funding from Council for an overhead projector and speakers.

Councillor Atwell also:

- Outlined that trees and bark shedding is a key issue in central Rowville with meetings held with officers to address these issues.

5.1.4 Councillor Duncan

Councillor Duncan reported attending the following:

- Resident meeting at Koolunga Native Reserve and also checked on the progress of tree works at the site
- Council Plan Development Workshop
- Meeting with the Wantirna South Football Club to discuss concerns regarding the current ground and pavilion conditions
- Upwey-Ferntree Gully Baseball Club Diamond Lighting Upgrade Official Opening at Kings Park, with Councillor Atwell, Councillor Baker and Daniela De Martino MP
- Knox Council Budget Workshop – thanking officers for producing documents to assist Council in making well-informed decisions, with a draft to be presented to the community soon.
- Transformation Governance Committee Meeting

Councillor Duncan also:

- Noted he received enquiries from residents regarding unsightly and derelict properties, maintenance issues and waste collection services.

5.1.5 Councillor Williams

Councillor Williams reported attending the following:

- Bayswater CFA Open Day with 500+ people in attendance, acknowledging support on the day from the Knox SES and Ambulance Victoria
- Bayswater RSL to discuss how Council can support them with ANZAC Day plans
- Knox Community Gardens which is a serene location with the community working together, opening every Tuesday and Wednesday and occasionally on weekends
- A Bendigo Bank sponsored Barefoot Bowls night with the Knox Fire Brigade and Knox SES
- Spoke with local football clubs to look at better utilising local grounds
- Knox Council Budget Workshop
- Knox Cinema Under the Stars Event organised by the Bayswater Strikers and Bayswater Park Cricket Club

Councillor Williams also:

- Thanked Council staff for their work at Macauley Place in Bayswater with rubbish, trees and rat issues rectified within a week and new garden beds established. Positive feedback has been received from residents.
- Met with residents to discuss the condition of bike tracks and acknowledged the work of staff in visiting these sites to address this issue.
- Noted the Knox Youth Advisory Committee Bus Tour will be held on Wednesday 26th February.
- Commended the Knox SES for their work in addressing storm damage despite fire danger in recent times.
- Noted he is looking forward to the Knox Festival.
- Thanked other Councillors acknowledging it was the 105th day of their Council term.

5.1.6 Councillor Lockwood

Councillor Lockwood reported attending the following:

- 'Your Library' Meeting
- Foothills Community Care Barefoot Bowls at Boronia Bowls Club sponsored by Bendigo Bank, thanking volunteers for their Wednesday night meals
- Knox Multicultural Advisory Committee Meeting – noting it is good to learn from other cultures
- Knox Arts and Culture Committee Meeting – commending the amount of music and theatre talent in Knox which should be promoted with some local talent featuring at the Knox Festival

- Knox Council Budget Workshop where he met with the Community Panel

5.1.7 Councillor Pearce

Councillor Pearce reported attending the following:

- Council Planning and Development Day to discuss the Council Plan, with great work undertaken by Staff and Councillors
- Knox Disability Advisory Committee Meeting where changes to NDIS funding was discussed. Also noted a Bayswater-based company called 'Modular Transport Solutions' who develop automatic station-based ramps to allow people with wheelchairs to access trains from the platform
- An Open Day at Lysterfield Mosque where she heard about religious practices, noting that rain affected attendance numbers
- Waverley Country Club Retirement Village to discuss the development of a piece of land to enhance its use and benefits for residents
- Knox Council Budget Workshop
- Sant Nirankari Mission whose volunteers provide free meals, blood drives, recycling of clothing and household items

Councillor Pearce also:

- Acknowledged that her daughter Courtney recently graduated from Deakin University with a double degree.
- Heard from residents who raised issues about street trees, footpaths and planning issues.
- Noted the Liberal Candidate for the Federal seat of Aston, Emanuele Cicchiello announced \$1.75 million in funding for a new Hall at Heany Park Scouts (largest Scouts Group in Knox and the regional camping facility).

5.1.8 Councillor Cooper

Councillor Cooper reported attending the following:

- Knox Council Plan Workshop where there was rich engagement with the community panel members who were thanked for their valuable feedback along with officers who coordinated the process.
- Knox Council Budget Workshop – thanking officers for producing documents to assist Council in making well-informed decisions, with a draft to be presented to the community soon.
- Transformation Governance Committee Meeting
- Radio Interview at Radio Eastern 98.1FM

Councillor Cooper also:

- Noted enquiries from residents relating to trees and street sweeping schedules, neighbourhood disputes, dog barking, fence damage and crime concerns in Wantirna South which have abated in recent months following regular patrolling from Victoria Police and regular communication from Council.
- Encouraged residents to attend Knox Festival, recommending attendees take public transport from Upper Ferntree Gully Train Station.

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 January 2025 to 31 January 2025

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 from 1 January 2025 to 31 January 2025 as set out in the officers' report.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Atwell

That Council note the planning applications decided under delegation from 1 January 2025 to 31 January 2025 as set out in the officers' report.

CARRIED

7 Public Question Time

Question Time commenced at 7:38pm.

Councillor Pearce left the meeting at 7:40pm during Item 7

Councillor Pearce returned to the meeting at 7:42pm during Item 7

The following questions were raised with Council:

7.1.1 Question One - Robert Mason

As part of council's transitions from the direct delivery of Preschool services, in accordance with the Local Government Act, Clause 9 (2)(b), Council's "priority is to be given to achieving the best outcomes for the municipal community, including future generations."

How is council engaging with the affected parties to consider the best outcomes for existing community based non-for-profit preschools providers working out of Council owned facilities to ensure their sustainability, or is it Council's intention to discontinue offering access and support to privately ran early years providers that operate within Council owned facilities?

The Director Connected Communities, Judy Chalkley responded:

- Council does have a role in municipal planning.
- Council Officers will continue to provide support to the independent kindergarten providers who have been operating in Council facilities for many years, as well as the not-for profit kindergarten providers who have commenced this year in our facilities. This will be achieved through the facilitation of network and partnership meetings, managing occupancy arrangements, facility support and the kindergarten central registration system.
- Council officers also work in partnership with the Department of Education in their role as the regulator and funding provider for sessional kindergarten in relation to the ongoing sustainability of the services in Knox. Council will continue to support through the leasing of our facilities ensuring the offering of sessional kindergarten to our community.

7.1.2 Question Two - Robert Mason

Council recently approved and commenced construction of new pavilion facilities at the Park Ridge Reserve. The proposed pavilion has externally accessible toilets.

Once the construction of the pavilion is completed, will council make the public conveniences located in these facilities, open for general public use during daylight hours each day of the week to address the shortfall of public toilets available to Taylor Ward residents (particularly in the Northern portion of the ward)? It is worth noting that Rowville has the highest population of residents in the municipality, with disproportionately less accessible amenities provided by Council.

The Director Connected Communities, Judy Chalkley responded:

- There will be separate external modular building components which will house three toilet cubicles (1 unisex, 1 unisex/junior and 1 ambulant) all of which are accessible via a DDA compliant ramp. For reference, a similar model was implemented at Gilbert Park.
- Opening hours of these public toilets are currently under review, noting that the security system proposed enables the public toilets to be controlled (open/closed) as a separate entity to the pavilion structure and allows Council to be flexible and responsive to community needs.
- It should be noted that such facilities do incur vandalism/graffiti at times, and the system will allow us to modify opening hours as and if required.
- We are making changes also to internal wall linings (compact laminate under consideration) in the public toilets to make graffiti easier to remove and concealing bathroom fixtures where possible to make it more difficult for vandalism to occur.

7.1.3 Question Three - Andrew Williams

What is the current financial value of unfunded projects for Knox Community Groups including but not limited to sporting, youth, service, environmental, social and other groups that function in Knox City Municipality?

The Director Connected Communities, Judy Chalkley responded:

- Council is committed to supporting and fostering a thriving community by investing in programs and services that benefit all residents. However, the exact financial value of unfunded projects is difficult to provide as these projects often rely on not just Council funding but external funding sources such as grants, partnerships, or community contributions, they may not be fully reflected in our budget allocations.
- With Councils budget and planning, each year, we review and plan for projects and initiatives within the annual budget, and funding availability can impact whether specific community projects receive support.
- We continually seek funding opportunities through state and federal grants, to support initiatives. Some projects may also be funded through community contributions or collaboration with local groups.
- If there is interest in a specific project or group, Council can look into it.
- Additionally, Council's Community Grants Program is an excellent way for local groups to access funding support for a variety of community-driven projects.

Question Time Concluded at 7:49pm.

8 Officer Reports

8.1 Quarterly Performance Report for the Quarter Ended 31 December 2024

SUMMARY

The Quarterly Performance Report for the period ended 31 December 2024 is presented for consideration and noting.

RECOMMENDATION

That Council note:

1. The Financial Performance Report for the period ended 31 December 2024 (Attachment 1).
2. The Quarterly Performance Report for the period ended 31 December 2024 (Attachment 3).
3. That the Chief Executive Officer has made a determination as required under Section 97(3) of the *Local Government Act 2020*, and is of the opinion a revised budget is not required for the current financial year.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Atwell

That Council note:

1. **The Financial Performance Report for the period ended 31 December 2024 (Attachment 1).**
2. **The Quarterly Performance Report for the period ended 31 December 2024 (Attachment 3).**
3. **That the Chief Executive Officer has made a determination as required under Section 97(3) of the *Local Government Act 2020*, and is of the opinion a revised budget is not required for the current financial year.**

CARRIED

8.2 Community Development Fund Terms of Reference Review

SUMMARY

The Community Development Fund (CDF) Assessment Panel exists to assess applications for Council's annual Community Development Fund grant program and make recommendations to Council regarding the allocation of the grants budget in accordance with the Community Development Fund procedures. The objective of the Panel is to ensure that grant applications are assessed in a fair and transparent manner and in the best interest of the Knox community.

The CDF Assessment Panel is defined in Council's Committees Policy as a Specific Purpose Committee created for a pre-determined purpose, whose role is to oversee a designated task or activity generally on an ongoing basis and report back to Council annually.

A review of the Terms of Reference (TOR) was conducted by Council's Community Partnerships Team in accordance with the Council Committee Policy 2022 at the conclusion of the 2024-2025 CDF round. This report provides an overview of the review outcome and the proposed changes to the Terms of Reference to strengthen the governance of the grant program.

A copy of the draft TOR with tracked changes is included in Attachment 1 and a clean copy in Attachment 2.

RECOMMENDATION

That Council resolve to adopt the revised Community Development Fund Terms of Reference as set out in Attachment 2 to the report.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Atwell

That Council resolve to adopt the revised Community Development Fund Terms of Reference as set out in Attachment 2 to the report.

CARRIED

8.3 Environment Advisory Committee (EAC) 2024 Annual Report and Appointment of Members for 2025–26

SUMMARY

Following an Expression of Interest and selection process during November 2024, this report seeks to appoint representatives for the Environment Advisory Committee (EAC) for a two-year term. It also presents the 2024 EAC Annual Report.

RECOMMENDATION

That Council resolve to:

1. Note the 2024 Annual Report of the EAC as presented in Attachment 1.
2. Appoint the applicants as presented in Confidential Attachment 2, to the EAC to serve a two-year term from February 2025 to December 2026.
3. Note that Officers will advise all applicants of Council’s decision on the appointment of the EAC members for 2025-2026.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Kennett

That Council resolve to:

1. **Note the 2024 Annual Report of the EAC as presented in Attachment 1.**
2. **Appoint the applicants as presented in Confidential Attachment 2, to the EAC to serve a two-year term from February 2025 to December 2026.**
 - i. **Colin Addison (Community Representative)**
 - ii. **Kristen Beer (Community Representative)**
 - iii. **Julie Burbridge (Community Representative)**
 - iv. **Jess Ditchfield (Community Representative)**
 - v. **Christine Easdown (Community Representative)**
 - vi. **Marita Lacota (Community Representative)**
 - vii. **Jyothsna Munukutla (Community Representative)**
 - viii. **Chris Nicholson (Community Representative)**
 - ix. **Rima Purohit (Community Representative)**
 - x. **Kanchan Sood (Community Representative)**
 - xi. **Richard Faragher (Business/Industry Representative)**
 - xii. **Robyn Madsen (Business/Industry Representative)**
 - xiii. **Antoni Pisa (Business/Industry Representative)**
 - xiv. **Jenson Seaw (Business/Industry Representative)**
3. **Note that Officers will advise all applicants of Council’s decision on the appointment of the EAC members for 2025-2026.**

CARRIED

8.4 Revised Instruments of Delegation to Members of Council Staff - February 2025

SUMMARY

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

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

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

RECOMMENDATION

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

1. Delegate its powers, duties, and functions outlined in the Instruments of Delegation (Attachments 1-3) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.
2. Note that the Instruments of Delegation (Attachments 1-3) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.
3. Revoke the previous versions of the Planning, Domestic Animals and Food Acts, and Road Management Responsibilities Instruments of Delegation effective upon the new Instruments coming into force.
4. Note the duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Baker

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

- 1. Delegate its powers, duties, and functions outlined in the Instruments of Delegation (Attachments 1-3) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.**

- 2. Note that the Instruments of Delegation (Attachments 1-3) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.**
- 3. Revoke the previous versions of the Planning, Domestic Animals and Food Acts, and Road Management Responsibilities Instruments of Delegation effective upon the new Instruments coming into force.**
- 4. Note the duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

CARRIED

9 Supplementary Items

9.1 Attendance at the National General Assembly of the Australian Local Government Association

SUMMARY

This report outlines the planned Council arrangements for the 2025 National General Assembly (NGA) convened by the Australian Local Government Association (ALGA). The NGA is held annually in Canberra and will be held from 24 to 27 June 2025. The report also seeks Council approval for interstate travel in accordance with Council's Councillor Expenses and Support Policy (refer Attachment 1).

RECOMMENDATION

That Council resolve to:

1. Note the proposed attendance at the Australian Local Government Association's (ALGA's) National General Assembly (NGA) by the Mayor Lisa Cooper, Deputy Mayor Glen Atwell, Cr Chris Duncan, Cr Peter Lockwood and Cr Susan Pearce.
2. Note attendance by the Mayor Lisa Cooper, Deputy Mayor Glen Atwell, Cr Peter Lockwood and Cr Chris Duncan will be funded pursuant to section 6.5.1 of the Councillor Expenses and Support Policy (Attendance at the Australian Local Government Association (ALGA) National General Assembly).
3. Note Cr Susan Pearce has elected to fund her attendance as a professional development opportunity pursuant to section 6.4.4 of the Councillor Expenses and Support Policy (Councillor Induction and sector training).
4. Approve the reimbursement of interstate travel expenses for Councillor Pearce associated with her attendance of ALGA's NGA pursuant to Section 6.2 (Transport and travel) and 6.4.4 (Councillor Induction and sector training) of the Councillor Expenses and Support Policy.
5. Note the proposed attendance at the ALGA NGA by the Chief Executive Officer, having been requested by the Mayor to support the delegation to the NGA in accordance with section 6.5.1 of the Councillor Expenses and Support Policy (Attendance at the Australian Local Government Association (ALGA) National General Assembly).

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Pearce declared a material conflict of interest in this item on the grounds that the item relates to her ability be reimbursed for expenses to attend the National General Assembly of the Australian Local Government Association.

Councillor Pearce left the meeting at 8:08pm before the discussion and vote on item 9.1

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Williams

That Council resolve to:

1. Note the proposed attendance at the Australian Local Government Association's (ALGA's) National General Assembly (NGA) by the Mayor Lisa Cooper, Deputy Mayor Glen Atwell, Cr Chris Duncan, Cr Peter Lockwood and Cr Susan Pearce;
2. Note attendance and interstate travel for the Mayor Lisa Cooper, Deputy Mayor Glen Atwell, Cr Peter Lockwood and Cr Chris Duncan is permitted and will be funded pursuant to section 6.5.1 of the Councillor Expenses and Support Policy (Attendance at the Australian Local Government Association (ALGA) National General Assembly);
3. Note Cr Susan Pearce has agreed to fund her attendance as a professional development opportunity pursuant to section 6.4.4 of the Councillor Expenses and Support Policy (Councillor Induction and sector training);
4. Approve the reimbursement of interstate travel expenses for Councillor Pearce associated with her attendance of ALGA's NGA pursuant to Section 6.2 (Transport and travel) and 6.4.4 (Councillor Induction and sector training) of the Councillor Expenses and Support Policy;
5. Note the proposed attendance at the ALGA NGA by the Chief Executive Officer, having been requested by the Mayor to support the delegation to the NGA in accordance with section 6.5.1 of the Councillor Expenses and Support Policy (Attendance at the Australian Local Government Association (ALGA) National General Assembly);
6. Commence a review of the Councillor Expenses and Support Policy with a particular focus on whether provisions regarding Councillor attendance at ALGA remain fit for purpose and meet Council's representation and advocacy needs; and
7. Require Councillors to submit a report to Council outlining the key benefits and learnings derived from their attendance at ALGA's NGA including its impact on their role and the community in accordance with Section 6.4.1 of the Councillor Expenses and Support Policy.

CARRIED

Councillor Pearce returned to the meeting at 8:21pm after the vote on item 9.1

10 Notices Of Motion

10.1 Notices of Motion No. 167 - Cost Savings

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 24 February 2025:

That Council:

1. Notes the importance of sound financial practice and being both effective and efficient in undertaking its role;
2. Recognises the need to identify opportunities within the current and future budget processes to lower costs and /or increase non-rate revenue; and
3. Include information on cost savings and /or non-rate revenue opportunities, identified as part of the budget process, in the 2025/26 budget document to be adopted by Council

MOTION

MOVED: Councillor Williams

SECONDED: Councillor Pearce

That Council:

1. Notes the importance of sound financial practice and being both effective and efficient in undertaking its role;
2. Recognises the need to identify opportunities within the current and future budget processes to lower costs and /or increase non-rate revenue;
3. Include information on cost savings and /or non-rate revenue opportunities, identified as part of the budget process, in the 2025/26 budget document to be adopted by Council; and
4. Investigate ways in which Knox City Council can innovate and improve processes leading to improved budget outcomes.

PROCEDURAL MOTION

SUSPENSION OF STANDING ORDERS

MOVED: Councillor Duncan

SECONDED: Councillor Atwell

That Council resolve to suspend standing orders.

CARRIED

STANDING ORDERS WERE SUSPENDED AT 8:28pm

PROCEDURAL MOTION

RESUMPTION OF STANDING ORDERS

MOVED: Councillor Cooper

SECONDED: Councillor Atwell

That Council resolve to resume standing orders.

CARRIED

STANDING ORDERS WERE RESUMED AT 8:46pm

The substantive motion was put and LOST.

A Division was called by Councillor Williams

For the motion: Councillor Lockwood, Councillor Williams and Councillor Pearce

Against the motion: Councillor Baker, Councillor Cooper, Councillor Kennett and Councillor Atwell

Abstention: Councillor Duncan

LOST 3:4:1

10.2 Notice of Motion No. 168 - Condition of Park Crescent Children and Family Centre

The following notice of motion was lodged by Councillor Lockwood 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 24 February 2025:

That Council:

1. Recognises the significant contribution of the Marie Chandler Family Centre in Boronia, which has served the community for many years and continues to provide essential services;
2. Acknowledge that the centre is the workplace for maternal child health nurses, a mental health nurse, a parenting support worker and continues to support important program delivery to the community;
3. Acknowledge that the centre accommodates First Time Parent Groups and hosts the meetings for the Knox Maternal Child Health Team;
4. Confirms that the Marie Chandler Family Centre is a highly utilised and vital community space;
5. Notes that the facility is part of Knox's ageing infrastructure;
6. Note a condition audit was recently undertaken at the centre and request officers to provide a report to a Council meeting in May 2025 (unless deferred to a later date in consultation with the Mayor) on the condition of the centre and any future plans for works or improvements at this facility in relation to safety of staff and users; and
7. To refer any identified actions or outcomes of the report to the 2025/2026 budget discussions for consideration

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Atwell

That Council:

1. **Recognises the significant contribution of the Marie Chandler Family Centre in Boronia, which has served the community for many years and continues to provide essential services;**
2. **Acknowledge that the centre is the workplace for maternal child health nurses, a mental health nurse, a parenting support worker and continues to support important program delivery to the community;**
3. **Acknowledge that the centre accommodates First Time Parent Groups and hosts the meetings for the Knox Maternal Child Health Team;**
4. **Confirms that the Marie Chandler Family Centre is a highly utilised and vital community space;**
5. **Notes that the facility is part of Knox's ageing infrastructure;**
6. **Note a condition audit was recently undertaken at the centre and request officers to provide a report to a Council meeting in May 2025 (unless deferred to a later date in consultation with the Mayor) on the condition of the centre and any future plans for works or improvements at this facility in relation to safety of staff and users; and**

- 7. To refer any identified actions or outcomes of the report to the 2025/2026 budget discussions for consideration.**

CARRIED

10.3 Notice of Motion No. 169 - Council Support for the Knox Business Awards Run By the Rotary Club of Rowville and Lysterfield

The following notice of motion was lodged by Councillor Lockwood 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 24 February 2025:

That a high level report be presented to Council at the March 2025 Meeting of Council outlining:

1. What Council is doing to assist with the Knox Business Awards being organised by the Rotary Club of Rowville and Lysterfield; and
2. The potential opportunities for how these awards can be widened to the whole of Knox and include all kinds of businesses

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

That a high level report be presented to Council at the March 2025 Meeting of Council outlining:

- 1. What Council is doing to assist with the Knox Business Awards being organised by the Rotary Club of Rowville and Lysterfield; and**
- 2. The potential opportunities for how these awards can be widened to the whole of Knox and include all kinds of businesses.**

CARRIED

10.4 Notice of Motion No. 170 - CEO Performance Review

The following notice of motion was lodged by Councillor Lockwood 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 24 February 2025:

That Council resolve:

1. To note Council appoints an Independent Member to its Chief Executive Officer Employment and Remuneration Committee pursuant to its Chief Executive Officer Employment and Remuneration Policy;
2. To seek independent advice regarding whether there are administrative law, probity or other matters which should be considered where an Independent Member assists Council in a recruitment process for a Chief Executive Officer (CEO), and subsequently assists Council in the review of the Chief Executive Officer's performance; and
3. That the advice sought according to resolution 2 above, be presented to the next practicable meeting of the Chief Executive Officer Employment and Remuneration Committee.

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, the Chief Executive Officer, Bruce Dobson declared a material conflict of interest in this item on the grounds that the CEO Employment and Remuneration Committee provides advice on his performance and remuneration and he therefore has a conflict of interest.

The Chief Executive Officer Bruce Dobson left the meeting at 9:03pm before the discussion and vote on item 10.4

MOTION

MOVED: Councillor Lockwood

SECONDED: Councillor Pearce

That Council resolve:

1. To note Council appoints an Independent Member to its Chief Executive Officer Employment and Remuneration Committee pursuant to its Chief Executive Officer Employment and Remuneration Policy;
2. To seek independent advice regarding whether there are administrative law, probity or other matters, specifically the possibility of "apprehended bias" which should be considered where an Independent Member assists Council in a recruitment process for a Chief Executive Officer (CEO), and subsequently assists Council in the review of the Chief Executive Officer's performance; and
3. That the advice sought according to resolution 2 above, be presented to the next practicable meeting of the Chief Executive Officer Employment and Remuneration Committee.

LOST

A Division was called by Councillor Atwell

For the motion: Councillor Lockwood, Councillor Williams and Councillor Pearce

Against the motion: Councillor Baker, Councillor Cooper, Councillor Kennett, Councillor Atwell and Councillor Duncan

Abstention: Nil

LOST 3:5

The Chief Executive Officer, Bruce Dobson returned to the meeting at 9:27pm after the vote on item 10.4

10.5 Notice of Motion No. 171 - Accountability

The following notice of motion was lodged by Councillor Lockwood 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 24 February 2025:

That Council resolve to receive a report to a Council meeting no later than April 2025 (unless deferred to a later date in consultation with the Mayor):

1. Summarising the ways of making the Mayor's diary for the current months, including months ahead, available on Council's web page, with the diary noting the attendance of the Mayor, Deputy Mayor, and ward councillors; and
2. Including information on how the diary could be updated, considerations as to safety and privacy, and how individual councillors might place their own diaries on Council's web page.

The motion LAPSED for want of a mover.

11 Urgent Business

Nil.

12 Questions Through the Chair

Nil.

13 Confidential Items

Nil.

MEETING CLOSED AT 9:27pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 24 March 2025

.....
Chairperson

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

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 February 2025 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 Tuesday 28 January 2025

4 Presentations, Petitions And Memorials

5 Reports By Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 January 2025 to 31 January 2025

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 from 1 January 2025 to 31 January 2025 as set out in the officers' report.

1. REPORT

Details of planning applications decided under delegation from 1 January 2025 to 31 January 2025 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	1
Other	1
Subdivision	5
Units	6
Tree Removal / Pruning	11
Change of Use	1
TOTAL	25

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 January 2025 and 31 January 2025

Ward	No/ Type	Address	Description	Decision
Baird	2024/6356	16 Elmstead Court FERNTREE GULLY VIC 3156	Construction of two (2) double storey dwellings	3/01/2025 Approved
Baird	2024/6589	47 Paton Crescent BORONIA VIC 3155	Removal of one (1) Eucalyptus gonicalyx (long Leaved Box)	15/01/2025 Approved
Baird	2025/6027	80 Farnham Road BAYSWATER VIC 3153	Two (2) lot subdivision (approved development site)	30/01/2025 Approved
Baird	2024/6237	103 Scoresby Road BAYSWATER VIC 3153	Construction of two (2) double storey dwellings and one (1) single storey dwelling	30/01/2025 Notice of Decision
Baird	2024/6145	888 Mountain Highway BAYSWATER VIC 3153	Construction of an industrial building including ancillary office, alteration of access to a road in a Transport 2 Zone and a reduction in the car parking requirements	30/01/2025 Notice of Decision
Chandler	2024/6465	19 Carnarvon Avenue THE BASIN VIC 3154	Removal of four (4) Dead Eucalyptus sp and the pruning of one (1) Eucalyptus obliqua (Messmate)	7/01/2025 Approved
Chandler	2024/6543	11 Blythe Avenue BORONIA VIC 3155	Removal of one (1) Melaleuca styphelioides (Prickly-Leaved Paperbark)	7/01/2025 Approved
Chandler	2024/6576	67 Elsie Street BORONIA VIC 3155	Two lot Subdivision (approved development site)	10/01/2025 Approved
Chandler	2025/6001	36 Hilda Avenue BORONIA VIC 3155	Removal of one (1) Ulmus glabra 'Camperdownii' (Weeping Elm)	16/01/2025 Approved
Chandler	2024/6597	21 Royalden Close BORONIA VIC 3155	Habitat Prune one (1) Eucalyptus bicostata (Victorian Blue gum)	16/01/2025 Approved
Collier	2024/6279	36 Crestdale Road WANTIRNA VIC 3152	Construction of two (2) double storey dwellings	8/01/2025 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2024/9112	6 Botany Court WANTIRNA VIC 3152	Two (2) lot subdivision (approved development site)	9/01/2025 Approved
Dinsdale	2024/6330	2 Alwyn Street BAYSWATER VIC 3153	Construction of seven (7) double storey dwellings	2/01/2025 Notice of Decision
Dinsdale	2024/6545	1/18 Cullis Parade BAYSWATER VIC 3153	3 lot subdivision (approved development site)	15/01/2025 Approved
Dinsdale	2024/6501	Knox City SC (MASTER) 425 Burwood Highway WANTIRNA SOUTH VIC 3152	Use of the land for a Place of Assembly, sale and consumption of liquor, and a reduction in the car parking requirements	24/01/2025 Approved
Dinsdale	2024/6374	4 Finch Street BAYSWATER VIC 3153	Construction of 2 single storey dwellings	30/01/2025 Approved
Dobson	2024/6532	131 Forest Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus melliodora (Yellow Box)	8/01/2025 Approved
Dobson	2024/6544	170 Forest Road BORONIA VIC 3155	Removal of one (1) Dead Eucalyptus obliqua (Messmate) and one Declining Eucalyptus radiata (Narrow Leaved Peppermint)	14/01/2025 Approved
Dobson	2024/6571	26 Hunter Street FERNTREE GULLY VIC 3156	Removal of T29: One (1) Dead Eucalyptus macrorhyncha (Red Stringybark)	15/01/2025 Approved
Dobson	2024/6579	30 Hunter Street FERNTREE GULLY VIC 3156	Removal of one (1) dead Eucalyptus obliqua (Messmate) and two (2) dead Unidentified exotic sp	16/01/2025 Approved
Dobson	2024/9102	22 Olivebank Road FERNTREE GULLY VIC 3156	Construction of a shed	21/01/2025 Approved
Scott	2024/6542	84 Norma Crescent KNOXFIELD VIC 3180	Removal of one (1) Corymbia maculata (Spotted Gum) and the Pruning of one (1) Corymbia maculata (Spotted Gum)	6/01/2025 Approved
Scott	2024/6097	10 Fonteyn Drive WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	24/01/2025 Approved

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2024/9110	3 Mindara Avenue ROWVILLE VIC 3178	Removal of T2 - one (1) Syzygium smithii (Lily Pilly)	7/01/2025 Approved
Tirhatuan	2024/6575	30 Avalon Road ROWVILLE VIC 3178	Four lot Subdivision (approved development site)	16/01/2025 Approved

7 Public Question Time

8 Officer Reports

8.1 Quarterly Performance Report for the Quarter Ended 31 December 2024

Final Report Destination:	Council
Paper Type:	For Noting
Author:	Coordinator Finance Operations, James Morris; Coordinator Capital Works Planning, John Bixby; and Corporate Planning and Reporting Officer, Rod Beecham
Manager:	Manager Strategy Transformation, Liesl Westberry
Executive:	Chief Financial Officer, Navec Lorkin; Director Infrastructure, Grant Thorne; and Director Customer and Performance, Greg Curcio

SUMMARY

The Quarterly Performance Report for the period ended 31 December 2024 is presented for consideration and noting.

RECOMMENDATION

That Council note:

1. The Financial Performance Report for the period ended 31 December 2024 (Attachment 1).
2. The Quarterly Performance Report for the period ended 31 December 2024 (Attachment 3).
3. That the Chief Executive Officer has made a determination as required under Section 97(3) of the *Local Government Act 2020*, and is of the opinion a revised budget is not required for the current financial year.

1. DISCUSSION

The provision of the Quarterly 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 Financial Performance Report provides an overview of how we are performing against the Council approved budgets.

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

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 2024-25 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 year-to-date position is compared with the amended budget position. The forecast end of year position is compared to the Amended Budget and the Adopted Budget.

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

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted and Amended Budgets are compared against the projected financial year-end position as reflected by the Forecast. The 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 2024-25 Capital Works Program.

Council Plan Progress Report

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

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

These are not comprehensive reports on all the Council's activities: they identify the progress 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 second quarter of 2024-25. Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. Progress status reflects the status of key milestones, not necessarily the status of the overall initiative, as many of the initiatives run over multiple years. Initiatives that are behind schedule include commentary to explain why we are behind schedule.

The report also lists the indicators associated with each Key Direction of the Council Plan 2021-2025. Progress against most of these indicators is provided at the end of the financial year, but five indicators are updated twice-yearly. These half-yearly updates are provided in the report.

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

- 2 initiatives are complete.
- 31 initiatives are on schedule.
- 1 initiative is deferred.
- 1 initiative is behind schedule.

Milestones are annual, which is why most initiatives are still in progress. Having two completed at this stage of the financial year is a positive result.

The deferred initiative is CP 2.2.13: 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 out comes of the public exhibition process. The project has been temporarily deferred following advice from the Department of Transport and Planning (DTP) that planning reforms may reshape a future amendment, including the introduction of the Built Form Overlay, walkable catchment provisions, and the possible nomination of Bayswater in the next list of 25 activity centres.

The initiative behind schedule is CP 1.1.4: 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. This milestone will not be met. A Senior Strategic Investment Officer was appointed in early December 2024 and will deliver a project brief for the economic strategic plan in Q3 2024-25. Officers have received training in the use of 'Economy id', an online economic tool that provides in-depth and up-to-date economic insights for local areas. This will enable Knox City Council to access economic data to support the economic strategic plan. However, due to internal constraints and the need for significant stakeholder engagement, it will be difficult to complete even a draft economic strategic plan before the end of Q4 2024-25.

Also included in this report are the incomplete initiatives from Year 3 of the Council Plan 2021-25 (see Attachment 3, Appendix 1). These initiatives were incomplete on 30 June 2024 primarily due to external factors beyond Council's control.

2. ENGAGEMENT

This report does not necessitate community consultation beyond that undertaken as part of the Council and Community Plans and the annual Budget process. A copy of the quarterly Financial Performance Report has been provided to the Council's Audit and Risk Committee.

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.

3. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report. Several 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 3 (2023-24) of the Council Plan 2021-25 seek to have a positive effect on environmental issues within the Knox municipality.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The overall financial position as at 31 December 2024 is satisfactory with a working capital ratio of 3.73 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 points for the year at this stage are the decrease in public open space contributions, together with the timing of land sale proceeds and the timing of receipt of capital grants.

For the period ended 31 December 2024, Council has achieved an operating surplus of \$89.079 million. This is \$11.386 million favourable to the year to date (YTD) Amended Budget, made up of a \$1.590 million favourable variance for income and \$9.796 million for expenditure. This includes a favourable variance of \$7.842 million for materials and services (largely a timing variance), \$1.712 million for employee costs, \$0.730 million for interest income, \$0.678 million for other income (including reimbursements and WorkCover receipts), and \$0.652 million for rates and charges (supplementary rates and interest income on rates). This is partially offset by an unfavourable variance of \$0.654 million for public open space contributions.

Council expects to deliver an operating surplus of \$23.161 million for the financial year, which is a \$0.605 million improvement on the Amended Budget.

The total capital works expenditure for the period ended 31 December 2024 is \$20.832 million. This is \$10.998 million less than the YTD Amended Budget. The asset classes with the greatest underspend against budget are Buildings (\$3.348 million), Recreation, Leisure, Parks and Playgrounds (\$3.114 million), Roads (\$1.156 million), Drainage (\$1.033 million), Plant, Machinery and Equipment (\$0.897 million), and Other Infrastructure (\$0.712 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. The forecast capital works expenditure for the year is \$70.693 million, however we expect to see a decrease in this figure as forecasts are updated based on the year-to-date capital works expenditure.

Council's cash and financial assets are \$47.257 million as at 31 December 2024, while interest-bearing loans and borrowings total \$88.383 million.

Further detail and discussion of the financial performance of Council for the period ended 31 December 2024 is provided in the attached Financial Performance Report (Attachment 1).

Revised Budget

The *Local Government Act 2020* under Section 97(3) requires that, for the second quarterly report of a financial year, the report must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Section 95(1) of The Act states:

A Council must prepare and adopt a revised budget before the Council—

(a) can make a variation to the declared rates or charges; or

(b) can undertake any borrowings that have not been approved in the budget; or

(c) can make a change to the budget that the Council considers should be the subject of community engagement.

Based on the current financial position, the Chief Executive Officer, as required under Section 97(3) of the Act, is of the opinion a revised budget is not required.

7. RISKS

The development of the Financial Performance Report and the Council Plan Progress 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 - December 2024 [**8.1.1** - 28 pages]
2. Attachment 2 - Capital Works Program - Project Status Report Q 2 [**8.1.2** - 18 pages]
3. Attachment 3 - Q2 2024-25 Year 4 Council Plan Progress Report [**8.1.3** - 43 pages]

KNOX
your city



Financial Performance Report

For year to date ended 31 December 2024

Contents

Financial Performance Report for year to date ended 31 December 2024



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Executive Summary

Financial Performance Report for the year to date ended 31 December 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.

Financial Performance

Summary

Summary	Year to Date					Full Year				
	Adopted Budget \$'000's	Amended Budget \$'000's	Actual \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Operating										
Income	176,919	185,542	187,132	1,590	10,213	213,218	218,077	217,905	(172)	4,688
Expense	107,893	107,850	98,053	9,796	9,840	193,587	195,521	194,744	776	(1,157)
Surplus (Deficit)	69,025	77,693	89,079	11,386	20,054	19,630	22,556	23,161	605	3,530
Capital Works	30,024	31,830	20,832	10,998	9,192	76,563	73,325	70,693	2,633	5,870
Cash and Investments	31,412	32,044	47,257	15,212	15,844	41,326	40,570	41,958	1,388	632

The overall financial position at 31 December 2024 is satisfactory with a working capital ratio of 3.73 to 1.

The year-to-date favourable variance of \$11.4M is primarily due to lower-than-expected spending on materials, services, and employee costs compared to the amended budget, along with a permanent increase in interest income.

The forecast decrease in income relative to the amended budget is mainly attributed to a reduction in monetary contributions, partially offset by higher interest income. The forecast decrease in expenditure is mainly due to decreased employee costs, though this is partially offset by an increase in depreciation.

The forecast capital works expenditure totalling \$70.7M is \$2.6M lower than the amended budget, and takes into account identified carried forward expenditure up to the end of December 2024. The reduction in forecast capital expenditure is reflected in an increased forecast cash and investments balance at year-end.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 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	176,919	185,542	187,132	1,590	10,213	213,218	218,077	217,905	(172)	4,688
Expense	107,893	107,850	98,053	9,796	9,840	193,587	195,521	194,744	776	(1,157)
Surplus (Deficit)	69,025	77,693	89,079	11,386	20,054	19,630	22,556	23,161	605	3,530

Year-to-Date

There is a \$11.4M favourable variance between the YTD actual result and the amended budget. The variance primarily relates to:

Revenue

- \$0.7M favourable variance in rates and charges, including \$0.4M for supplementary rates and \$0.2M for interest income on rates;
- \$0.7M favourable variance for interest income on investments;
- \$0.7M favourable variance for other income, including \$0.2M for WorkCover salaries recouped and \$0.2M for reimbursements;
- \$0.3M favourable variance for capital contributions received; and
- \$0.7M unfavourable variance for Public Open Space contributions.

Expenditure

- \$7.8M favourable variance in materials and services including \$2.5M in the Infrastructure directorate (including \$1.3M in Waste Management due to timing of invoices and projects and \$0.6M in Urban Forest and City Presentation), \$1.1M in the Connected Communities directorate, \$1.1M in the Customer and Performance directorate (including \$0.4M for election costs), and \$0.4M in the City Liveability directorate, and \$2.1M for capital expenditure that is operational in nature due to the timing of capital activities;
- \$1.7M favourable variance for employee costs, mainly related to separation payments, together with staff vacancies throughout the organisation; and
- \$0.4M favourable variance for net gain on disposal of property, infrastructure, plant and equipment.

Forecast

The 2024-25 forecast result is showing a surplus of \$23.2M which is \$0.6M favourable to the amended budget result. Revenue is forecast to decrease by \$0.2M, while expenditure is forecast to decrease by \$0.8M compared with the amended budget position. The main variances relate to:

Revenue

- \$1.4M increase in other income, including \$0.8M for interest received on cash and investments, and \$0.3M for WorkCover salaries recouped;
- \$1.0M increase in Family and Children's Services grant income, partially offset by a decrease of \$0.8M in operating grants for the Regional Assessment Service (this is offset by a corresponding decrease in employee costs).

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 2024



- \$1.7M decrease in monetary contributions, including \$2.0M for Public Open Space Contributions; and
- \$0.4M decrease in fees received from the Integrated Early Years Hubs (offset by an increase in grant revenue).

Expenditure

- \$1.7M decrease in separation payments;
- \$1.1M increase in Family and Children's Services employee costs against the amended budget, with this increased expenditure being offset through increased operating grants income and WorkCover salaries recouped;
- \$0.8M decrease in employee costs for the Regional Assessment Service, offset by a corresponding decrease in grant revenue; and
- \$0.6M increase in depreciation, mainly relating to Recreation, Leisure, Parks and Playgrounds.

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	5,212	5,678	2,330	3,348	2,881	22,574	16,150	15,997	153	6,578
Plant and Equipment	4,571	3,920	2,719	1,201	1,852	10,185	8,918	8,186	732	1,999
Infrastructure	20,241	22,232	15,782	6,449	4,459	43,803	48,257	46,510	1,747	(2,707)
Total Capital Works Expenditure	30,024	31,830	20,832	10,998	9,192	76,563	73,325	70,693	2,633	5,870

Year-to-Date

The capital works underspend against budget at the end of December 2024 is spread within Property, Plant and Equipment, and Infrastructure (particularly in Buildings, Recreation, Leisure, Parks and Playgrounds, Roads, and Drainage). There are favourable timing variances for projects such as the Lewis Park Oval 2 Sportsfield Renewal (\$1.5M), the Wally Tew Reserve Oval 1 Sportsfield Renewal (\$1.4M), the Building Renewal and Rehabilitation Program (\$1.6M), the Park Ridge Reserve Pavilion Refurbishment (\$0.9M), Plant Purchases (\$0.9M), the Drainage Pit and Pipe Renewal Program (\$0.8M), and the Road Resurfacing Program (\$0.5M). This is partially offset by an unfavourable timing variance with the Knox Athletics Track Facility Upgrade (\$0.7M).

Forecast

The forecast capital expenditure is currently \$2.6M below the amended budget. 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. Capital forecasts continue to be reviewed and updated accordingly.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 2024



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	147,794	147,509	162,687	15,178	14,894	67,368	65,696	67,084	1,388	(284)
Non-Current Assets	2,204,143	2,319,111	2,315,812	(3,299)	111,669	2,226,141	2,344,349	2,341,109	(3,240)	114,968
Total Assets	2,351,936	2,466,620	2,478,499	11,879	126,563	2,293,509	2,410,045	2,408,193	(1,852)	114,684
Current Liabilities	51,428	41,585	43,600	(2,015)	7,828	54,921	45,270	45,078	192	9,843
Non-Current Liabilities	99,691	88,799	87,276	1,523	12,415	92,303	83,675	81,411	2,264	10,892
Total Liabilities	151,119	130,384	130,876	(492)	20,243	147,224	128,945	126,488	2,457	20,736
Net Assets	2,200,817	2,336,237	2,347,623	11,387	146,806	2,146,285	2,281,100	2,281,705	605	135,420
Accumulated Surplus	806,988	802,310	811,737	9,426	4,748	753,108	746,484	748,430	1,946	(4,678)
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	19,299	17,625	19,586	1,960	287	18,647	18,315	16,974	(1,341)	(1,673)
Total Equity	2,200,817	2,336,237	2,347,623	11,387	146,806	2,146,285	2,281,100	2,281,705	605	135,420
Working Capital Ratio	2.87	3.55	3.73			1.23	1.45	1.49		

The Balance Sheet as at 31 December 2024 indicates a sustainable result. A comparison of total Current Assets of \$162.7M with total Current Liabilities of \$43.6M continues to depict a sustainable financial position (Working Capital Ratio of 3.73 to 1). The Working Capital Ratio for the same period last year was 3.71. Current Assets primarily comprises Cash, Cash Equivalents and Other Financial Assets (\$47.3M) and Trade and Other Receivables (\$113.8M). Trade and Other Receivables includes \$109.8M of rates debtors (of which \$11.3M relates to arrears pre July 2024) and \$3.0M in other debtors.

The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.49 at year end, which is an improvement on the Amended Budget working capital ratio of 1.45 as a result of the forecast improved cash position at year-end.

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	98,450	0	0	11,334	109,784
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	107	178	184	422	891
Other Debtors	2,285	79	159	524	3,047
Total Trade and Other Receivables	100,842	257	343	12,332	113,774

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. The due date for rates being paid in full is 15 February 2025, while the third instalment due date is 28 February 2025.

Rates outstanding for more than 90 days is \$0.9M greater than at the same time last year, while other debtors outstanding for more than 90 days is \$0.1M less than at the same time last year.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 2024



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	31,412	32,044	47,257	15,212	15,844	41,326	40,570	41,958	1,388	632
Other Financial Assets	0	0	0	0	0	0	0	0	0	0
Total Funds Invested	31,412	32,044	47,257	15,212	15,844	41,326	40,570	41,958	1,388	632
Earnings on Investments	402	402	1,132	730	730	950	950	1,750	800	800

The earnings on investments for the period ended 31 December 2024 were greater than budgeted due to higher than budgeted cash and investment balances.



Financial Performance Indicators

as at 31 December 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>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</p> <p>Adjusted Underlying Result</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% 5.94%	✓ 1
<p>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</p> <p>Working Capital</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% 148.82%	✓ 2
<p>Unrestricted Cash</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% 73.69%	✓ 3
<p>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</p> <p>Loans and Borrowings</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% 55.80%	✓ 4
<p>Debt Commitments</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% 8.41%	✓ 5
<p>Indebtedness</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% 45.56%	✓ 6



Financial Performance Indicators

as at 31 December 2024

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Amended Budget	Forecast	
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	153.58%	145.12% ❌	7
Stability - Measures whether a council is able to generate revenue from a range of sources. Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	72.34%	72.54% ⚠️	8
Treasury Corporation of Victoria - Undertakings to obtain and maintain loans Indebtedness The aggregate Interest Bearing Loans and Borrowings at all times must not exceed 60% of Own Source Revenue	[Interest Bearing Loans and Borrowings / Own Source Revenue] x 100	0% - 60%	54.05%	52.25% ✅	9
Interest Cover Ratio The Interest Cover Ratio at all times must not be less than 2.00:1.00	[EBITDA / Interest Expense]	2.00 - 100.00	12.25	12.89 ✅	10

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

Notes:

- Timing Variance:**
 - The adjusted underlying result ratio is within the expected bands
 - The forecast increase in the ratio is primarily due to the forecast reduction in employee costs, together with the increase in interest income, with these being partially offset by a forecast decrease in monetary contributions
- Timing Variance:**
 - The working capital ratio is within the expected bands
- Timing Variance:**
 - The unrestricted cash ratio is within the expected bands
- Timing Variance:**
 - The loans and borrowings ratio is within expected bands
 - \$10.000M in borrowings were taken up in August 2024, while the amended budget borrowings were \$12.600M
- Timing Variance:**
 - The loans and borrowings ratio is within expected bands
 - \$10.000M in borrowings were taken up in August 2024, while the amended budget borrowings were \$12.600M
- Timing Variance:**
 - The loans and borrowings ratio is within expected bands
 - \$10.000M in borrowings were taken up in August 2024, while the amended budget borrowings were \$12.600M
- Timing Variance:**
 - The forecast asset renewal is within the expected bands
 - The forecast decrease in the ratio is primarily due to the forecast increase in depreciation
- Timing Variance:**
 - The rates concentration ratio is within the expected bands
- Timing Variance:**
 - The TCV indebtedness ratio is within the expected bands
- Timing Variance:**
 - The TCV interest cover ratio is within the expected bands

Appendix A

Summary of Net Income and Expenditure

by Department

for year to date ended 31 December 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	
Rates											
Rates and Valuation		(121,145)	(121,567)	422	0.35%	✔	(121,395)	(121,395)	(121,536)	141	141
Net (Income) / Expense - Rates		(121,145)	(121,567)	422	0.35%		(121,395)	(121,395)	(121,536)	141	141
CEO											
Chief Executive Office		343	322	21	6.16%	✔	702	691	691	0	12
Chief Financial Office		1,557	1,475	82	5.26%	✔	3,419	3,374	3,374	0	45
Net (Income) / Expense - CEO		1,900	1,797	103	5.43%		4,121	4,065	4,065	0	57
City Liveability											
Directorate City Liveability		290	303	(13)	(4.43%)	⚠	591	580	580	0	11
City Futures	1	2,054	1,578	476	23.19%	✔	3,911	4,210	4,229	(19)	(318)
City Planning and Building	2	1,198	1,374	(176)	(14.69%)	✘	2,493	2,396	2,496	(100)	(3)
City Safety and Health	3	1,125	765	360	32.04%	✔	2,712	2,616	2,533	82	178
City Projects		244	167	76	31.29%	✔	487	488	488	0	(2)
Net (Income) / Expense - City Liveability		4,911	4,187	724	14.75%		10,193	10,289	10,327	(38)	(134)
Connected Communities											
Directorate Connected Communities		415	416	(0)	(0.07%)	⚠	826	813	813	0	13
Community Access and Support	4	1,847	1,433	413	22.39%	✔	3,662	3,628	4,098	(470)	(436)
Community Wellbeing		4,677	4,477	200	4.27%	✔	8,250	8,283	8,281	2	(31)
Active and Creative Communities	5	2,151	1,713	438	20.36%	✔	4,530	4,462	4,470	(9)	59
Family and Children's Services	6	1,292	1,108	184	14.25%	✔	3,278	3,073	3,073	0	205
Net (Income) / Expense - Connected Communities		10,383	9,148	1,235	11.89%		20,547	20,259	20,736	(477)	(189)
Customer and Performance											
Directorate Customer and Performance		174	194	(20)	(11.52%)	✘	355	349	349	0	7
Chief People Office	7	2,413	2,273	140	5.81%	✔	4,913	4,846	4,885	(39)	27
Governance and Risk	8	4,288	3,805	483	11.26%	✔	6,621	6,533	6,540	(7)	82
Chief Information Office	9	5,973	5,560	413	6.92%	✔	10,565	10,450	10,340	111	225
Strategy and Transformation		1,143	1,085	58	5.06%	✔	2,382	2,340	2,367	(27)	15
Customer and Communications	10	2,517	2,372	146	5.78%	✔	5,135	4,993	4,990	3	145
Net (Income) / Expense - Customer and Performance		16,509	15,289	1,220	7.39%		29,971	29,512	29,470	41	501
Infrastructure											
Directorate Infrastructure		450	390	59	13.19%	✔	915	900	907	(7)	9
Strategic Infrastructure	11	2,823	2,253	570	20.20%	✔	5,749	5,686	5,468	217	280
Green Spaces & Environment	12	(8,562)	(10,451)	1,889	22.06%	✔	13,577	14,298	14,311	(12)	(734)
Engineering Services & Operations		3,219	3,081	138	4.30%	✔	6,549	6,432	6,543	(111)	5
Major Projects & Facilities	13	1,597	1,816	(219)	(13.73%)	✘	3,419	3,371	3,416	(45)	2
Net (Income) / Expense - Infrastructure		(473)	(2,911)	2,438	515.14%		30,208	30,687	30,645	42	(438)

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

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

Notes have been provided for these variances:

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

Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2024



Notes:	
1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$136K favourable variance for unbudgeted contributions received for the Business Energy Savers program; this will be offset by corresponding unbudgeted expenditure (current expenditure \$48K) - \$63K favourable variance for lease payments received relating to Electrical Vehicle Charging Stations <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$109K favourable variance for employee costs and oncosts across the department - \$85K favourable variance in City Strategy and Planning
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$102K unfavourable variance in statutory fees and fines, with a favourable variance for supervision fees (\$234K) and plan checking fees (\$70K) being offset by unfavourable variances in statutory planning fees (\$239K), amendment fees (\$55K), statutory fees (\$47K), building lodgement fees (\$37K), and council application fees (\$32K) - \$108K unfavourable variance for user fees, including \$46K for fees and \$42K for fines <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$29K favourable variance for Urban Design Advice
3	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$142K favourable variance for Health Services registrations <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$174K favourable variance for Perin Court recoveries and \$71K favourable variance for Infringements Court recoveries, partially offset by \$161K unfavourable variance for traffic enforcement fines - \$122K favourable variance for employee costs and oncosts across the department - \$88K favourable variance for the pound contract - \$56K favourable variance for software support costs - \$58K unfavourable variance for the bad debt provision
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$119K favourable variance for the School Focused Youth Service - \$134K 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) - \$109K favourable variance in Community Care Services (excluding employee costs and oncosts)
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$102K favourable variance for Leisure Facilities expenditure - \$100K favourable variance for Leisure Facilities fee income - \$92K favourable variance for Arts and Cultural Services expenditure - \$73K favourable variance for Arts and Cultural Services fee income - \$69K favourable variance for Sports and Leisure Services fee income
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$209K favourable variance for Integrated Early Years Hubs, including a \$32K favourable variance for income and a \$177K favourable variance for expenditure - \$340K favourable variance for Maternal and Child Health, including a \$53K favourable variance for income and a \$286K favourable variance for expenditure (including a \$189K favourable variance for employee costs and oncosts) - \$289K unfavourable variance for Kindergarten Services, with a \$544K unfavourable variance for employee costs and oncosts being partially offset by a \$190K favourable variance in materials and services, and an \$85K favourable variance for WorkCover salaries recouped
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$106K favourable variance in Leadership Development
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$432K favourable variance for Election expenditure, partially offset by an unfavourable variance of \$28K for Election fines income - \$55K favourable variance for the Internal Audit program - \$48K favourable variance for Council and Councillor Support
9	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$149K favourable variance for operating leases expenditure - \$145K favourable variance for the Renewal programs - \$143K favourable variance for telephone and communications - \$66K unfavourable variance for software maintenance/licensing/extensions - \$52K unfavourable variance for equipment maintenance
10	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$90K favourable variance for Communications and Engagements - \$51K favourable variance for Customer Operations

Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2024



Notes (continued):	
11	<p>Permanent Variance: - \$266K favourable variance for employee costs and oncosts across the department</p> <p>Timing Variance: - \$142K favourable variance for Asset Management, including \$87K for survey/condition ratings and \$45K for consultants - \$104K favourable variance for Traffic and Transport, including \$71K for signal maintenance charges - \$71K favourable variance for Strategic Open Space Planning</p>
12	<p>Permanent Variance: - \$94K favourable variance for unbudgeted income from the Container Deposit Scheme</p> <p>Timing Variance: - \$665K favourable variance for the Kerbside Reform Transition Project due to the timing of activities - \$651K favourable variance for Waste Management expenditure (excluding the Kerbside Reform Transition Project), and includes a favourable variance of \$251K for the State Government Landfill Levy, \$151K for Domestic Waste costs, \$97K for Recycling costs, \$77K for the Waste/Recycling Education program, \$61K for Landfill costs, and \$44K for Administration, partially offset by an unfavourable variance of \$60K for Green Waste - \$542K favourable variance for Urban Forest and City Presentation, including \$438K for Street Tree Pruning, \$363K for the City Presentation program, and \$53K for Park Tree Pruning, partially offset by an unfavourable variance of \$319K for Trees Maintenance and \$67K for Playground Maintenance - \$115K favourable variance for Biodiversity - \$50K favourable variance for Sportsfield and Reserves Maintenance - \$101K unfavourable variance for Waste/Recycling Education program income contribution</p>
13	<p>Timing Variance: - \$252K unfavourable variance in Major Projects and Facilities employees costs and oncosts due to the timing of capitalisation of labour costs</p>



Comprehensive Income Statement

for year to date ended 31 December 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
Income										
Rates and Charges		149,468	150,120	652	0.44%	150,044	150,044	150,184	141	141
Statutory Fees and Fines		2,278	1,988	(290)	(12.74%)	4,568	4,568	4,485	(83)	(83)
User Fees		7,124	7,322	197	2.77%	12,365	12,365	12,068	(297)	(297)
Grants - Operating		17,733	17,584	(149)	(0.84%)	22,365	27,303	27,454	151	5,089
Grants - Capital		2,655	2,554	(101)	(3.81%)	11,514	10,310	10,522	213	(992)
Contributions - Monetary		5,452	5,325	(128)	(2.34%)	8,596	9,721	8,073	(1,648)	(523)
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	832	2,240	1,408	169.15%	1,767	1,767	3,120	1,353	1,353
Total Income		185,542	187,132	1,590	0.86%	213,218	218,077	217,905	(172)	4,688
Expenses										
Employee Costs		46,295	44,583	1,712	3.70%	84,427	82,927	81,817	1,110	2,610
Materials and Services	2	41,845	34,003	7,842	18.74%	80,393	83,180	83,027	153	(2,634)
Depreciation		12,512	12,760	(248)	(1.98%)	24,620	25,025	25,627	(602)	(1,007)
Amortisation - Intangible Assets		451	454	(3)	(0.57%)	647	903	908	(5)	(261)
Amortisation - Right-of-Use Assets		593	596	(3)	(0.53%)	1,186	1,186	1,186	0	0
Contributions and Donations		3,488	3,576	(88)	(2.52%)	5,876	5,876	5,876	0	0
Borrowing Costs		1,950	1,905	45	2.31%	3,907	3,893	3,767	126	140
Finance Costs - Leases		172	147	25	14.39%	343	343	343	0	0
Bad and Doubtful Debts		153	214	(61)	(39.81%)	314	314	314	0	0
Other Expenses		324	119	205	63.32%	715	715	720	(5)	(5)
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		67	(303)	369	554.77%	(8,842)	(8,842)	(8,842)	0	0
Total Expenses		107,850	98,053	9,796	9.08%	193,587	195,521	194,744	776	(1,157)
Surplus (Deficit)		77,693	89,079	11,386	14.66%	19,630	22,556	23,161	605	3,530
Total Comprehensive Income for the Year		77,693	89,079	11,386	14.66%	19,630	22,556	23,161	605	3,530

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

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

Notes have been provided for the following variances:

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

Comprehensive Income Statement

for year to date ended 31 December 2024



Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.730M favourable variance for interest received due to higher than budgeted cash and investment balances - \$0.238M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - \$0.225M favourable for reimbursements - \$0.145M favourable for a prior year WorkCover premium refund
2	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$2.066M favourable variance for capital expenditure that is operational in nature due to the timing of capital activities and due to the capital works undertaken by internal staff instead of external parties - \$0.674M favourable variance in Waste Management (Excluding the Kerbside Reform Project) due to the timing of the receipt of invoices, and includes \$0.251M for the State Government Landfill Levy, and \$0.154M for Domestic Waste - \$0.622M favourable variance for the Kerbside Reform Transition Project due to the timing of activities - \$0.556M favourable variance in Urban Forest and City Presentation due to the timing of receipts and the receipt of invoices, including \$0.438M for Street Tree Pruning and \$0.342M for the City Presentation program, partially offset by an unfavourable variance of \$0.284M for Tree Maintenance - \$0.528M favourable variance for Governance and Risk, including \$0.432M for Election costs - \$0.488M favourable variance in Family & Children's Services, including \$0.229M for Integrated Early Years Hubs and \$0.190M for Kindergarten Services - \$0.272M favourable variance for Strategic Infrastructure, including \$0.142M for Asset Management and \$0.103M for Traffic and Transport - \$0.257M favourable variance for Community Access & Support, including \$0.123 for Youth Services and \$0.104M for Community Care Services - \$0.236M favourable variance in the Chief People Office, including \$0.163M for Organisation Development - \$0.209M favourable variance for Active and Creative Communities, including \$0.152M for Leisure Facilities and Contracts - \$0.202M favourable variance in City Safety and Health, including \$0.205M for Community Laws - \$0.196M favourable in the Chief Information Office, including \$0.145M for Renewal Programs - \$0.150M favourable variance for Engineering Services & Operations, including \$0.126M for Footpath Maintenance - \$0.138M favourable variance for City Futures - \$0.131M favourable variance for Sportsfield and Reserves Maintenance - \$0.129M favourable variance for Community Wellbeing - \$0.129M favourable for Customer and Communications - \$0.104M unfavourable variance for the Street Tree Replacement Program

Balance Sheet

as at 31 December 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
Current Assets								
Cash and Cash Equivalents	1	32,044	47,257	15,212	47.47%	40,570	41,958	1,388
Other Financial Assets		0	0	0	0.00%	0	0	0
Trade and Other Receivables		114,917	113,774	(1,143)	(0.99%)	21,338	21,338	0
Other Current Assets	2	0	1,103	1,103	100.00%	3,775	3,775	0
Non-Current Assets classified as Held for Sale		536	536	(0)	0.00%	0	0	0
Inventories		13	18	5	39.80%	13	13	0
Total Current Assets		147,509	162,687	15,178	10.29%	65,696	67,084	1,388
Non-Current Assets								
Investment in Associates		2,747	2,747	(0)	(0.02%)	2,747	2,747	0
Property, Infrastructure, Plant and Equipment		2,308,139	2,305,375	(2,764)	(0.12%)	2,334,421	2,331,186	(3,235)
Right-of-Use Assets		5,355	5,726	371	6.93%	4,762	4,762	0
Intangible Assets		2,871	1,965	(905)	(31.54%)	2,419	2,414	(5)
Total Non-Current Assets		2,319,111	2,315,812	(3,299)	(0.14%)	2,344,349	2,341,109	(3,240)
Total Assets		2,466,620	2,478,499	11,879	0.48%	2,410,045	2,408,193	(1,852)
Current Liabilities								
Trade and Other Payables		10,031	10,562	(532)	(5.30%)	13,169	13,169	0
Trust Funds and Deposits	3	2,624	3,691	(1,067)	(40.65%)	2,624	2,624	0
Unearned Income		889	1,384	(495)	(55.73%)	0	0	0
Provisions - Employee Costs		17,479	17,763	(285)	(1.63%)	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	9,250	397	4.11%	9,647	9,455	192
Lease Liabilities		500	533	(33)	(6.66%)	778	778	0
Other Provisions		0	0	0	0.00%	0	0	0
Total Current Liabilities		41,585	43,600	(2,015)	(4.85%)	45,270	45,078	192
Non-Current Liabilities								
Provisions - Employee Costs		1,096	1,065	31	2.80%	1,096	1,096	0
Interest-Bearing Loans and Borrowings		81,289	79,132	2,156	2.65%	76,615	74,351	2,264
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		4,614	5,279	(665)	(14.41%)	4,164	4,164	0
Other Provisions		0	0	0	0.00%	0	0	0
Total Non-Current Liabilities		88,799	87,276	1,523	1.71%	83,675	81,411	2,264
Total Liabilities		130,384	130,876	(492)	(0.38%)	128,945	126,488	2,457
Net Assets		2,336,237	2,347,623	11,387	0.49%	2,281,100	2,281,705	605
Equity								
Accumulated Surplus		802,310	811,737	9,426	1.17%	746,484	748,430	1,946
Asset Revaluation Reserve		1,516,301	1,516,301	0	0.00%	1,516,301	1,516,301	0
Other Reserves		17,625	19,586	1,960	11.12%	18,315	16,974	(1,341)
Total Equity		2,336,237	2,347,623	11,387	0.49%	2,281,100	2,281,705	605

Balance Sheet

as at 31 December 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>Timing Variance: - \$15.813M favourable variance across cash and cash equivalents, and other financial assets; this includes a favourable variance of \$9.824M for cash from payments for Property, Infrastructure, Plant and Equipment, a favourable variance of \$8.562M from net cash provided by operating activities, and an unfavourable variance of \$2.600M for proceeds from borrowings</p>
2	<p>Timing Variance: - This includes \$1.097M favourable variance for accrued income</p>
3	<p>Timing Variance: - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$1.587M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th March 2025</p>

Cash Flow Statement

for year to date ended 31 December 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
Cash Flows from Operating Activities								
Receipts								
Rates and Charges		56,271	58,055	1,784	3.17%	149,506	149,647	141
Statutory Fees and Fines		2,278	1,988	(290)	(12.74%)	4,568	4,485	(83)
User Fees		10,430	9,477	(953)	(9.14%)	12,260	11,963	(297)
Grants - Operating		16,748	16,732	(15)	(0.09%)	26,620	26,771	151
Grants - Capital		1,925	2,086	161	8.34%	8,934	9,147	213
Contributions - Monetary		5,443	5,315	(127)	(2.34%)	9,720	8,072	(1,648)
Interest Received	1	402	1,132	730	181.51%	950	1,750	800
Other Receipts	2	430	1,108	678	157.60%	817	1,369	552
Net Movement in Trust Deposits	3	64	1,131	1,067	1,654.82%	64	64	0
Employee Costs		(46,895)	(44,929)	1,966	4.19%	(82,370)	(81,260)	1,110
Materials and Services		(40,292)	(36,873)	3,419	8.49%	(83,126)	(83,023)	104
Contributions and Donations		(3,628)	(3,690)	(61)	(1.69%)	(5,860)	(5,811)	49
Short Term, Low Value and Variable Lease Payments		(6)	(6)	0	0.00%	(11)	(11)	0
Other Payments		(318)	(113)	205	64.51%	(704)	(709)	(5)
Net Cash Provided by / (Used in) Operating Activities		2,852	11,414	8,562	300.22%	41,369	42,455	1,086
Cash Flows from Investing Activities								
Payments for Property, Infrastructure, Plant and Equipment	4	(27,972)	(18,749)	9,223	32.97%	(64,606)	(61,974)	2,633
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		4,933	4,772	(161)	(3.27%)	18,883	18,883	0
Payments for investments		0	0	0	0.00%	0	0	0
Proceeds from sale of investments		10,000	10,000	0	0.00%	10,000	10,000	0
Net Cash Used in Investing Activities		(13,038)	(3,976)	9,062	69.50%	(35,723)	(33,091)	2,633
Cash Flows from Financing Activities								
Proceeds of Borrowings	5	12,600	10,000	(2,600)	(20.63%)	12,600	10,000	(2,600)
Repayment of Borrowings		(4,335)	(4,288)	47	1.08%	(9,009)	(8,865)	143
Finance costs		(1,950)	(1,858)	91	4.69%	(3,881)	(3,755)	126
Interest Paid - Lease Liability		(172)	(147)	25	14.39%	(343)	(343)	0
Repayment of Lease Liabilities		(530)	(504)	25	4.77%	(1,059)	(1,059)	0
Net Cash Provided by / (Used in) Financing Activities		5,614	3,203	(2,412)	(42.95%)	(1,692)	(4,023)	(2,331)
Net increase / (decrease) in Cash and Cash Equivalents		(4,572)	10,640	15,212	332.73%	3,954	5,342	1,388
Cash and Cash Equivalents at the Beginning of the Financial Year		36,616	36,616	0	0.00%	36,616	36,616	0
Cash at the End of the Year		32,044	47,257	15,212	47.47%	40,570	41,958	1,388

Notes have been provided for items with the following variances:

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

Cash Flow Statement

for year to date ended 31 December 2024



Notes:	
1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.730M favourable variance for interest received due to higher than budgeted cash and investment balances
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.238M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - \$0.225M favourable for reimbursements - \$0.145M favourable for a prior year WorkCover premium refund
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$1.587M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th March 2025
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$11.559M underspend for capital works expenditure against budget as detailed in the Statement of Capital Works - Partially offset by a \$1.775M reduction in capital expenditure that is operational in nature due to the timing of capital activities
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$10.000M loan taken out in August 2024, against the amended budget borrowings of \$12.600M



Statement of Capital Works

for year to date ended 31 December 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
Expenditure - Capital Works Program										
Property										
Land		0	0	0	0.00%	0	0	0	0	0
Buildings	1	5,678	2,330	3,348	58.96%	22,574	16,150	15,997	153	6,578
Total Property		5,678	2,330	3,348	58.96%	22,574	16,150	15,997	153	6,578
Plant and Equipment										
Artworks		135	119	16	11.88%	150	242	242	0	(92)
Plant, Machinery and Equipment	2	1,577	680	897	56.87%	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	3	2,208	1,920	288	13.05%	7,230	5,531	4,799	732	2,431
Total Plant and Equipment		3,920	2,719	1,201	30.64%	10,185	8,918	8,186	732	1,999
Infrastructure										
Roads (including Kerb and Channel)	3	3,149	1,993	1,156	36.70%	7,417	7,417	7,345	72	72
Drainage	4	3,443	2,410	1,033	30.00%	6,740	7,793	7,487	306	(747)
Bridges		110	71	39	35.64%	993	993	993	0	0
Footpaths and Cycleways		2,257	1,988	269	11.91%	6,239	6,476	6,476	(0)	(238)
Off Street Car Parks		232	106	127	54.58%	2,427	2,878	2,878	0	(451)
Recreation, Leisure, Parks and Playgrounds	5	11,137	8,022	3,114	27.96%	15,362	18,035	16,900	1,135	(1,538)
Other Infrastructure	6	1,905	1,193	712	37.38%	4,626	4,666	4,431	235	196
Total Infrastructure		22,232	15,782	6,449	29.01%	43,803	48,257	46,510	1,747	(2,707)
Total Expenditure - Capital Works Program		31,830	20,832	10,998	34.55%	76,563	73,325	70,693	2,633	5,870
Represented by:										
Extension / Expansion		116	256	(140)	(120.98%)	392	819	517	302	(125)
Legal Requirements		0	0	0	0.00%	0	0	0	0	0
New		2,548	2,187	360	14.14%	5,057	6,346	5,937	409	(880)
Renewal		20,406	13,326	7,080	34.70%	40,408	41,272	40,027	1,244	381
Upgrade		8,761	5,063	3,698	42.21%	30,706	24,889	24,212	677	6,494
Total Expenditure - Capital Works Program		31,830	20,832	10,998	34.55%	76,563	73,325	70,693	2,633	5,870
Funding Source for Capital Works Program										
External Funding										
Contributions - Monetary - Capital		1,125	1,475	350	31.08%	200	1,325	1,544	219	1,344
Grants - Capital		2,655	2,554	(101)	(3.81%)	11,514	10,310	10,522	213	(992)
User Fees - Capital		0	0	0	0.00%	0	0	0	0	0
Proceeds from Loan Borrowings	7	12,600	10,000	(2,600)	(20.63%)	21,800	12,600	10,000	(2,600)	(11,800)
Other Income - Capital		0	(1)	(1)	(100.00%)	0	0	0	0	0
Total External Funding		16,380	14,028	(2,352)	(14.36%)	33,514	24,235	22,066	(2,168)	(11,448)
Internal Funding										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		4,933	4,772	(161)	(3.27%)	14,217	14,217	14,217	0	0
Reserves	8	5,054	2,588	(2,466)	(48.79%)	13,223	12,500	11,841	(659)	(1,382)
Rate Funding	9	5,463	(556)	(6,019)	(110.18%)	15,609	22,374	22,568	195	6,959
Total Internal Funding		15,450	6,804	(8,646)	(55.96%)	43,049	49,091	48,627	(464)	5,578
Total Funding Source for Capital Works Program		31,830	20,832	(10,998)	(34.55%)	76,563	73,325	70,693	(2,633)	(5,870)
Less Operating Projects Expenditure										
Operating Projects Expenditure		3,858	2,083	1,775	46.01%	9,165	8,719	8,719	0	(446)
Net Capital Works (Capitalised Expenditure Excluding Operating Projects Expenditure)		27,972	18,749	9,223	32.97%	67,398	64,606	61,974	(2,633)	(5,424)
Summary										
2023-24 Capital Budget		18,154	11,592	6,562	36.15%	59,787	51,168	49,181	1,987	10,606
Carried Forward Capital Budget		13,676	9,240	4,436	32.44%	16,776	22,158	21,512	646	(4,736)
Total Expenditure - Capital Works Program		31,830	20,832	10,998	34.55%	76,563	73,325	70,693	2,633	5,870



Statement of Capital Works

for year to date ended 31 December 2024

<p>Indicators of the variances between year to date (YTD) Amended Budget and Actual results:</p> <ul style="list-style-type: none"> ✔ 0% or greater. ⚠ Less than 0% and greater than negative 10%. ✘ Negative 10% or less. <p>Notes have been provided for the following variances:</p> <ol style="list-style-type: none"> 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%. 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>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to the timing of activities for the Building Renewal & Rehabilitation Program (\$1.615M); the Park Ridge Reserve Pavilion Refurbishment (\$0.867M); the Community Toilet Replacement Program (\$0.312M); the Carrington Park Squash Facility (\$0.187M); the Tormore Reserve Facility Development (\$0.143M), the Wally Tew Reserve Pavilion Upgrade (\$0.141M); and the Carrington Park Pavilion Design (\$0.100M) - Unfavourable variance due to the timing of activities for the Fairpark Reserve Pavilion Upgrade (\$0.196M)
2	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to the timing of activities for Plant Purchases (\$0.900M)
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to the timing of activities for the Road Resurfacing Program (\$0.485M); and the Road Sub Structure and Kerb and Channel Program (\$0.133M) - Favourable variance relating to timing of reconstruction activities for Harley Street North, Knoxfield (\$0.326M); and Templeton Road (\$0.178M)
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to the timing of activities for the Drainage Pit & Pipe Renewal Program (\$0.775M); and the Cardiff Street Flood Mitigation (\$0.300M)
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to the timing of activities for Lewis Park Oval 2 Sportsfield Renewal (\$1.549M); Wally Tew Reserve Oval 1 Sportsfield Renewal (\$1.371M); Knox Park Athletics Track Lighting (\$0.382M); Fairpark Reserve Cricket Net Renewal (\$0.339M); the Senior Exercise Parks at Walley Tew and Mariw Wallace Reserves (\$0.259M); the Lewis Park Oval 2 Floodlighting Upgrade (\$0.251M); and the Bayswater Oval Stormwater Harvest (\$0.201M) - Unfavourable variance due to the timing of activities for the Knox Athletics Track Facility Upgrade (\$0.725M); the Playground Renewal Program (\$0.238M); the Knox City Tennis Court Lighting Upgrade (\$0.123M); and the Schultz Reserve Landscape Plan (\$0.111M)
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to the timing of activities for the Major Roads LED Streetlight Replacement Program (\$0.448M); and the Harold Street Onroad Bicycle Facilities (\$0.197M) - Unfavourable variance due to the timing of activities for the Boronia Basketball Stadium Demolition (\$0.176M)
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$10.000M loan taken out in August 2024, against the amended budget borrowings of \$12.600M
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to the timing of activities for the Playground Renewal Program (\$0.238M) - Unfavourable variance due to the timing of activities for the Lewis Park Oval 2 Sportsfield Renewal (\$1.549M); the Park Ridge Reserve Pavilion Refurbishment (\$0.867M); and the Bayswater Oval Stormwater Harvest (\$0.201M)
9	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Council generates cash from its operating activities which is used as a funding source for the capital works program - the negative year-to-date figure is due to the loan borrowings being taken out to fund capital works - it is forecast that \$21.512M will be required from operations to fund the 2024-25 capital works program (inclusive of projects carried forward from 2023-24)



Detailed Capital Works Program Expenditure

for year to date ended 31 December 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
Land and Buildings									
<i>Fairpark Reserve - Pavilion Upgrade</i>	0	196	(196)	(100.0%)	0	390	390	0	(390)
Billoo Kindergarten - Storage & Verandah Extension	0	0	0	0.0%	300	300	0	300	300
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	14	21	59.3%	30	35	35	0	(5)
<i>Replacements of components for all Council owned buildings based on Building Asset Management Systems</i>	3,220	1,605	1,615	50.2%	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>	200	59	141	70.4%	2,032	200	550	(350)	1,482
<i>Carrington Park - Pavilion Upgrade</i>	100	0	100	99.8%	3,590	250	250	0	3,340
<i>Park Ridge Reserve - Pavilion Refurbishment</i>	920	53	867	94.3%	3,452	2,452	2,452	0	1,000
Millers Homestead Accessibility Upgrades	40	6	34	84.0%	80	80	80	0	0
Boronia Progress Hall - Access Ramp	50	16	34	67.8%	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>	350	163	187	53.5%	0	350	350	0	(350)
HV Jones Community Hall - Accessible Toilet	0	6	(6)	(100.0%)	10	10	0	10	10
Marie Wallace Community Pavilion Upgrade	0	1	(1)	(100.0%)	10	10	10	0	0
HV Jones Community Room - Accessible Bathroom	0	6	(6)	(100.0%)	10	10	10	0	0
Illoura Children and Family Centre - Playspace Upgrade	0	12	(12)	(100.0%)	40	40	12	28	28
<i>Energy Retrofits in Community Buildings</i>	55	29	26	48.0%	150	180	180	0	(30)
<i>Ambleside Park</i>	12	0	12	100.0%	62	62	62	0	0
Coonara Community House Education Centre Sink	12	1	11	92.0%	12	12	12	0	0
<i>Kitchen Retrofitting Program at sports pavilions</i>	0	27	(27)	(100.0%)	25	49	49	0	(24)
Family & Children Centres - Storage works	0	2	(2)	(100.0%)	50	50	49	1	1
<i>Energy Performance Audit for Community Buildings</i>	0	0	0	0.0%	0	24	24	0	(24)
<i>Community Toilet Replacement Program</i>	312	0	312	100.0%	200	312	312	0	(112)
<i>Knox Regional Netball Centre - Line Marking</i>	0	12	(12)	(100.0%)	0	6	6	0	(6)
<i>Early Years Landscaping Upgrades</i>	0	36	(36)	(100.0%)	125	149	147	2	(22)
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)	175	32	143	81.8%	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	0	40	40
Early Years Hubs - Playspace works	25	9	16	64.8%	70	70	34	36	36
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	50	5	45	89.1%	100	100	100	0	0
Update to Family and Children Service Facilities Signage	35	0	35	100.0%	70	70	70	0	0
Update to Community Wellbeing Facilities Signage	0	0	0	0.0%	84	84	0	84	84
Total Buildings	5,678	2,330	3,348	59.0%	22,574	16,150	15,997	153	6,578
Total Property	5,678	2,330	3,348	59.0%	22,574	16,150	15,997	153	6,578
Plant and Equipment									
Artworks									
<i>Public Art Project</i>	85	69	16	18.9%	150	192	192	0	(42)
<i>Lupton Way Future Public Art Lighting</i>	50	50	0	0.0%	0	50	50	0	(50)
Total Artworks	135	119	16	11.9%	150	242	242	0	(92)
Plant, Machinery and Equipment									
<i>Plant and machinery replacement program</i>	1,577	677	900	57.1%	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
Total Plant, Machinery and Equipment	1,577	680	897	56.9%	2,805	3,145	3,145	0	(340)



Detailed Capital Works Program Expenditure

for year to date ended 31 December 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
Computers and Telecommunications									
<i>Enterprise Integration Platform Phase 2</i>	80	60	20	25.6%	43	80	88	(8)	(45)
<i>Replacement of PDF Forms on Website</i>	36	0	36	100.0%	49	49	39	10	10
<i>Data Platform and Governance</i>	120	123	(3)	(2.3%)	250	250	256	(6)	(6)
Corporate Reporting Solutions	4	2	2	59.0%	4	4	2	2	2
<i>Voice of Customer</i>	21	16	6	27.0%	21	21	21	(0)	(0)
Facilities Booking Solution	18	12	6	33.8%	20	20	154	(134)	(134)
<i>Asset Management Information System</i>	0	(0)	0	100.0%	66	66	63	3	3
<i>Architecture Design & Planning</i>	67	34	32	48.3%	250	250	243	7	7
<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	242	110	132	54.4%	760	760	735	25	25
Transformation Governance Committee	14	12	2	16.8%	21	21	21	0	0
<i>PPM Tool Replacement</i>	43	42	1	2.8%	493	43	42	1	451
<i>ERP Platform Technology - RFT</i>	177	134	43	24.2%	330	330	325	5	5
<i>Call System Upgrade</i>	8	(4)	12	150.4%	111	19	(4)	23	115
Payments System Transformation	0	0	0	0.0%	500	430	430	0	70
S&T - Project Delivery Management	188	96	92	49.0%	377	377	239	138	138
<i>C&P Core Business System Upgrade</i>	0	0	0	0.0%	1,799	13	0	13	1,799
Program Budget still to be Allocated	0	0	0	0.0%	0	542	0	542	0
<i>CIO - Project Delivery Management</i>	109	131	(22)	(20.1%)	300	300	300	0	0
<i>Intranet Redevelopment</i>	125	101	24	19.5%	125	125	115	10	10
Cloud Solutions	279	208	71	25.4%	279	279	263	15	15
Cyber and DRP Program	384	430	(46)	(11.9%)	900	900	764	136	136
<i>Pathway Upgrade to UX Platforms</i>	127	289	(162)	(127.3%)	120	120	304	(184)	(184)
Near Map Evaluation	10	0	10	100.0%	20	20	0	20	20
Humanforce Upgrade	83	78	5	5.8%	62	132	129	3	(67)
<i>Website Customer Request Look-Up</i>	24	0	24	100.0%	80	0	0	0	80
Automated Progress Updates - Customer Requests	50	0	50	100.0%	200	0	0	0	200
Close the Loop	0	34	(34)	(100.0%)	0	330	219	111	(219)
Total Computers and Telecommunications	2,208	1,920	288	13.1%	7,230	5,531	4,799	732	2,431
Total Plant and Equipment	3,920	2,719	1,201	30.6%	10,185	8,918	8,186	732	1,999
Infrastructure									
Roads (including Kerb and Channel)									
Road Surface Renewal Program across multiple locations within Knox	1,824	1,339	485	26.6%	4,004	4,004	4,004	0	(0)
Industrial Road Renewal Program across multiple locations within Knox	156	23	133	85.1%	210	210	210	0	0
High Risk Road Failure Program	271	199	72	26.5%	306	306	306	0	0
Programmed Works From June Audits	5	25	(20)	(403.1%)	10	10	10	0	0
Chandler Road, Boronia	0	11	(11)	(100.0%)	510	510	500	10	10
Faraday Street, Boronia	0	0	(0)	(100.0%)	0	0	0	0	0
Harley Street North, Knoxfield	361	35	326	90.2%	361	361	361	0	0
Templeton Rd, Wantirna	350	178	172	49.0%	700	700	700	0	0
Station Street, Ferntree Gully	25	10	15	59.3%	790	790	790	0	0
Borg Crescent, Wantirna (Design)	37	51	(14)	(36.5%)	37	37	37	0	0
Acacia Road, Upper Ferntree Gully (Design)	40	27	13	33.7%	50	50	50	0	0
Stud Road Service Road, Scoresby (Design)	25	22	3	11.1%	25	25	25	0	0
Hartington Drive, Bayswater (Design)	0	0	0	0.0%	42	42	0	42	42
Kenross Court, Bayswater (Design)	10	16	(6)	(60.4%)	15	15	15	0	0
Grayson Drive, Scoresby (Design)	0	0	0	0.0%	20	20	0	20	20
Hakea Place, Rowville (Design)	20	16	4	21.3%	25	25	25	0	0
Sassess Avenue, Bayswater (Design)	10	16	(6)	(58.3%)	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	10	4	6	56.4%	30	30	30	0	0
Sassess Avenue, Bayswater - Intersection Improvement	5	2	3	58.5%	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

Detailed Capital Works Program Expenditure

for year to date ended 31 December 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
Agora Boulevard, Ferntree Gully - Traffic Treatment	0	0	0	0.0%	30	30	30	0	0
Total Roads (including Kerb and Channel)	3,149	1,993	1,156	36.7%	7,417	7,417	7,345	72	72
Drainage									
Liberty Avenue Reserve - Wetland/Harvesting System	15	0	15	100.0%	400	400	400	0	0
<i>Egan Lee Reserve - Wetland</i>	<i>628</i>	<i>581</i>	<i>48</i>	<i>7.6%</i>	<i>381</i>	<i>922</i>	<i>904</i>	<i>18</i>	<i>(524)</i>
Wantirna Reserve - Wetland	0	0	0	0.0%	15	15	15	0	0
Boronia Park Retarding Basin Flood Management - Design	4	0	4	100.0%	150	150	0	150	150
<i>Gilbert Reserve - Wetland</i>	<i>905</i>	<i>895</i>	<i>11</i>	<i>1.2%</i>	<i>447</i>	<i>999</i>	<i>989</i>	<i>10</i>	<i>(542)</i>
Drainage Renewal Program across multiple locations within Knox	1,490	715	775	52.0%	3,750	3,750	3,750	0	0
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	20	70	(50)	(247.9%)	200	200	200	0	0
<i>Cardiff Street - Flood Mitigation</i>	<i>300</i>	<i>0</i>	<i>300</i>	<i>100.0%</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>210</i>	<i>156</i>	<i>156</i>
Various Flood Mitigation Upgrade Design	0	80	(80)	(100.0%)	150	122	150	(28)	0
<i>Kevin Avenue Ferntree Gully - Flood Investigation</i>	<i>10</i>	<i>0</i>	<i>10</i>	<i>100.0%</i>	<i>30</i>	<i>30</i>	<i>30</i>	<i>0</i>	<i>0</i>
Flood Mitigation Reactive Upgrade Works	60	62	(2)	(3.3%)	250	250	250	0	0
193 Forest Rd, Boronia - Flood Mitigation Works	0	1	(1)	(100.0%)	100	100	100	0	0
Total Drainage	3,443	2,410	1,033	30.0%	6,740	7,793	7,487	306	(747)
Bridges									
<i>Bridge Renewal Program across multiple locations</i>	<i>110</i>	<i>71</i>	<i>39</i>	<i>35.6%</i>	<i>993</i>	<i>993</i>	<i>993</i>	<i>0</i>	<i>0</i>
Total Bridges	110	71	39	35.6%	993	993	993	0	0
Footpaths and Cycleways									
<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	10	5	5	49.0%	190	190	190	0	0
Oak Avenue, Boronia - Footpath	10	1	9	86.4%	120	120	120	0	0
<i>High Street Road Footpath Connection to Farms</i>	<i>11</i>	<i>2</i>	<i>10</i>	<i>86.8%</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	1	(1)	(100.0%)	10	10	10	0	0
Mountain Highway, The Basin - Footpath, between Wicks Rd and Claremont Ave	100	27	73	73.3%	300	300	300	0	0
<i>Ferntree Gully Road, Ferntree Gully - Shared Path, O'Connor Road to Henderson Road</i>	<i>4</i>	<i>0</i>	<i>4</i>	<i>100.0%</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>8</i>	<i>(6)</i>	<i>(289.9%)</i>	<i>109</i>	<i>113</i>	<i>113</i>	<i>0</i>	<i>(4)</i>
Green Spine Corridor - Shared Path, Chandler Road, Boronia	187	30	157	83.9%	1,200	1,200	1,200	0	0
Shared Path Renewal Program across multiple locations within Knox	237	219	18	7.4%	786	786	786	(0)	(0)
Footpaths Renewal Program across multiple locations within Knox	1,490	1,546	(55)	(3.7%)	3,038	3,038	3,038	0	0
<i>Brenock Park Drive Footpath and Bus Stop works</i>	<i>23</i>	<i>12</i>	<i>10</i>	<i>45.4%</i>	<i>30</i>	<i>23</i>	<i>23</i>	<i>0</i>	<i>8</i>
<i>Macaulay Place, Bayswater - Shared Path</i>	<i>15</i>	<i>8</i>	<i>7</i>	<i>48.1%</i>	<i>256</i>	<i>256</i>	<i>256</i>	<i>0</i>	<i>0</i>
<i>Scoresby Road Cycling & Pedestrian Access - Shared Path</i>	<i>23</i>	<i>0</i>	<i>23</i>	<i>100.0%</i>	<i>0</i>	<i>23</i>	<i>23</i>	<i>0</i>	<i>(23)</i>
<i>Turrumurra Drive, Rowville - Shared Path</i>	<i>40</i>	<i>33</i>	<i>7</i>	<i>17.6%</i>	<i>0</i>	<i>40</i>	<i>40</i>	<i>0</i>	<i>(40)</i>
Total Footpaths and Cycleways	2,257	1,988	269	11.9%	6,239	6,476	6,476	(0)	(238)
Off Street Car Parks									
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	143	49	94	65.4%	743	743	743	0	0
Wantirna Reserve - Carpark Upgrade	5	15	(10)	(193.9%)	155	155	155	0	0
<i>Egan Lee Reserve - Carpark</i>	<i>0</i>	<i>13</i>	<i>(13)</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>37</i>	<i>1</i>	<i>37</i>	<i>98.3%</i>	<i>99</i>	<i>537</i>	<i>537</i>	<i>0</i>	<i>(439)</i>
Stud Park Reserve - Carpark Upgrade	5	(6)	11	221.2%	200	200	200	0	0
Carrington Park - Carpark Upgrade	5	9	(4)	(82.1%)	410	410	410	0	0
Knox Park Reserve - Carpark Upgrade	2	2	0	11.6%	380	380	380	0	0
Knox City Tennis Park - Carpark Upgrade	35	22	13	35.8%	35	35	35	0	0



Detailed Capital Works Program Expenditure

for year to date ended 31 December 2024

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	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
Total Off Street Car Parks	232	106	127	54.6%	2,427	2,878	2,878	0	(451)
Recreation, Leisure, Parks and Playgrounds									
<i>Knox Hockey Facility Development</i>	10	51	(40)	(402.4%)	239	176	176	0	63
Tormore Reserve - Safety Fencing Renewal	85	90	(5)	(6.0%)	100	100	85	15	15
Reactive Park Signage Renewal	12	4	8	68.7%	20	20	20	0	0
Park Furniture Renewal	60	20	40	66.9%	95	95	95	0	0
Bush Boulevard Renewal	60	11	49	81.1%	80	80	80	0	0
Parkland Asset Renewal	60	36	24	40.5%	95	95	95	0	0
Significant Municipal Site Renewal	85	62	23	26.7%	160	160	160	0	0
Reserve Paths Renewal	57	45	12	20.6%	90	90	90	0	0
Open Space Asset Artwork Renewal	46	23	22	48.7%	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	32	(32)	(100.0%)	90	90	90	0	0
<i>Exner Reserve - Tennis Court Renewal</i>	518	516	2	0.3%	522	908	908	0	(386)
Knox Regional Netball Centre - Court renewal	35	74	(39)	(111.1%)	130	130	130	0	0
Public Tennis / Netball / Basketball Court Renewal	100	148	(48)	(48.1%)	150	150	150	0	0
Sporting Oval Fencing Renewal	0	89	(89)	(100.0%)	140	140	139	1	1
<i>Knox Athletics Track - Reactive Track Renewal</i>	2,680	3,405	(725)	(27.0%)	2,696	2,975	2,874	100	(178)
<i>Egan Lee Reserve - Oval (Top) Renewal</i>	424	453	(29)	(6.8%)	0	553	430	123	(430)
Lewis Park - Oval 2 Sportsfield Renewal	1,700	151	1,549	91.1%	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	2	(2)	(100.0%)	50	50	0	50	50
<i>Bayswater Oval - Cricket Net Renewal</i>	20	22	(2)	(10.9%)	200	568	488	80	(288)
Sportsfield Infrastructure Replacement Program	0	25	(25)	(100.0%)	75	75	74	1	1
Fairpark Reserve - Cricket Net Renewal	380	41	339	89.2%	400	360	337	23	63
Wally Tew Reserve - Oval 1 Sportsfield Renewal	1,650	279	1,371	83.1%	1,750	1,750	1,750	0	0
<i>Knox BMX Track Renewal</i>	100	12	88	88.5%	250	244	244	0	6
Windermere Reserve - Cricket Net Renewal	0	19	(19)	(100.0%)	400	360	183	177	217
Knox Gardens Reserve - Cricket Net Renewal	15	18	(3)	(18.4%)	15	15	15	0	0
Lakesfield Reserve - Cricket Net Renewal (Design)	0	13	(13)	(100.0%)	15	15	14	1	1
<i>Playground Renewal Program</i>	24	262	(238)	(984.5%)	1,125	987	987	0	138
Stamford Park Development	0	1	(1)	(100.0%)	0	0	0	0	0
Stockton Avenue Reserve - Footpath	50	0	50	100.0%	50	50	50	0	0
Kings Park Reserve - Stormwater Harvesting Upgrade	10	0	10	100.0%	120	120	110	10	10
Wally Tew Reserve - Stormwater Harvesting Upgrade	40	11	29	72.3%	120	120	40	80	80
<i>Carrington Park Reserve - Stormwater Harvest Upgrade</i>	65	35	30	46.2%	105	105	65	40	40
<i>Bayswater Oval - Stormwater Harvesting Upgrade</i>	220	19	201	91.5%	220	220	279	(59)	(59)
<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	123	(123)	(100.0%)	0	341	224	117	(224)
Lewis Park Reserve - Oval 2 Floodlighting Upgrade	275	24	251	91.4%	300	300	300	0	0
Dirt Jump Facility	15	4	11	73.3%	50	50	97	(47)	(47)
<i>Kings Park Reserve - Masterplan Implementation</i>	0	0	0	0.0%	270	263	200	63	70
Replanting of priority areas within Knox including tree reserves and open space.	0	23	(23)	(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	0	300	300
<i>Wantirna Reserve - Masterplan Implementation</i>	0	98	(98)	(100.0%)	1,035	1,335	1,372	(37)	(337)
<i>Major Crescent Reserve - Landscape Plan</i>	154	68	86	56.1%	150	212	194	18	(44)
Lakesfield Reserve - Masterplan Design	0	0	0	0.0%	25	25	0	25	25
<i>Schultz Reserve - Landscape Plan</i>	15	126	(111)	(738.6%)	107	102	60	42	47
<i>Seniors Exercise Parks</i>	290	31	259	89.4%	0	300	290	10	(290)
Total Recreation, Leisure, Parks and Playgrounds	11,137	8,022	3,114	28.0%	15,362	18,035	16,900	1,135	(1,538)
Other Infrastructure									
<i>Boronia Basketball Stadium Demolition Design</i>	65	176	(112)	(173.3%)	1,076	1,066	1,066	0	10
<i>Community Planning to support Boronia Railway Station Development</i>	25	0	25	100.0%	50	50	50	0	0
<i>Knox Leisureworks - Strategic Review</i>	0	0	0	0.0%	280	280	45	235	235
Harold Street, Wantirna - Onroad Bicycle Facilities	250	53	197	78.9%	350	350	350	0	0



Detailed Capital Works Program Expenditure

for year to date ended 31 December 2024

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	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Stud Road - Onroad Bicycle Facilities</i>	0	2	(2)	(100.0%)	44	41	41	0	3
Installation of Bicycle Repair Stations	0	4	(4)	(100.0%)	50	50	50	0	0
Street furniture renewal program	126	49	77	61.2%	306	306	306	0	0
<i>Essential Service Building Code Measures</i>	72	78	(5)	(7.5%)	120	148	148	0	(28)
<i>Asbestos Removal Program</i>	92	29	63	68.7%	75	101	101	0	(26)
<i>Major Roads Streetlight Replacement</i>	1,250	802	448	35.8%	2,250	2,250	2,250	0	0
Meridian Parade - Street Light Improvement	25	0	25	100.0%	25	25	25	0	0
Total Other Infrastructure	1,905	1,193	712	37.4%	4,626	4,666	4,431	235	196
Total Infrastructure	22,232	15,782	6,449	29.0%	43,803	48,257	46,510	1,747	(2,707)
Total Expenditure - Capital Works Program	31,830	20,832	10,998	34.6%	76,563	73,325	70,693	2,633	5,870

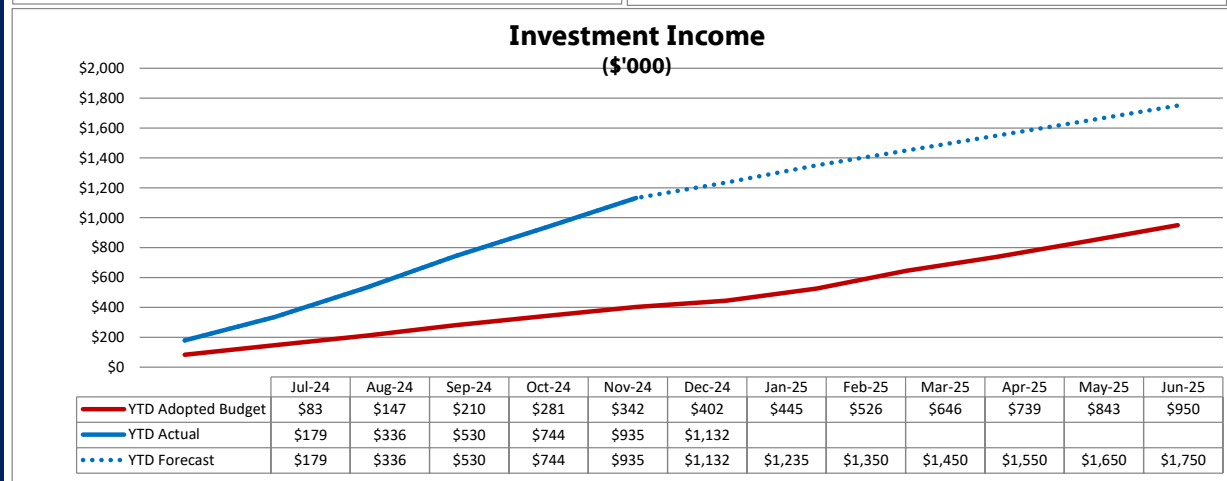
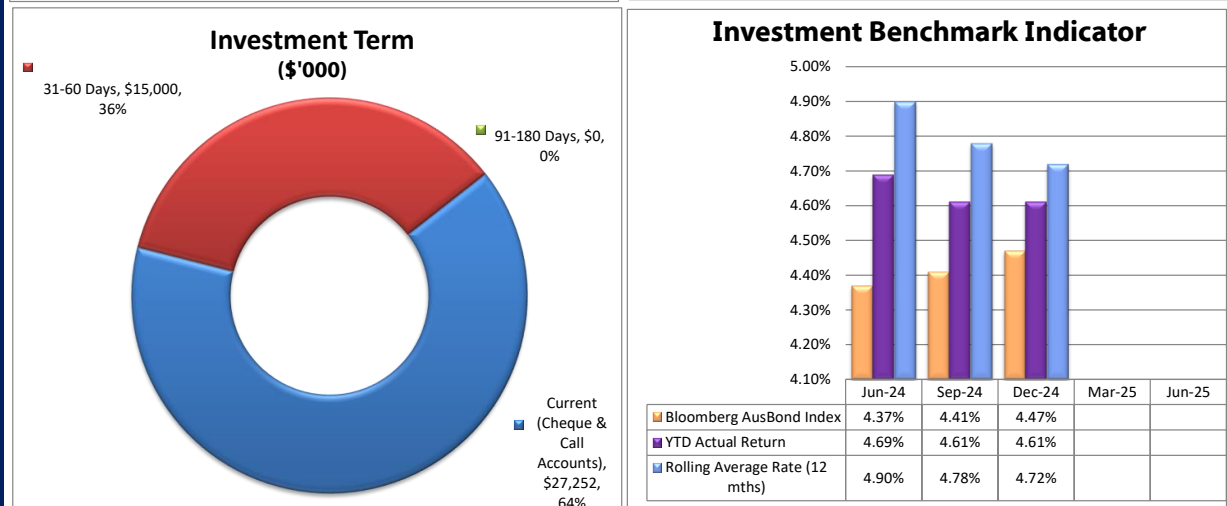
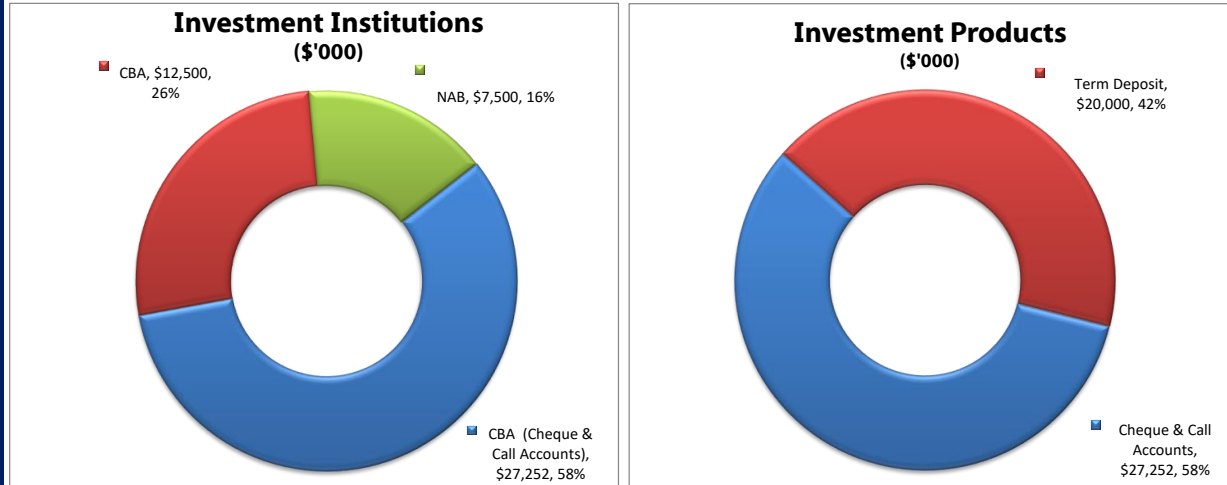
Items in Italics contain carry forward funds from 2023-24 into 2024-25. A total of \$22.158M has been carried forward from 2023-24 into 2024-25



Investment Analysis

as at 31 December 2024

A total amount of \$47.25 million in funds were invested with various financial institutions as at 31 December 2024



Councillor Expenses

for the quarter ended 31 December 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: December 2024

1 October 2024 – 26 October 2024

Ward	Performance of the Role	Professional Development	Travel	Total
Baird	\$41.61	\$0.00	\$0.00	\$41.61
Chandler	\$16.53	\$0.00	\$1,177.84	\$1,194.37
Collier	\$27.17	\$0.00	\$0.00	\$27.17
Dinsdale	\$41.61	\$0.00	\$0.00	\$41.61
Dobson	\$26.97	\$0.00	\$0.00	\$26.97
Friberg	\$41.61	\$0.00	\$0.00	\$41.61
Scott	\$41.61	\$0.00	\$0.00	\$41.61
Taylor	\$124.35	\$0.00	\$116.36	\$240.71
Tirhatuan	\$18.25	\$0.00	\$0.00	\$18.25
Total	\$379.71	\$0.00	\$1,294.20	\$1,673.91

11 November 2024 – 31 December 2024

Ward	Performance of the Role	Professional Development	Travel	Total
Baird	\$99.77	\$0.00	\$0.00	\$99.77
Chandler	\$50.58	\$0.00	\$0.00	\$50.58
Collier	\$71.45	\$0.00	\$0.00	\$71.45
Dinsdale	\$99.77	\$0.00	\$0.00	\$99.77
Dobson	\$730.14	\$0.00	\$0.00	\$730.14
Friberg	\$99.77	\$0.00	\$0.00	\$99.77
Scott	\$99.77	\$0.00	\$1,811.32	\$1,911.09
Taylor	\$50.58	\$0.00	\$0.00	\$50.58
Tirhatuan	\$53.94	\$0.00	\$0.00	\$53.94
Total	\$1,355.77	\$0.00	\$1,811.32	\$3,167.09

Councillor Expenses (continued) for the quarter ended 31 December 2024



Vehicle Expenses

Cr Jude Dwight (Chandler Ward) Mayor: 1-26 October 2024	Monthly Vehicle Expenses: 1-26 October 2024	Total \$ 1,168.60
Cr Lisa Cooper (Scott Ward) Mayor: 21 November – 31 December 2024	Monthly Vehicle Expenses: 21 November – 31 December 2024	Total \$ 1,811.32

Councillor travel expenses include expenses for a fully maintained vehicle provided for the Mayor.

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$992,800
All Wards	Council has awarded 4 Pedestrian bridge renewal projects (Package 1: Henderson road, Chatham Avenue and Package 2: Collier Reserve & Reta Matthews Reserve). Further works are in the process of being scoped and it is anticipated these works will be awarded early in the new calendar year. Program is on track to be completed within financial year.	
4	High Risk Road Failures	\$306,000
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.	
7	Road Surface Renewal Program	\$4,003,550
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 being completed by other teams. Package 2 - Has been completed. Package 3 & 4 have been awarded and will commence in mid-February for completion by end of March. Program on track for completion by end of financial year	
8	Drainage Pit and Pipe Renewal Program	\$3,749,500
All Wards	Reactive budget is fully committed. Procurement activities continuing for a further \$900k of works to be committed this calendar year. \$400K has been allocated to the Road Renewal works being as part of Road Renewal contract already awarded. Contractor recently appointed for Road Renewal contract. Funds for drainage renewal set aside for the following Road Renewal projects: (a) Harley Street North, Knoxfield; (b) Station Street, Ferntree Gully; and (c) Templeton Street, Wantirna South. (2) Civil Project Delivery - Cleve Ave, The Basin Easement Drain. Field survey work completed. Received Feature Survey and awaiting Boundary re-establishment information. Finalised discussion with South East Water regarding Sewer in Easement and alignment of property fences. Drainage alignment will need to be altered depending on further results of service depthing contractor. Will appoint service depthing contractor in early February 2025 to assist with Sewer asset information. Design 50% complete and expected to be completed in March 2025. Entire program is on track for full expenditure.	
9	Footpath Renewal Program	\$3,038,296
All Wards	56% of the 2024/25 program has been completed. Over 83% of program has been scoped and awarded to contractors. The program is tracking satisfactorily.	
10	Bicycle and Shared Path Renewal Program	\$786,000
All Wards	Asphalt shared path resurfacing works in progress, recently completed path along Kelleys Rd between Karoo Rd and Wyandra Way Rowville.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
16	Building Renewal Program	\$6,336,340
All Wards	Progress is ongoing across individual Renewal Projects this year; 200 jobs have either commenced or completed. 28 Projects have been scoped and are currently in final design or out for Request for Quotation, noting that several projects are under construction. Council has recently completed a condition assessment of facilities. Councils Facilities and Assets team are working through the data to develop Council next facility renewal program. Council has also appointed a New Builders panel which is used to deliver majority of works in a cost effective and timely manner.	
17	Playground Renewal Program	\$987,371
All Wards	The public tender for the 2024-2025 Knox Playspace Renewal has now been awarded. Construction of playspace renewals at Knox Athletics, Knox Gardens, Roselyn Crescent and Sovereign Crescent anticipate to commence in March 2025.	
24	Carpark Renewal	\$743,000
All Wards	Carrington West Carpark - Combining works with Project 1597, Carrington Park (Tennis/Scouts) and Project 1631, Carrington Park Squash Court access road. Contractor appointed and works underway with the access road behind the squash courts well advanced and works associated with Scout Hall/tennis Pavilion to follow in late January 2025. Works on the western carpark area anticipated to commence in late February and anticipate completion around late May 2025.	
25	Plant & Machinery Renewal Program	\$3,050,000
All Wards	Fleet Renewal Program under way. To date Council has 38 % of funds committed and 28% of funds expended	
104	Roadside Furniture Renewal Program	\$306,000
All Wards	Validation is occurring on identified retaining wall structures for renewal this financial year. Reactive works completed at Grandview Crescent.	
147	Energy Retrofits for Community Buildings	\$180,000
All Wards	Scoping for energy reduction projects including LED light upgrades to Knoxfield Tennis Club and heat pump hot water systems for other community sites are underway and expected to be completed by May 2025.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
229	Building Code Australia Compliance	\$147,552
All Wards	<p>Funding used to address Essential Safety Measure (ESM) defects identified during routine inspections of ESM items at Council's buildings. Council has updated expired evacuation diagrams that were nearing expiry to comply with AS3745. All works completed at 105 facilities.</p> <p>Further works to replace glass or apply safety film at early years facilities (Kindergartens) as identified by an audit that is currently been conducted at 21 services. To date the results of this audit have resulted in 12 out of 13 sites audited requiring remediation works that include the application of safety film and replacement glass.</p> <p>The Glazing Audit has been extended to other early years facilities including standalone play groups and Maternal Child and Health centres.</p>	
345	Asbestos Removal	\$100,592
All Wards	<p>Asbestos audits have commenced and will continue through February.</p> <p>Council has awarded a contract to Applied Risk Control to complete the audits and support for a 3 year period.</p> <p>Early indications are that the existing asbestos at council properties is in good condition and may not need immediate rectification. However, buildings inspected to date have been early years facilities which typically have building fabric that is in good condition due to the nature of their business.</p> <p>It is expected that some immediate rectification will be needed this year and a larger program developed for next year to remove asbestos along with the building renewal and Building Code Australia compliance works.</p> <p>It is expected that this years budget will be fully utilized.</p> <p>Asbestos flooring removal works completed in July at Carrington Park Leisure center and Glenfern Tennis is complete.</p>	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$210,375
All Wards	Industrial Roads prioritised for delivery this financial year are currently being quoted with the aim to award by early February and works be completed by late March.	
409	Parks Furniture Renewal	\$95,000
All Wards	Renewal of damaged sports seating at Bayswater oval completed.	
410	Parks Signage Renewal	\$20,000
All Wards	Scoping works for remainder of 2024/2025 financial year.	
412	Water Sensitive Urban Design Renewal	\$200,000
All Wards	Projects at three sites in final stages of procurement (90k). Civil works to be undertaken late February - early March. Community consultation including letter drop, to be undertaken in February.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
441	Significant Municipal Site Renewal	\$160,000
All Wards	Scoping works for remainder of 2024/2025 financial year.	
443	Reserves Paths Renewal	\$90,000
All Wards	Scoping works for remainder of 2024/2025 financial year.	
492	Food Act Compliance - Kitchen Retrofitting	\$48,749
All Wards	Kitchen renewals at Miller Park Reserve Pavilion and Windermere Reserve Pavilion completed in September.	
	Facilities and Councils Health team working together to determine other priority sites, several sites have been identified as requiring cleaners sinks and hand wash sinks this may involve remodeling and connecting to the grease trap as per SEW requirements. It is expected this budget will be fully committed and all works completed by within this financial year.	
536	Parkland Asset Renewal	\$95,000
All Wards	Scoping works for remainder of 2024/2025 financial year.	
537	Roadside Plantings Renewal	\$80,000
All Wards	Renewal of Heritage Way/Begner Court roundabout apron completed.	
566	Artwork Renewal	\$83,000
All Wards	Significant progress is being made with the assessment and audit of the Public and Civic Art Collection's in consultation with the Art Assessment Panel. Restoration work and lighting upgrade complete for Aeroplane Boy, Bayswater, upgrades to light box galleries at Horologist Lane, Ferntree Gully and Cinema Lane, Boronia. Scheduled maintenance of major public artworks are currently being undertaken including repairs to Bicycle Path sculpture, Wantirna. Restoration of a number of murals are continuing including 'Native Animal' relief wall at Brenock Park Drive underpass, Ferntree Gully and also 'Fish and Water' relief at Komba Park Wantirna. Regular cleaning and graffiti removal are being conducted across multiple public artworks. These essential tasks help maintain the integrity and aesthetic appeal of the collection while protecting the pieces from further damage.	
675	Public Art Project	\$192,377
All Wards	Public Art installations that support neighborhood renewal, village placemaking, tourism and cultural development projects are in progress. Planning and consultation have been delayed for CFA Upper Ferntree Gully water tank mural. This is due to extreme heat conditions expected over summer therefore will now be undertaken in March 2025. The Gilbert Park Art Billboard has been relocated at the site to accommodate the new wetlands. A selection process for new artwork has been conducted and installation of work by First Nations artist Madi Mercer is complete. Planning in progress for community focused public art project at Bayswater Park as well as progress for a public art project with students from Upper Ferntree Gully primary school to commence in February.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
708	Cricket Run Up and Goal Square Renewal Works	\$100,000
All Wards	All works to be completed by end of June 2025	
746	Revegetation Plan	\$115,000
All Wards	Planting along Dandenong Creek for World Environment Day to be completed June 2025. Planting at Koolamara Waters and Taylors Lane for World Environment Day and Blind Creek reveg to occur Winter/Spring 2025 for Wattle Day.	
834	Oversowing of Sports Fields	\$90,000
All Wards	All works to be completed by end of June 2025	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 3	\$300,000
Friberg	Project under review with cost analysis via quantity surveyor occurred.	
871	Energy Performance Contract Implementation	\$24,000
All Wards	All projects completed. Council has commissioned an evaluation and monitoring report to close out the Energy Performance Contract.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$907,570
Tirhatuan	(1) Courts 4 & 5 - Works completed (2) Courts 1-3 - Contractor has been appointed and works commenced earlier than expected mid-December 2024. Works are now well underway at around 30% complete and expect concreting of courts to commence late January. Expect works to be completed by mid-late March 2025 whilst suitable ambient temperatures are available.	
941	Knox Regional Netball Centre - Court Renewals	\$130,000
Dobson	Courts currently being painted. Scheduled completion is February.	
951	Community Toilet Replacement Program	\$311,564
All Wards	Quotations organised and contract will be awarded in January 2025.	
999	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	\$1,500,000
Dinsdale	Final works completed and site fully open to the public following official opening event in early December 2024.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$1,335,000
Collier	The design consultant has issued a final tender issue for review. The public tender is scheduled to open early February 2025. The scope will include the delivery of a dog park, a playspace upgrade and an upgrade to an existing drainage swale.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1123	Public Tennis / Netball / Basketball Court Renewals	\$150,000
All Wards	One small project is outstanding. Scheduled completion late Jan or early Feb.	
1124	Sportsfield Fencing Renewals	\$140,000
All Wards	All works to be completed by end of June 2025	
1176	Solar in Community Facilities	\$100,000
All Wards	A 10kW Solar System along with 12kWh battery has been installed and operational at Knox Infolink. Scoping for additional sites currently underway.	
1180	Forest Road to Koolunga Reserve, FTG - Wetland Construction	\$366,000
Chandler	Quotation for detailed design of Gross Pollutant Trap (GPT) and supporting infrastructure delayed until post-Christmas break. Quotes to be sort in the coming month	
1184	Egan Lee Reserve - Wetland Construction	\$922,447
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 works essentially completed with additional mulching now completed and planting to follow.	
1261	Wantirna Reserve - Car Park Upgrade	\$155,000
Collier	Design of eastern carparks (adjacent to new playground area) approximately 95% complete, design review complete with minor design changes underway. Design being integrated with Wantirna Reserve Masterplan priorities.	
1267	Early Years Facilities - Landscaping Upgrades	\$149,000
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.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$39,522
Tirhatuan	Draft lease agreement provided to Body Corporates Lawyer for their review which seeks agreement to proceed with construction of shared path on a portion of non Council land.	
1300	Parking Management Plan Implementation	\$30,000
All Wards	Liaising with Communications Team to raise 'Have Your Say' pages for Rowville and Mountain Gate in April. The Basin Parking Management Plan Have Your Say is completed. Feedback is to be reviewed in February and a draft plan to be amended for presentation to Council. Bayswater signage alterations underway. Seeking quotes for construction of 2 accessible parking bays, a third one will have to be designed.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1308	Kevin Ave, Ferntree Gully Flood Investigation	\$30,000
Dobson	Quotes for options and assessment of the viability of a new main drain delayed to post-Christmas break. Quotes to be sought within the next two months.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$250,000
All Wards	Roy Court Boronia, Clematis Ave FTG, Garnet St FTG & Laurel Ave Boronia handed over to Knox Construction Group for delivery.	
1311	Major Roads LED Streetlight Replacement	\$2,250,000
All Wards	Installation of streetlights continues with over 1,100 lights installed to date, representing just over 65% of the lights to be installed in this round of works.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$390,000
Baird	Project still under 12 months defects liability period	
1365	Programmed Road Renewal Works from June annual Audits	\$10,000
All Wards	1. Kings Crt - Survey and Geotech investigations complete. Design nearing completion with minor alterations following Design Review. Expected to be completed by late Jan. 2025; 2. High St Rd Service Road - Survey and Geotech investigations complete. Design to commence in January 2025 and is expected to be completed by April 2025; 3. Burwood Hwy Service Road - Survey and Geotech investigations complete. Design at 30% complete and is expected to be completed by March 2025.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$553,289
Scott	The natural turf pitch is completed, the sports team is now responsible for the maintenance. There is a temp fence around it until late January.	
1391	Knox Hockey Facility Development	\$176,364
Collier	Maintenance and defects liability period ongoing until 23/06/2025.	
1406	Cultural Venues Accessibility Upgrades	\$80,000
Chandler	Works are in progress.	
1412	Macauley Place, Bayswater - Shared Safety Zone	\$255,700
Dinsdale	Survey completed, Design underway and around 30% complete. Consultation with the traders underway by Traffic & Transport. Also awaiting Department of Transport and Planning approval. Awaiting outcome on both before progressing design.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$262,705
Dobson	The concept plan for Kings Park Dog Park is complete, and construction drawings are being prepared. Council Major Initiative Unit will also seek quotes for drainage improvements for the dog park.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1414	Cardiff Street - Flood Mitigation Works	\$488,706
Baird	Project handed over to Knox Construction Group for delivery, works to begin on-site in March 2025	
1418	Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade	\$120,000
Dobson	Works detailed in previous update still on-going.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$105,484
Friberg	Tank Cleaning completed. External peer review of treatment upgrade has been commissioned, report is expected at the end of January.	
1421	Kings Park Reserve - Stormwater Harvesting Upgrade	\$120,000
Dobson	Meter installed at Kings Park Reserve in November. Council is monitoring the harvested water usage and distinguish between potable and harvested water usage.	
1422	Gilbert Reserve - Wetland	\$998,901
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, planting and additional mulch to support the vegetation through the residual of summer currently underway.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$88,204
Friberg	Project completed.	
1465	Knox Athletics, Knoxfield - Lighting to Track	\$382,182
Friberg	Installation of new Athletics track lighting is complete.	
1470	Electronic Entry to Sporting Pavilions.	\$66,000
All Wards	Facilities are working with consultants to develop an electronic locking and key standard to be used when developing new sites and applied to existing facilities. 2 sites have been identified as potential prime candidates for electronic locking in conjunction with renewal projects.	
1473	Egan Lee Reserve, Knoxfield - Car Park Extension	\$417,633
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). Wetland works nearing completion with additional mulching activity now underway. Anticipate carpark works will commence from 20 January '25 and expect to be completed by around mid-late March '25.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1474	Knox Skate & BMX Park, Knoxfield - Carpark	\$537,391
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). Wetland works nearing completion and carpark construction now underway. Anticipate construction of carpark works may be completed by late Feb/early March '25.	
1483	Update FCS signage from Preschool to Kindergarten	\$70,000
All Wards	Works are being scoped with Early years team	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan Implementation	\$212,301
Taylor	Stage 2 basketball key works have been awarded & is scheduled for delivery in late February 2025.	
1516	Lakesfield Reserve, Lysterfield - Landscape Plan	\$25,000
Dobson	Detailed design will commence in early 2025.	
1518	Schultz Reserve, Wantirna - Landscape Plan Implementation	\$102,196
Collier	Renewal of play equipment scheduled to occur later this financial year.	
1523	Harley Street North Road Reconstruction	\$361,000
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. Contract works now well underway. K & Ch works completed on East side and drainage has commenced on west side. Works approximately 35% complete with works expect to be completed in March 2025.	
1528	Chandler Road - Road Reconstruction	\$510,000
Chandler	Works combined with Green Spine Corridor project (3016-1624). Have completed community engagement and received feedback from the community on sequence and timing of staging the Chandler Rd road works which has influenced sequence of construction staging requirements. Contractor appointed prior to Christmas and expected to commence works on site from 22 Jan. '25. The contractor will commence works along Stage 1 - along Genista Ave towards Dorset Rd. Subject to receiving approval from VicRoads on proposed Traffic Management Plans they will then commence works on Chandler Rd - this is anticipated to occur from mid-February '25. This will involve temporary road closure between Dorset Rd and Floriston Rd for a short period of time until pavement works are completed.	
1529	Knox Athletics Track Renewal & Upgrades	\$2,974,899
Friberg	Practical Completion has occurred. A couple of minor items are to be rectify before handing over to the tenant clubs. Handover should occur early to mid-February.	
1534	Bayswater Oval - Sportsfield Renewal - Design	\$50,000
Dinsdale	Bayswater oval design completed.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1537	Bayswater Oval - Cricket Net Renewal	\$567,841
Dinsdale	All approvals from the water authorities have been obtained. The Building Permit has now been received and works are scheduled to commence January 29 with completion by the beginning of April.	
1543	Sportsfield Infrastructure program replacement	\$75,000
All Wards	All works scheduled to be completed by June 30	
1544	Irrigation Infrastructure Program Replacement	\$75,000
All Wards	All works to be completed by end of June 2025	
1550	Park Ridge Reserve Existing Pavilion Refurbishment	\$2,452,218
Taylor	Modular building components have commenced in factory. Onsite activities to ready site for new building set to commence prior to end of January 2025.	
1555	Community Facilities Signage - Upgrades	\$84,140
All Wards	Community Consultation to be completed for remaining facilities	
1557	Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design	\$25,000
Tirhatuan	Arranging flood modelling of proposed speed humps to ensure the humps do not make the flooding worse. Letter was sent late last year to inform residents about the outcome of the earlier consultation and that we would be back in contact to advise actual location of speed humps early in 2025.	
1559	Upper Ferntree Gully Rail Link - Shared Path Construction	\$113,384
Dobson	Working on risk assessment spreadsheet. Updated functional layout plan. It will be submitted to Metro Trains Melbourne for approval by the end of January.	
1561	Harold Street Onroad Bicycle Facilities	\$350,000
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 appointed and works well underway. Contractor concentrating efforts on Shared Path works in Harold St adjacent to Wantirna College during the school break in order to minimise impact to school. Works around 30% complete, with contact expected to be completed by March 2025. Contract works coordinated with Templeton Rd road renewal.	
1563	Stud Road Onroad Bicycle Facilities	\$40,570
Tirhatuan	Consultation with Department of Transport & Planning and community has occurred. Scope confirmed and survey complete. Detailed design underway and is 80% complete.	
1565	Napoleon Rd - Electronic 40km/h signs at school crossings	\$76,830
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

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1566	Brenock Park Drive Footpath and Bus Stop works	\$22,500
Dobson	Survey completed and scope confirmed. Consultation with Public Transport Victoria regarding bus stop relocation underway by Traffic & Transport - awaiting a response. Design underway and 45% complete.	
1567	193 Forest Rd, Boronia Stormwater Upgrades	\$100,000
Dobson	Design complete, project to be handed over the Knox Construction Group for delivery shortly.	
1568	EV Charging stations in Council facilities for fleet charging	\$95,000
All Wards	Evaluating Tender submissions for upgrade of EV chargers at the Operations Centre	
1573	Lupton Way Future Public Art Lighting	\$50,000
Baird	All works have been completed	
1574	Fairpark Reserve, Ferntree Gully - Cricket Net Renewal	\$360,000
Baird	Construction on site continues with the concrete slabs for the shed and nets being completed. The fencing installation has commenced and the shed is due to be reinstated at the end of January. Completion date is scheduled for mid February.	
1576	Ambleside Homestead Upgrade Review	\$61,798
Dobson	Report received from consultants. Report provided to Council with decision on the future direction of this project to be made.	
1577	Tormore Reserve Pavilion - Facility Redevelopment	\$4,055,000
Baird	Construction Contract awarded. Construction commencing onsite 29th January 2025.	
1578	Templeton Road - Road Reconstruction	\$700,000
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 appointed with works well underway. K & Ch and drainage completed on East side. Work efforts have shifted over to associated shared path project in Harold St adjacent to Wantima College during the school break in order to restrict any impact to school. Works around 30% complete with works expected to be completed by March 2025.	
1579	Station Street - Road Reconstruction	\$790,000
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 around late February and be completed by late April 2025.	
1581	Wally Tew Reserve Oval 1 - Sportsfield Renewal	\$1,750,000
Dobson	Construction is progressing well. The temp fence is scheduled to come down in January 2026.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1582	Lewis Park - Oval No.2 - Sportsfield Renewal	\$1,750,000
Dinsdale	Construction is progressing well. The temp fence is scheduled to come down in January 2026.	
1583	Knox BMX Track Renewal Works	\$243,515
Friberg	The contract was awarded at the end of December with construction of drainage, track resurfacing and repairs to commence mid February. Completion is scheduled for the end of March.	
1585	Windermere Reserve - Cricket Net Renewal	\$360,000
Friberg	Construction is progressing well and expected to be complete in March/April 2025.	
1586	Gilmour Park - Shade Shelter	\$35,000
Dobson	All works are complete	
1588	Carrington Park Pavilion - Design	\$250,000
Collier	Lead Consultant (Architect) has been appointed, project is now in Design Phase. Design and Tender Phase anticipated to conclude end of 2025, indicative Construction start early 2026.	
1591	Wally Tew Pavilion Upgrade	\$200,000
Dobson	Tender has closed and currently under evaluation.	
1595	Knox City Tennis Courts - LED Lighting Upgrades	\$341,203
Dinsdale	Knox City Tennis lighting upgrade and irrigation works underway. Underground boring works and perimeter light pole footings complete. Works due to be complete by March.	
1596	Stud Park Reserve - Car Park Upgrade	\$200,000
Tirhatuan	Design completed and project packaged with Knox Park Reserve Carpark (Project No. 1958). Contractor appointed with works having initially commenced in Knox Park. Works at Stud Park to follow in early March '25 and expected to be complete by mid-April '25. Separate plans for design ramp complete and provided to Civil Construction team for separate delivery.	
1597	Carrington Park (Tennis/Scouts) - Car Park Upgrade	\$410,000
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. Contractor appointed and works underway with the access road behind the squash courts well advanced and works associated with Scout Hall/tennis Pavilion to follow from Late January 2025.	
1598	Knox Park Reserve - Car Park Upgrade	\$380,000
Friberg	Carpark design completed and project packaged with Stud Park carpark (Project No. 1956). Contractor appointed with works having recently commenced Mid-January '25 and expected to be completed by mid-March '25.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1599	Knox Regional Netball Centre - Wayfinding Signage	\$5,643
Dobson	All works have been completed	
1602	Make safe storage rooms across all children & family centres	\$50,000
All Wards	Works have not commenced	
1606	Boronia Progress Hall - access ramp	\$90,000
Baird	Contractor has been appointed, and building permit application stage, works will be started in February once building permit is ready.	
1607	Cypress Avenue east side between 37 Cypress Ave and Boronia Rd - Footpath	\$130,000
Baird	Project completed.	
1609	Mount View Road south side between Dawson Street and Willow Road - Footpath	\$190,000
Dobson	Survey completed. Design 90% complete and presented for Review. Construction quote to be arranged on approval of design plans.	
1611	Oak Avenue between Dorset Road and Range view Road - Footpath	\$120,000
Chandler	Confirmed scope with Traffic & Transport. Design 75% complete and expected to be completed in February. Construction quote to be arranged on approval of design plans.	
1612	Wyandra Way, Rowville - LATM Treatment	\$80,000
Friberg	New streetlight installed by Ausnet. Speed hump installation planned for first quarter of 2025.	
1614	Scoresby Road/Victoria Road/Devenish Road intersection - Redesign	\$23,000
Baird	Further comments now received from Greater Metro Advice Project Group at Department of Transport and Planning DTP. Concept design has been amended and resubmitted to DTP for final approval.	
1617	Turramurra Drive - Kerb outstands at Arcadia Park	\$40,000
Tirhatuan	Project complete.	
1620	High Street Road Bus Stop Connections	\$208,000
Collier	Consultation on Concept Plan is continuing with Department of Transport and Planning DTP and verbal feedback received from DTP with written outcome expected very soon. Approval will then be sought through Parks Vic and they will undertake consultation with lease holders before responding. Design can then be finalised and construction quotes sought. Likely to initiate construction towards end of financial year and finalise early next financial year.	
1622	Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade	\$220,000
Dinsdale	Currently discussing project direction due to change in landowner and site complexity	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1623	Liberty Avenue Reserve Wetland/ Harvesting System	\$400,000
Taylor	3D model, drone fly over and video to support community engagement process awarded and currently underway. Final deliverables expected by end of February 2025 with the formal engagement process to begin in March.	
1624	Green spine Corridor (Chandler Road)	\$1,200,000
Chandler	Works combined with Chandler Road road renewal project (1001-1528). Council have completed community engagement and received feedback from the community on sequence and timing of staging the Chandler Rd road works which has influenced sequence of construction staging requirements. Contractor appointed prior to Christmas and expected to commence works on site from 22 Jan. '25. The contractor will commence works along Stage 1 - along Genista Ave towards Dorset Rd. Subject to receiving approval from VicRoads on proposed Traffic Management Plans they will then commence works on Chandler Rd - this is anticipated to occur from mid-February '25. This will involve temporary road closure between Dorset Rd and Floriston Rd for a short period of time until pavement works are completed.	
1625	Boronia Basketball stadium demolition	\$1,066,000
Baird	Permit is approved, all assets collected by stakeholders, electricity isolated from library and demolition has begun on site.	
1627	Boronia Park Retarding Basin Flood Management Works	\$150,000
Baird	New working group established with the intent on reshaping the precinct plan. Discussions on the retarding basin footprint size/orientation and how it will relate to other features within the site scheduled for before the end of January.	
1629	Community Planning to support Boronia railway station development	\$50,000
Baird	Internal facilitated workshop to develop ideas for Lupton Way, held in January.	
1631	Carrington Park - Squash Court	\$350,000
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). Contract works well advanced and around 35% complete. Works associated with Scout Hall/tennis Pavilion to follow in late January 2025.	
1632	Knox Leisureworks - Strategic Review	\$280,000
Baird	Stage 1 - Strategic Assessment Underway. Calling for Tenders for technical Assessment	
1635	Borg Crescent - Road Reconstruction - Design	\$37,000
Tirhatuan	Survey and Geotech investigations complete. Awaiting service depth results for drainage upgrades - should receive final results early February. Design 85% complete and is expected to be completed by end of February 2025.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1636	Acacia Road - Road Reconstruction - Design	\$50,000
Dobson	Survey and Geotech investigation completed. Design nearing completion with minor alterations following Design Review. Expected to be completed by late Jan. 2025.	
1637	Stud Road (Service Road) - Road Reconstruction - Design	\$25,000
Dobson	Survey and Geotech investigations complete. Design completed and minor alterations required following design review.	
1638	Hartington Drive - Road Reconstruction - Design	\$42,000
Dobson	Completed through Road Resurfacing Program.	
1639	Kenross Court - Road Reconstruction - Design	\$15,000
Collier	Survey and Geotech investigations complete. Design nearing completion with minor alterations following Design Review. Expected to be completed by late Jan. 2025.	
1640	Grayson Drive - Road Reconstruction - Design	\$20,000
Tirhatuan	Completed through Road Resurfacing program.	
1641	Hakea Place - Road Reconstruction - Design	\$25,000
Tirhatuan	Geotech Completed and Service locating to be conducted. Design 95% completed with design review to follow.	
1642	Sasses Ave - Road Reconstruction - Design	\$45,000
Dinsdale	Survey and Geotech investigations complete. Concept plan prepared. Design 50% complete and expected to be completed by Mid-March 2025.	
1643	Tormore Reserve - Fencing Renewal	\$100,000
Baird	Construction complete.	
1644	Knox Gardens Reserve - Cricket Net Renewal - Design	\$15,000
Scott	Project completed.	
1645	Lakesfield Reserve - Cricket Net Renewal - Design	\$15,000
Dobson	Project completed.	
1646	Lewis Park Oval 2 - Floodlighting Upgrade	\$300,000
Dinsdale	Construction is progressing well. The temp fence is scheduled to come down in January 2026.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1647	Knox City Tennis Club - Car Park Upgrade - Design	\$35,000
Dinsdale	Survey and Geotechnical investigations completed. Detailed design underway and 95% complete. Design review underway.	
1648	Knox Regional Netball Centre Court Line Marking	\$50,000
Dobson	All the equipment for the new badminton/pickleball courts on existing netball courts 3 and 4 at Knox Regional Netball Centre has been ordered and/or received. The line marking of the new sports will be installed and finished over the first week of April during term 1 school holidays.	
1649	Rowville Community Centre Indoor Scoreboards/Backboards	\$100,000
Tirhatuan	The basketball rings and backboards were removed from the Boronia Basketball Stadium in December 24. They are being stored at Ringleaders facility. We are waiting on quotes for engineering and installation of the backboards. We are anticipating that the works will commence at the end of March.	
1650	All Indoor Leisure Sites Security Upgrades	\$30,000
All Wards	Contract has awarded. The consultant is in the processing of investigation and preparation of reports.	
1651	Access Key Plans for Early Years Centres	\$40,000
All Wards	plans have not commenced	
1652	Biloo Renovations to provide additional licenced spaces	\$300,000
Collier	Project has not commenced	
1653	Early Years Hubs - OHS Playspace works	\$70,000
All Wards	Engaged consultant to undertake scoping, consultation and concept design. Costing to deliver works will be submitted for concept design by end of Jan.	
1654	HV Jones Community Hall - Accessible Toilet	\$10,000
Friberg	Project complete.	
1655	Marie Wallace Community Pavilion - Fit for purpose	\$10,000
Dinsdale	Scope changed to do concept design for accessible toilet for this building, quotation stage.	
1656	HV Jones Community Room - Accessible Bathroom	\$10,000
Friberg	Project complete.	
1657	Francis Crescent - Stage 1 Rear Garden	\$40,000
Dobson	Quotes organized. Contractor will be appointed for undertaking works from February 2025.	

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1658 Dinsdale	Coonara Community House Education Centre - Bathroom Sinks Project completed.	\$12,000
1659 Dobson	Veronica Street between Underwood Road - 20 Veronica (South Side) Footpath Consultation with residents completed by Traffic & Transport. Positive outcome received and concept plan approved. Survey quotes being sought and expected to commence soon.	\$10,000
1660 Chandler	Mountain Highway, Wicks Road to Claremont Avenue - Footpath Service proving & Geotechnical Investigations delayed with quotes to be sought. Design 50% complete.	\$300,000
1661 Dobson	Stockton Avenue Reserve - Footpath Planning to construct in February-March.	\$50,000
1662 Taylor	Eildon Parade, Rowville - LATM Treatment Concept plan complete. Notification of proposed locations for traffic humps to be distributed for second round of consultation in February.	\$15,000
1663 Baird	Agora Blvd - Burke Rd to Wattletree Rd - Traffic Treatment Consultation with residents complete. Traffic treatment is not supported.	\$30,000
1664 All Wards	Bike Repair Stations (5 sites) Five locations ready for construction of hardstand area. Consultation complete. Construction to advise once pads are finished. Bike repair stations to be installed thereafter.	\$50,000
1665 Dinsdale	Sasses Avenue / Boronia Road Bayswater - Intersection Improvements Survey and Geotech investigations complete and Concept Plan prepared. Traffic and Transport team advise of altered scope following discussions with Department of Transport and Planning DTP. Awaiting final requirements from DTP. Design 60% complete and expected to be completed by Mid-March 2025.	\$10,000
1666 Scott	Meridian Parade - Additional Lighting Consultation with nearby residents is complete. Project has good support. Request for quote for new lighting sent to United Energy.	\$25,000
1667 Scott	Dirt Jump Facility - Design and Construct Request for quotation for the design and construction of the dirt jump facility has closed. Project currently under review.	\$50,000

Knox City Council Project Status Report

24-Jan-2025

Project Number	Project Name	Total Adjusted Budget
1668	Future Project Design	\$122,175
All Wards	Council currently seeking quotes for planned worked by end of February.	
1669	Wantirna Reserve - Wetland Design	\$15,000
Collier	Project handed over to Major Projects team, draft civil and landscape plans have been developed and are currently in-review for the construction of a vegetated swale.	
1670	Seniors Exercise Parks	\$300,000
All Wards	Equipment has been procured; Council has engaged a consultant and is currently preparing drawings & tender documentation in preparing for construction.	
Total:		\$67,794,377



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 Q2, 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 – 2023-24 Milestone” column, the Council Plan action appears first, with the annual Major Initiative following after a hyphen (“-”).

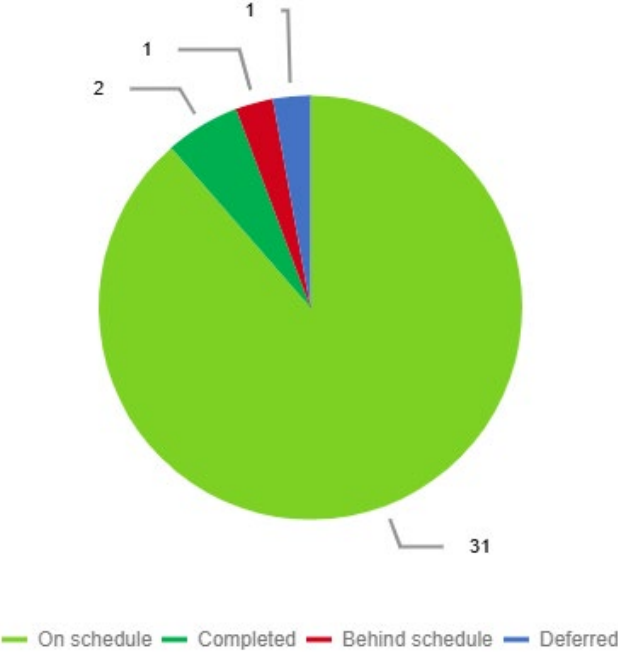
Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years.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

Complete	On schedule	Deferred	Behind schedule
✓			

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 3 2024-2025 progress report.

Q2, 2024/2025 - Progress Summary





The assessment of progress against the milestones relates only to Q2, 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	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.	On schedule	20%	The procurement process to engage a consultant to prepare the Spatial Plan was completed in November 2024 and evaluation of responses completed by Knox, Yarra Ranges and Maroondah Councils in December 2024. Preparation of the draft Spatial Plan is expected to be undertaken in Q3 2024-25.	
CP 1.1.4	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.	Behind schedule	0%	This milestone will not be met. A Senior Strategic Investment Officer was appointed in early December 2024 and will deliver a project brief for the economic strategic plan in Q3 2024-25. Officers have received training in the use of 'Economy id', an online economic tool that provides in-depth and up-to-date economic insights for local areas. This will enable Knox City Council to access economic data to support the economic strategic plan. However, due to internal constraints and the need for significant stakeholder engagement, it will be difficult to complete even a draft economic strategic plan before the end of Q4 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	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)	Completed	100%	As of 31 December 2024, Knox City Council ceased being a kindergarten service provider for all stand-alone sessional kindergartens. From 1 January 2025, the 18 stand-alone sessional kindergartens that operated in 2024 were transferred to not-for-profit kindergarten providers who have entered into lease arrangements for Council's facilities. Council will continue to provide funded kindergarten programs at the Bayswater and Wantirna South Early Years Hubs and will manage the central registration system for sessional kindergarten within the municipality to ensure that children and families in Knox have fair access to kindergarten places.	✓

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Maintaining the number of existing businesses in Knox.	The total number of businesses registered in Knox.	Annual	14,046 (2019)	14,077 (2021)	14,778 (2022)	14,859 (2023)	N/A	
An increase in new businesses in Knox.	The total number of new businesses registered in Knox.	Annual	875 (2020-21)	1,174	300	1,038	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
More residents employed in Knox.	The percentage of Knox residents who work in Knox.	5-yearly	32.2% (2016)	32.1% (2021)	Data not available	Data not available	N/A	
More people with need for assistance employed in Knox.	The percentage of Knox residents (community of interest - people with need for assistance) employed.	5-yearly	83.9% (2016)	87.0% (2021)	Data not available	Data not available	N/A	
An increase in Knox's Gross Regional Product/capita.	An estimate of the total value of all final goods and services produced in the economy based on final market value for the end consumer.	Annual	\$65,030 (2018)	\$70,819 (2021)	\$74,416 (2022)	\$76,215 (2023)	N/A	



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Improved secondary school completion rates.	Percentage of population 15+ years with Year 12 or equivalent.	5-yearly	55.0% (2016)	60.7% (2021)	Data not available	Data not available	N/A	
Increased participation in Knox’s Business Education program.	Number of businesses who participated in Knox education programs.	Annual	335 (2020-21)	113	24	393	N/A	
More community education programs run by Knox.	The number of community training workshops run by Knox.	Half-yearly	12	12	18	16	7	A total of seven community training workshops were held in H1 of 2024-25. The topics were: Social media training (21 August), Conflict management (5 September), Child Safe standards for community groups (19 September), Cultural awareness (9 October), Best practice financials for not-for-profits (24 October), The 3Rs of family violence (30 October), and Building Aboriginal cultural competency (7 November).


Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Participation in funded 3-year-old kindergarten.	Percentage of eligible children enrolled in Government-funded 3-year-old kindergarten.	Annual	New data set	69.3% (2022)	80.75% (2023)	Data not available	N/A	
Increased participation in funded 4-year-old kindergarten.	Percentage of eligible children enrolled in Government-funded 4-year-old kindergarten.	Annual	85.7% (2020)	91.0% (2022)	91.15% (2023)	Data not available	N/A	

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	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. ♦	On schedule	40%	Officers have regular communications with social and affordable housing providers and have also presented an opportunity to Council to develop a parcel of land in Bayswater for the purpose of social housing. This proposal was not successful at Council. Through the Eastern Affordable Housing Alliance (EAHA) Council is currently preparing for the upcoming State and Federal elections in relation to social and affordable housing. Officers continue to progress the actions of the plan.	
CP 2.1.2	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)	On schedule	0%	Council is currently waiting on the State Government to finalise the new spatial plan for Victoria and planning reforms. This includes confirmation of a housing target for Knox and reforms to the planning system which may influence the scope of the Housing Strategy. This includes reforms to neighbourhood character provisions which may limit the scope of work in a neighbourhood character review.	


Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.1.3	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. ♦	On schedule	60%	The Eastern Affordable Housing Alliance (EAHA) has scheduled a Managers' Workshop for February 2025 to create a workplan for the 2025-26 financial year. Planning is underway for both internal and external events to be held in 2025, as well as redefining 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	Facilitate and support the implementation of the Boronia Renewal program - Deliver Stage 1 of the Green Spine Corridor project within the Boronia Renewal Strategy.	On schedule	30%	The Green Spine Corridor project has been combined with Chandler Road renewal project. Community engagement on the method and sequence of staging the Chandler Road works is complete. This included face-to-face engagement at a shopfront in Boronia Mall and an online 'Have Your Say' survey during Q2 2024-25. Survey results have influenced the sequence of construction staging requirements. A contractor was appointed in late December 2024. Pre-construction discussions are planned with the contractor and works are expected to commence before the end of January 2025 and continue through to Q1 2025-26.	
CP 2.2.5	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.	On schedule	50%	A tender was developed for the site analysis and feature survey in Q2 2024-25 and released to the market. A contract with the preferred provider has been developed and will be secured in Q3 2024-25. The feature survey underpins Council's understanding of the development opportunities of the site.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.9	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. ♦	On schedule	60%	Council officers have entered and scored data from pavilion fit-for-purpose assessments, reviewed the utilisation of playgroups and Maternal Child Health centres and reviewed methods for determining provision ratios for these services. Council has also benchmarked provision ratios of all services with surrounding Local Government Areas.	
CP 2.2.12	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.	On schedule	50%	Delivery of Year 3 action items is ongoing. Review and consultation of Council's next Domestic Animal Management Plan (DAMP) has begun with community engagement to commence in March 2025. Council continues to partner with our pound provider to promote services, including discounted cat and dog desexing and free cat microchipping.	
CP 2.2.13	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)	Deferred	5%	The Bayswater Renewal Strategy was adopted by Council on 26 August 2024 and an urban planning provider was appointed to prepare planning controls to support a planning scheme amendment. Officers have temporarily deferred the project to 2025 following advice from the Department of Transport and Planning (DTP) that planning reforms may reshape a future amendment, including the introduction of the Built Form Overlay, walkable catchment provisions and the possible nomination of Bayswater in the next list of 25 activity centres.	

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	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. ♦	On schedule	50%	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 (DTP) and met with departmental representatives to discuss the projects. A strategic transport meeting was held between Council officers and the DTP in October 2024 to discuss pipeline project priorities. Council is liaising with the DTP 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. An operational meeting to discuss key traffic engineering and road safety matters was held in Q2 2024-25 between Council officers and DTP personnel. Key Knox transport priorities were also shared with the Eastern Transport Coalition (ETC) in Q2 2024-25, through which Knox officers continue to work with neighbouring Councils to support a coordinated approach to transport advocacy. Key matters considered were: Kenetic Buses switching to an electric fleet, the Federal election advocacy workplan, Eastern Regional Trails Group advocacy, the Webster Street level crossing removal project, and Knox's Mobility and Access Action Plan. Council also continues to pursue advocacy through the ETC by identifying priority safe arterial road crossing routes to enhance access to frequent bus services. Regular meetings are happening between Council officers and the Level Crossing Removal Projects group to discuss the Boronia Station Precinct Upgrade project. Items discussed include design details, impact on businesses, land matters, and project risks.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.15	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. ◆	On schedule	50%	The newly adopted Knox Cycling Action Plan is being used to inform priorities in the shared path program from 2025-26 onwards. Contracts were awarded for the construction of 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. Minor preliminary works for the Harold Street project were completed in Q2 2024-25 by Council's in-house Civil Construction Group. 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; 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.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.17	<p>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. ♦</p>	On schedule	50%	<p>The planning for the 2025 first term's (January-April 2025) outings has been completed. These outings are designed not just around touristy activities but also provide educational experiences, such as a trip to the Yakult Factory to learn about Australia's favorite probiotic, a visit to San Remo to enjoy nature and participate in pelican feeding, and a journey to Old Gipps town to explore Victoria's rich heritage. In addition to these outings, Knox's senior clubs, which operate on a financial-year booking process, will enjoy trips of their choice anywhere within 100 kilometres of Knox through to the end of Q4 2024-25. Due to increasing demand and to better support local senior clubs, Community Transport will now offer two bookings per financial year instead of the usual single booking. This change allows seniors more opportunities to be out and about using subsidised Community Transport buses. Bookings for 2025-26 will open from April 2025, ensuring ample time for planning and participation. A new pilot project is also underway to assist Rowville residents with shopping by providing transport to Stud Park Shopping Centre. This initiative offers convenience and support to the community. Efforts continue to maintain the accessibility and affordability of these services while exploring the potential inclusion of an on-demand transport service to enhance flexibility and better meet the community's evolving requirements.</p>	

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
More social and rental housing that is affordable to low-income households in Knox.	The proportion of need that can be met with existing local social housing and affordable private rentals.	5-yearly	77% (2020)	77% (2021)	Data not available	Data not available	N/A	
A reduction in the median household incomes needed to purchase a typical house.	The average number of household incomes needed to purchase a typical house.	5-yearly	8.9 (2016)	9.7 (2021)	Data not available	Data not available	N/A	
Increased public transport usage.	Percentage of weekday trips made by public transport.	2-yearly	6.54% (2018)	6.41% (2020)	Data not available	Data not available	N/A	


Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
More one- and two-bedroom dwellings approved for construction in Knox.	The number of one- and two-bedroom dwellings approved for construction in Knox.	Annual	240 (2020-21)	Data not available	174	52	N/A	
An increase in the number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	Annual	517 (March 2020)	1,090 (March 2022)	1,251 (March 2023)	1,300	N/A	
Improved community satisfaction with recreation facilities.	Community satisfaction score for recreation facilities.	Annual	74 (2021)	73 (2022)	70 (2023)	80	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Improved community satisfaction with arts centres and libraries.	Community satisfaction score for arts centres and libraries.	Annual	72 (2021)	70 (2022)	70 (2023)	80 (2024)	N/A	
						85 (2024)	N/A	
Improved community satisfaction with appearance of public areas.	Community satisfaction score for appearance of public areas.	Annual	72 (2021)	69 (2022)	63 (2023)	75	N/A	
Improved community satisfaction with sealed local roads.	Community satisfaction score for sealed local roads.	Annual	70 (2021)	68 (2022)	55 (2023)	67	N/A	
Improved community satisfaction with planning for population growth.	Community satisfaction score for planning for population growth.	Annual	55 (2021)	56 (2022)	Data not available	70	N/A	


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	Implement Knox's Biodiversity Resilience Plan - Progress implementation of funded Year 2 actions from the Biodiversity Action Plan. ♦ (Major Initiative 2024-25)	On schedule	40%	An internal community engagement strategy has been developed. The steering-group-created program will be launched in Q3 2024-25. A citizen science program and a communications plan have been developed for Q3 and Q4 2024-25. An update of sites of biological significance is underway and expected to be completed in Q3 2024-25. A Pest Animal Program is in place, and funding has been received from the Department of Energy, Environment and Climate Action (DEECA) to implement deer management.	

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	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. ♦	On schedule	50%	Year 4 actions of the Climate Response Plan commenced or progressed in Q2 2024-25 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 and commencing work on Round 3 of the program; continued rollout of the Net Zero Hero community education program; continuation of the Major Road Streetlight LED replacement program, with over 700 lights installed in Q2 2024-25; facilitation of an additional public electric vehicle (EV) charging station at Studfield Shopping Centre; and commencement of works for a fast EV charger at The Basin Triangle Car Park.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 3.2.6	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. ♦	On schedule	50%	Shared path and road projects implemented through the first three years of this initiative will continue to be monitored and evaluated 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	Secure long-term solutions for the treatment and disposal of residual waste streams.	On schedule	90%	Knox City Council has joined with eight other councils in Melbourne's southeast to find a better solution for waste than burying it in the ground. An agreement was finalised in August 2024. This will see an external provider build and manage a facility that will reduce greenhouse gas emissions by 270,000 tonnes annually. This facility will be operational in December 2028, with financial close estimated by the end of Q4 2024-25.	

The difference we’re making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022–23 Result	2023–24 Result	2024–25 Q2 Result	Comment
More houses within 400m of open space.	The percentage of Knox homes within 400m of a public open space of any size.	2-yearly	69% (2018)	76.9% (2021)	Data not available	Data not available	N/A	
An increase in tree canopy coverage.	Percentage of Knox’s total area under tree canopy cover.	2-yearly	18% (2018)	Data not available	Data not available	Data not available	N/A	
A reduction in greenhouse gas emissions.	Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas, and electricity).	Annual (September)	15 (2017)	14.5 (2020-21)	Data not available	Data not available	N/A	
An increase in renewable energy usage.	Renewable energy as a percentage of total electricity consumption.	Annual	7.3% (2017)	56% (2021)	47%	48%	N/A	


Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
A reduction in Council's corporate greenhouse gas emissions.	Council's corporate greenhouse gas emissions.	Annual (September)	9,733 (2020-21)	8,605 (2021-22)	8,357 (2022-23)	Data not available	N/A	
An increase in Council's corporate renewable energy usage.	Total Installed capacity of Solar on Council facilities.	Annual	662kW (2020-21)	816kW	916kW	1,108kW	N/A	
A higher annual net gain of trees in Knox.	A higher annual net gain of trees in Knox.	Annual	1,249 (2020-21)	1,420	1,611	1,381	N/A	
Improved community satisfaction with waste management.	Community satisfaction score for waste management.	Annual	75 (2021)	76 (2022)	69 (2023)	83	N/A	
Improved community satisfaction with environmental sustainability.	Community satisfaction score for environmental sustainability.	Annual	65 (2021)	65 (2022)	62 (2023)	71	N/A	



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
An increase in kerbside collection waste diverted from landfill.	Percentage of kerbside collection waste diverted from landfill.	Half-yearly	52.10% (2020-21)	51.60%	53.12%	73.76%	72.99%	Diversion rates have stabilised above 70% following the service changes implemented in Knox in 2023. Council is well on track to achieve state and council reform targets and is a leading Council on this key environmental indicator.



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	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. ♦	On schedule	70%	An 'Art Therapy Canvas and Cuppa' event was held in partnership with Knox Leisureworks on World Mental Health Day, 10 October 2024, with 25 people in attendance. Participants completed a survey questionnaire and the results will be discussed at an Advisory Committee meeting in Q3 2024-25. Planning for the 2025 Move Your Way program is nearing completion with an Expression of Interest process for local clubs and businesses completed and program detailing, with over 60 activities drafted.	


Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.3	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. ♦	On schedule	55%	To celebrate and acknowledge Seniors month in October 2024, many events were scheduled across Knox over the entire month, with 12 sessions run by Knox City Council. There were 765 participants, which is a 100% increase in attendance from the previous year, with survey data demonstrating 45% of people who attended had not previously participated. Events included mystery bus tours, movie screening, ageism and healthy brain presentations and social activities, culminating in a Seniors dance at the end of the month. During Q2 2024-25, funding from the State Government supported a program for older vulnerable men to attend a fishing program. This ran weekly over four weeks, with 24 men registered and 70% attendance over four sessions. As a result of the outings four previously isolated men have connected and plan to meet outside the group, demonstrating the intended outcome of addressing social isolation. In Q2 2024-25 a partnership with Community Housing Ltd (CHL) and internal stakeholders has resulted in 27 Knox residents submitting applications for a new CHL complex in Knox. In addition, 40 residents have been supported to submit housing applications for another Community Housing Complex, with 11 successful in obtaining secure housing. The Knox Housing Nomination Waitlist has reduced as a result of the initiative shown by the Housing and Short-Term Support Officer to seek additional housing options for homeless people.	
CP 4.1.4	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)	On schedule	30%	Actions being implemented as funds and opportunities present. In Q2 2024-25 Council worked with Knoxville Tennis Club to convert disused and run-down tennis courts to new, state-of-the-art pickleball courts, identified potential sites for the development of mountain bike dirt jumps, and incorporated the Active Knox principles into the project brief for the Knox Open Space Strategy.	



Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.7	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. ♦	On schedule	70%	The following infrastructure improvements/program developments were initiated at Council-managed Indoor leisure sites during Q2 2024/25. A contractor was selected to develop new sporting lines at Knox Regional Netball Centre. These will expand the sporting offerings at the Centre and create new program and usage opportunities. The project is expected to be completed in Q4 2024-25. A contractor was selected to re-purpose basketball rings and backboards and to upgrade the scoreboard at Rowville Community Centre. This will enable more age-groups to play and train at the facility, creating new program and usage opportunities. The project is expected to be completed in Q3 2024-25. New programs have been identified for internal running and management at Carrington Park Leisure Centre and Multipurpose Facility. These are all-ages Pilates, seniors Pilates, strength and balance, tai chi, and curling. These programs will be trialed in Q3 2024-25 with the overall aim of increasing usage.	
CP 4.1.8	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. ♦	On schedule	50%	The Digital Connections Stakeholder group no longer meets, but there continue to be third-party events held in Knox to assist older and vulnerable residents. Workshops covering topics such as recognising scams and technical support talks continue to be offered by partnering service-providers across Knox, including Your Library. These events are promoted across the Bright Ideas Network, the relevant Zest4Life brochures and the Your Library events.	

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


Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.9	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. ♦	On schedule	80%	The 16 Days of Activism campaign was delivered including a staff walk against family violence with more than 100 staff attending. A webinar for community was held that discussed the drivers and impacts of family violence and a messaging campaign included website, local papers and road side banners. Community training was conducted on 30th October - The 3 R's of Family violence with 25 people attending (the maximum number)	
CP 4.2.10	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. ♦	Completed	100%	This initiative was completed in Q1 2024-25.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.11	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.	On schedule	50%	Year 3 Disability Action Plan actions progressed in Q2 2024-25. The weekly carer exercise class at Knox Leisureworks and monthly carer walk provided carers with exercise, social connections and an opportunity to learn more about services and supports in Knox. The monthly Borderline Personality Disorder carers group and Women with Disabilities hub groups provided information, connection and opportunities to develop leadership and advocacy skills. Early years educators were provided with professional development focusing on practical strategies to engage children with disabilities in art play. Knox Disability Advisory Committee induction was conducted for new committee members. A successful World Mental Health Day Carer Forum was held on World Mental Health Day, 10 October 2024. International Day of People with a Disability was celebrated on 3 December 2024 by highlighting the work of the Disability Advisory Committee. Council Access Key accessibility guides were updated and made available for many Knox Council events and venues to support access and inclusion. The Accessing Knox e-newsletter has been reviewed and will be distributed monthly to provide relevant disability information to the Knox community.	
CP 4.2.12	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)	On schedule	50%	The Dementia inclusive choir, called The Haven Rewire Choir, was launched on 7 October 2024 at The Haven Day Care Centre in Boronia. With the support of music therapists and Rewire Musical Choir (The University of Melbourne), the choir has successfully run throughout term 4 2024 with 8-12 participants attending each Monday. The team are learning what is unique about their participants and tailoring the program to meet their needs. The program will operate during term 1 2025. The changes planned for 'Become a Dementia Friend' sessions include having it as a prelude presentation to the start of a relevant seniors' event to maximise the exposure of this excellent program. The Knox Dementia Advisory Group conducted a site audit at Carrington Leisure Centre, with a particular focus on wayfinding signage, and a member of the Communications and Engagement team attended to hear firsthand the feedback from the group. This feedback will help inform the new signage due at Carrington Park.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.14	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. ♦	On schedule	50%	Actions completed during Q2 2024-25 included: the ongoing development and testing of Gender Equality Action Plan (GEAP) reporting dashboards; provision of a workplace gender audit questionnaire to new Councillors to support reporting requirements; the promotion via Knox's internal newsletter of introductory eLearning modules relating to core inclusion and LGBTQI+ inclusion; ongoing collection and processing of employee requests to include pronouns on email signatures and name badges; the receipt of compliance assessments from the Gender Equality Commission for mid-point progress audit and progress report; publication of the mid-point progress report on both Knox City Council's intranet and public-facing website; the commencement of a benchmarking exercise against Victorian Councils using the Gender Equality Commission's insights portal; the convening of a working group with 12 other Victorian local government officers to improve practices relating to Gender Equality Act obligations; initial consultations for the development of the next GEAP as part of the Organisation Strategy broad staff engagement activities; ongoing review of the Flexible Work Policy / hybrid working guidelines; commencement of two Equity Impact Assessments; completions of two Equity Impact Assessments; and a Knox staff walk against family violence, undertaken with great attendance and representation across Directorates.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.15	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. ♦	On schedule	50%	In Q2 2024-25, Knox City Council, in partnership with Eastern Community Legal Centre and Whitehorse City Council, acknowledged Ageism Awareness Day with one Sector and two Community Workshops at the Knox Library and Realm, facilitated by Joanna Maxwell from the Australian Human Rights Commission. A successful Age Awareness Presentation was conducted as part of the Senior Festival at Fairpark Reserve in Q2 2024-25. This presentation was complemented by a panel discussion with younger and older participants from The Intergen Program, highlighting that age is no barrier when it comes to fostering relationships and building connections. Council continues to support the planning and development of sustainable intergenerational programs in the community, along with supporting those programs already established. A highlight of Q2 2024-25 was the extension of the program between Windermere Reserve Kindergarten and residents from Glengollan Village. This program was piloted in Q1 2024-25 and, due to the successful implementation and positive benefits for all involved, it was decided that this weekly program would continue for the remainder of the 2024 calendar year. Regency Park Primary School and residents from nearby Salford Park Community Village also commenced a 6-week program at the beginning of October 2024 with the support of Council. The program has been a huge success, and discussions are underway to run a similar program in early 2025.	
CP 4.2.16	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. ♦	On schedule	50%	Four community training workshops were held in Q2 2024-25. Topics included: Cultural Awareness (9 October), Best Practice Financials for Not -for-Profits (24 October), The 3 Rs of Family Violence (30 October), and Building Aboriginal Cultural Competency (7 November).	

Honour and integrate First Nations Culture into actions and environments.

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 4.3.17	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. ♦	On schedule	70%	A progress report to Reconciliation Australia has been submitted and all Knox Reconciliation Action Plan actions have now been included for reporting in Council's Pulse system. The Koori Heritage Trust provided community training on 7 November 2024 at the Knox Civic Centre with 23 people in attendance. A forum with the Eastern Regional Group was held to discuss Procurement and Economic Development for First Nation businesses. Council officers attended the Koori Academy basketball and community consultation in Rowville on 29 October 2024. This event was a funded activity through Empowering Communities. In Q2 2024-25 Council's First Nations Lead met with Bunurong Land Council and representatives from Parks Victoria to discuss cultural burns and the management of sites.	

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
A reduction in the number of adults who report high or very high psychological distress.	Percentage of adults who suffer from high psychological distress.	3-yearly	18.25% (2017)	27.50% (2020)	Data not available	Data not available	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
More residents who report their health as good, very good, or excellent.	Percentage of Knox adults who rate their health as 'very good' or 'excellent'.	3-yearly	40.50% (2017)	41.10% (2020)	Data not available	Data not available	N/A	
An increase in the level of agreement that multiculturalism makes life better.	Percentage of adults that definitely agree that multiculturalism makes life their area better.	3-yearly	48.57% (2017)	59.20% (2020)	Data not available	59.20% (2020)	N/A	
Improved perceptions of safety.	Percentage of adults that 'definitely' feel safe at night.	3-yearly	52.20% (2017)	Data not available	Data not available	Data not available	N/A	
An increase in the number of adults who feel a sense of belonging.	Percentage of adults that 'definitely' feel valued by society.	3-yearly	41.50% (2017)	46.20% (2020)	Data not available	46.20% (2020)	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
More adults in Knox who volunteer.	Percentage of adults who definitely or sometimes help out a local group by volunteering.	3-yearly	35.10% (2017)	Data not available	Data not available	35.10% (2017)	N/A	
More infants and children in the Knox region immunised at Council run immunisation sessions.	Number of children immunised at a Council run immunisation session.	Annual	5,550 (2020-21)	4,002	6,885	4,519	N/A	
Increased participation in key ages and stages Maternal and Child Health visits.	Percentage of children participating in the key ages and stages MCH visit.	Half-yearly	96.33% (2020-21)	99.05%	95.44%	100.48%	106.83%	This figure refers to the percentage of children aged 0-18 months attending the 4-week key age and stage visit.
Improved satisfaction with cultural activities.	Community satisfaction score for community and cultural.	Annual	65 (2021)	63 (2022)	65 (2023)	78	N/A	


Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
An increase in the number of opportunities and avenues to include First Nations' culture within Knox.	The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council.	Annual	New data set	35 (Jan-Jun 2022)	43	45	N/A	
An increase in the number of meals delivered through Meals on Wheels.	The number of meals delivered through Meals on Wheels.	Annual	35,194 (2020-21)	31,587	31,138	32,430	N/A	
More clients and community members supported through Council's Community Access and Support (CAS) programs.	Number of clients and community members who have participated in CAS programs.	Annual	4,348 (2020-21)	4,656	11,407	11,409	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Greater sports participation rates.	Number of teams using Council facilities.	Annual	1,157 (2020-21)	2,018	2,457	2,567	N/A	
	Number of participants by age and gender.	Annual	Male - 12,310 Female - 3,745 Junior - 9,248 Senior - 6,807 (2020-21)	Male - 12,450 Female - 3,558 Junior - 9,142 Senior - 6,866	Male - 13,364 Female - 3,819 Junior - 9,639 Senior - 7,544	Male - 11,330 Female - 3,449 Junior - 8,993 Senior - 5,840	N/A	


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	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.	On schedule	30%	A workshop was held with the Senior Leadership Team (SLT) on 28 November 2024 to discuss the findings of the review and the feedback received in the development of the Community Engagement Policy. A key focus of discussion was the need to ensure staff were supported to develop clear decision statements to define the scope of their engagement early. Leaders also discussed the need to promote continuous improvement in their teams in advance of the refreshed capability and training 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	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.	On schedule	50%	A project plan and change plan have been developed for the Close the Loop project and software purchased to enable automated progress updates from Pathway for our top 20 services. A vendor has been procured to assist with development of customer journey mapping and service blueprint methodologies for Knox and upskilling of internal staff to support ongoing service improvement capabilities. Evaluation of customer relationship management (CRM) software and benefits is complete. Updates have been made to the complaints procedure and a reinforcement program is underway. Staff have been surveyed to measure the progress of our customer-centric culture and practices.	

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 5.2.3	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)	On schedule	50%	There are currently 37 projects in progress across five reported streams. Spend to date accounts for 35% of the capital budget for the current financial year. Significant solution delivery successes have been achieved following the previous Call Systems Upgrade and Cloud migration projects with additional Pathway UX migration, Intramaps and Humanforce upgrade projects now approaching completion. Portfolio management has been enhanced with automated dashboards, while our 90-day planning cycle (next meeting is scheduled for mid-February 2025) helps us to assess organisational capacity, implementation challenges, and resource constraints to better mitigate risks and guide delivery efforts.	

Ensure our processes are transparent and decisions are accountable.

Code	Initiative - 2024-25 Milestone	Status	Progress	Comments	Status Symbol
CP 5.3.6	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)	On schedule	95%	The 2024 General Election has been completed with the election of nine Councillors for nine wards. A comprehensive Councillor Induction program has been developed and is in the final stages of delivery. The Councillor Induction Program has been designed to ensure that all Councillors meet the requirements set out in the Local Government Act 2020 and Local Government Amendment (Governance and Integrity) Act 2024.	

The difference we’re making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Improved community satisfaction with decision-making.	Improved community satisfaction with decision-making.	Annual	60 (2021)	58 (2022)	54 (2023)	69	N/A	
Improved community satisfaction with customer service.	Improved community satisfaction with customer service.	Annual	75 (2021)	73 (2022)	71 (2023)	78	N/A	
Improved community satisfaction with overall direction.	Community satisfaction score for overall direction.	Annual	54 (2021)	51 (2022)	48 (2023)	69	N/A	
Improved community satisfaction with overall performance.	Community satisfaction score for overall performance.	Annual	69 (2021)	67 (2022)	62 (2023)	70	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Improved community satisfaction with consultation and engagement.	Community satisfaction score for consultation and engagement.	Annual	58 (2021)	58 (2022)	53 (2023)	69	N/A	
More Council services with a technology-based self-service option.	Number of Council services with a technology-based self-service option.	Annual	434 (2020-21)	439	456	484	N/A	
Meet liquidity and indebted targets from the adopted budget.	Liquidity result compared to target.	Quarterly	1.0 (2021-22 Adopted Budget)	1.5 (Jun 2022)	1.6 (Jun 2023)	1.7 (Jun 2024)	3.73 (Dec 2024)	Current assets are \$24.645M greater than at the same time last year, primarily due to an increase in cash and cash equivalents and financial assets of \$21.374M. Current liabilities are \$6.359M greater than the same time last year, with trade creditors up \$4.275M and current interest-bearing loans and borrowings up \$2.344M.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Result	2024-25 Q2 Result	Comment
Meet liquidity and indebted targets from the adopted budget.	Indebted result compared to target.	Quarterly	53.2% (2021-22 Adopted Budget)	38.8% (Jun 2022)	45.6% (Jun 2023)	47.6% (Jun 2024)	54.0% (Dec 2024)	Non-current liabilities have increased \$19.833M on the same stage last year, with non-current interest-bearing loans and borrowings increasing by \$15.428M, and non-current lease liabilities increasing by \$4.636M due to the commencement of the Knox Library lease. Own-source income for the year-to-date up to the end of December has increased \$5.757M compared to the same period last year.



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	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).	Behind schedule	95%	The Spatial Plan brief was finalised and a tender process to select a qualified consultant to prepare the Spatial Plan was undertaken in Q2 2024-25. Preparation of the draft Spatial Plan is expected to be undertaken in Q3 2024-25.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Traffic Lights
CP 1.1.4	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.	Behind schedule	40%	Appointment of the Senior Strategic Investment Officer occurred in early December 2024. The Senior Strategic Investment Officer will commence research into the development of an economic development plan. A staff training session was held on 14 November 2024, giving staff insight and training in the use of tools such as economic impact modelling. The project brief will be completed in Q3 2024-25. However, due to internal constraints and the need for significant stakeholder engagement, it is unlikely that a complete draft economic plan will be completed before the end of Q4 2024-25.	


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	Incomplete 2023-24 initiative: Coordinate the implementation of Knox's Retail Activation Strategy - Implement the Year 2 actions of the Retail Activation Strategy.	Behind schedule	95%	Council engaged a digital consulting firm in Q4 2023-24 to develop and deliver 'Experience Knox', a digital platform to support local businesses within the Knox retail precincts. The platform has now been implemented with supporting Instagram and Facebook pages. A working group was established in Q2 2024-25 to support 'Experience Knox' with the aim of handing over the platform from Council officers to the working group in 18 months' time. 'Experience Knox' will be launched at the Knox Festival in Q3 2024-25.	

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	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)	Completed	100%		

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	Incomplete 2023-24 initiative: Develop a Domestic Wastewater Management Plan for Knox.	Behind schedule	55%	The audit of existing properties has identified a total of 130 properties that will be subject to the plan. This is fewer than initially expected (duplicate data was discovered and corrected). Following a recent staff departure, a new portfolio holder is to participate in training in order to get the project back on schedule.	

8.2 Community Development Fund Terms of Reference Review

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Community Partnerships Team Leader, Jade Mainwaring
Manager:	Manager Community Strengthening, Kerryn Jansons
Executive:	Director, Connected Communities, Judy Chalkley

SUMMARY

The Community Development Fund (CDF) Assessment Panel exists to assess applications for Council's annual Community Development Fund grant program and make recommendations to Council regarding the allocation of the grants budget in accordance with the Community Development Fund procedures. The objective of the Panel is to ensure that grant applications are assessed in a fair and transparent manner and in the best interest of the Knox community.

The CDF Assessment Panel is defined in Council's Committees Policy as a Specific Purpose Committee created for a pre-determined purpose, whose role is to oversee a designated task or activity generally on an ongoing basis and report back to Council annually.

A review of the Terms of Reference (TOR) was conducted by Council's Community Partnerships Team in accordance with the Council Committee Policy 2022 at the conclusion of the 2024-2025 CDF round. This report provides an overview of the review outcome and the proposed changes to the Terms of Reference to strengthen the governance of the grant program.

A copy of the draft TOR with tracked changes is included in Attachment 1 and a clean copy in Attachment 2.

RECOMMENDATION

That Council resolve to adopt the revised Community Development Fund Terms of Reference as set out in Attachment 2 to the report.

1. DISCUSSION

In December 2024, Council's Community Partnerships team initiated a review of the Community Development Fund TOR at the conclusion of the 2024-2025 Community Development Fund round.

The review aimed to:

- Ensure alignment to Knox's "Council Committees Policy";
- Increased governance and transparency of the assessment and recommendation process of the Panel; and
- Ensure Panel members represent a broad cross-section of the community.

The TOR was last updated in April 2023 to reflect the outcome of VAGO's (Victorian Auditor General's Office) 2022 audit into Local Government grant administration and included the recommendation that no Councillors be involved in the assessing and making of recommendations for any grant applications.

The Community Development Fund Panel TOR details that the Assessment Panel consist of five members:

- Three Community Representatives; and
- Two Knox City Council Officers.

Currently, Community Representatives are appointed for an initial four-year period, with the option to extend for a further two years. This means a Community Representative has the potential to hold a position on the Panel for up to six years.

Staff representatives are sought annually via an Expression of Interest process and appointed in May each year.

An increase in Panel members Conflict-of-Interest (COI) declarations was noted by officers during the 2024-2025 CDF round, with 18% of applications receiving a COI. This highlighted that some applications had a reduced number of Panel members able to assess their application as a result.

A summary of proposed changes to the TOR is detailed below, with Attachment 1 detailing tracked changes, and Attachment 2 showing a clean copy including all changes. In summary:

Reference	Details
Section 3: Membership, Period of Membership and Method of Appointment	<ul style="list-style-type: none"> • Minor wording updated to align with Councils Committee Policy. • Eligible staff representatives updated to include Team Leaders. • Updated for clarity as to who has voting rights. • Minor grammatical changes.
Section 3.1 Selection and Recruitment of Community Representatives	<ul style="list-style-type: none"> • Reducing the number of years a Community Representative can hold a position on the CDF Assessment Panel to two years, with the option for an extension of a further two years, resulting in a maximum tenure of four years. This is a change from the current TOR that enables a Community Representative to be on the Panel for a period of six years and brings the TOR into alignment with Council’s Committee Policy. • Included a Clause where previous Community Representatives who have held a position on the Panel for the maximum allowable term of four years are not eligible to re-apply for a further four-year period. • Minor grammatical changes.
Section 3.2 Council Officers	<ul style="list-style-type: none"> • Introduced that a Council Officer is appointed to the Panel for a two-year term with an option to extend for a further two-year term. • Included a Clause where previous Council Officers who have held a position on the Panel for the maximum allowable term of four years are not eligible to re-apply for a further four-year period, in line with the changes made to Community Representatives.
Section 5	<ul style="list-style-type: none"> • Inclusion of a statement in relation to the policies that Panel representatives are bound by, including but not limited to, Council’s Volunteer Code of Conduct and Staff Code of Conduct.

These changes aim to:

- Ensure each application has a broad cross-section of the Panel assessing their application;
- Ensure a mix of both new and experienced members on the Panel;
- Reduce any potential unconscious bias of any Panel members due to familiarity with organisations applying for grant funding; and
- Align Panel tenure and purpose to the Knox Council Committees Policy.

2. ENGAGEMENT

No engagement was undertaken in relation to this update.

3. SOCIAL IMPLICATIONS

There are no specific social implications arising from this 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 IMPLICATIONS

There are no specific environmental issues arising from this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications arising from this report.

7. RISKS

Any risks associated with updating the Community Development Fund Terms of Reference are managed through the implementation of Council's Grant Framework Policy. 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.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Connection, Resilience & Wellbeing

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

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

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

Civic Engagement & Integrity

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

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

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - TERMS OF REFERENCE DRAFT Tracked Changes Community Development Fund Asse [8.2.1 - 8 pages]
2. Attachment 2 -TERMS OF REFERENCE FINAL DRAFT Clean Copy Community Development Fund Assessment Panel [8.2.2 - 6 pages]

Attachment 1



Terms of Reference



Community Development Fund Assessment Panel

Directorate:	Connected Communities	Responsible Officer:	Manager – Community Strengthening Wellbeing
Approval Date:	April 2023 TBC	Review Date:	April 2026

1. Purpose

The Community Development Fund Assessment Panel (the 'Panel') exists to:

- Annually assess applications for Council's Community Development Fund **Program** grants **program** and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund **Procedure and annual** Guidelines; and
- Reflect on the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend any appropriate **changes in procedure** to Council.

2. Objectives

The objectives of the Panel are to:

- Ensure that Community Development Fund **grants grant applications** are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council's Grants Framework Policy and the Community Development Fund **Procedures and annual** guidelines;
- Advise Council on the recommended allocation of funding under the Community Development Fund; and
- Ensure that the annual recommended Community Development Fund grant allocations support the Knox Council Plan 2021-25.

The Council Plan 2021-25 strategies relevant to the Panel are:

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.
Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.
Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.
Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.



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

Connection, Resilience & Wellbeing

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

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

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

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

Civic Engagement & Integrity

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

3. Membership, Period of Membership and Method of Appointment

The Panel ~~shall~~will comprise of the following who will have equal voting rights:

- A minimum of three ~~(3)~~ community representatives who represent a broad cross section of the community; who will have voting rights and
- Two ~~(2)~~ additional panel members who will be Council Officers (~~Coordinators or Managers, Coordinators and Team Leaders~~) with subject matter expertise where possible. Should Council Officers be unable to participate in the assessment panel due to resourcing and/or workload constraints, these positions will be reallocated to community representatives Any Council Officer appointed to the ~~in the assessment panel~~

If there are no Council Officers available to participate in the Assessment Panel due to resourcing and/or workload constraints, these positions will be reallocated to community representatives.

Any Council Officer appointed to the grants Assessment Panel must not be involved in the administration of the Community Development Fund grants program.

The annual meeting to review the preceding grant process may include the retiring community representatives from that period to facilitate the crossover of ideas.

3.1 Selection and Recruitment of Community Representatives ~~Members~~

- Community ~~members~~ representatives will be appointed to the Panel for a period of ~~four~~ two ~~(24)~~ years, with the option to extend for a further two year term.
- Community representatives will be elected based on an Expression of Interest registration of interest and a criteria-based selection process.
- Successive re-applying is permitted as part of the recruitment and selection process up to the maximum term. Incumbent Panel members re-applying for a successive term can be appointed for a further period of no more than two (2) years.
- Incumbent Panel community members reapplying for a successive term can be appointed for a further period of no more than two (2) years. Previous Community representatives who have held a position on the Panel for the maximum allowable term of four years are not eligible to re-apply for a period of four (4) years.
- Vacancies for community ~~positions~~ representatives on the Panel will be advertised broadly, including in local newspapers, on Council's website and through social media and local networks.
- In accordance with Council's Committees Policy, eligibility criteria for Panel membership will be developed and made available to prospective applicants.
- Casual vacancies which occur due to ~~community representatives~~ members being unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the Panel for the remainder

of the previous incumbent's term. Where there are no suitable candidates identified, a formal Expression of Interest and selection process is required.

- New applicants will be required to submit an application ~~submit an application~~ apply addressing specified selection criteria and to attend a selection panel interview upon request.

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- The Selection Panel will ~~consist be made up~~ of Council staff and a current or retiring community representative on the Panel, and will make recommendations for ~~the~~ appointment of new ~~c~~ommunity representatives to Council for consideration.
- ~~Previous community representatives may re-apply via the advertised process.~~
- Community ~~r~~epresentatives on the Panel cannot be on more than one Council grants Assessment Panel at any time.

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

3.2 Council Officers

An expression of interest process will be conducted internally to identify Council Officers with relevant expertise and capacity to participate in the grants Assessment Panel.

Where Council Officers are unable to be identified through the ~~E~~xpression of ~~I~~nterest process, the remaining vacancies on the Assessment Panel will be reallocated to Community Representatives.

~~Council Officers will be appointed to the Panel for a period of two one (1) years, with the option to extend for a further two year term. Successive re-applying is permitted, up to a maximum term of two (2) years.~~

~~Previous Council Officers who have held a position on the Panel for the maximum allowable term of four two years are not eligible to re-apply for a period of four years.~~

3.3 Subject Matter Experts

A variety of Council Officers will be asked to contribute subject matter expertise during the grant assessment period.

This will not extend to a detailed assessment of each ~~application, but~~ application ~~but~~ will seek to provide the Assessment Panel with any additional relevant background on applications (where appropriate).

3.4 Administrative support

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

4. Delegated Authority and Decision Making

The Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

Decisions made by the Panel will be reflected as recommendations to the relevant decision maker i.e. Council.

The Local Government Act 2020 (Section 124) provides that a Councillor must not intentionally direct, or seek to direct, a member of Council staff in:

- The exercise of a delegated power, or the performance of a delegated duty or function; and/or
- In relation to advice (in a report or otherwise) provided to the Council or a delegated Committee.

The Panel cannot make recommendations outside the agreed scope detailed in its Terms of Reference.

5. Meeting Procedures

The Panel will meet approximately five to six ~~(5-6)~~ times per year, mainly during the submission assessment period.

To proceed with a meeting, a minimum of three ~~(3)~~ members are required to be present.

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



The Panel is bound by a number of related Council policies, including but not limited to, Council's Volunteer Code of Conduct and Staff Code of Conduct.

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

- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson ~~shall~~will be held by a Council Officer.

The Chairperson's role is to ensure that all panel members have the opportunity to participate fairly in discussion, and to confirm that the panel's agreed recommendations are recorded in the meeting minutes.

If the Chair is not present at a meeting, another Council Officer who has been offering administrative support to the Panel ~~shall~~will be appointed for the duration of the meeting.

The position of Chairperson and other Council Officers offering administrative support to the Panel do not have voting rights.

7. Agendas and Meeting Notes

Agendas must be prepared for each meeting. The Agenda should be provided to members of the Panel by Council Officers as soon as practicable in advance of the meetings.

The Record meeting notes must:

- (a) Contain details of the proceedings;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) Incorporate relevant reports or a summary of the relevant reports considered.

Draft meeting notes should be:

- (a) Distributed to all Panel Members within 14 days of the meeting; and
- (b) Submitted to the next meeting of the Panel for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

8. Voting

As this is not a decision-making committee, voting on issues is not required.

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Any recommendations will generally be developed through consensus. When the Panel is unable to determine a matter by consensus, the matter will be determined by a vote. All appointed Panel members have voting rights. Council staff appointed to provide administrative support and advice to the Panel have no voting rights.

In the event of an equality of votes, the Panel should [endeavour](#) to achieve consensus through discussion and further consideration of the applications. The final decision on grants allocations is made by Council, and where differing views amongst panel members cannot be resolved this will be noted in the Officer's report for consideration.

9. Conflict and Interest Provisions

In performing the role of a specific purpose or strategic purpose committee member, a person must:

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

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

All members shall participate in training on the Conduct and Interest Provisions which will be run by the Governance team.

10. Reporting

The Panel's recommendations will be presented as an annual report to the Council.

11. Administration Support

Administration support will be provided by relevant Officers in Council's Connected Communities Directorate.

12. Contact with the Media

Contact with the media by Panel members will be conducted in accordance with relevant Council Media Policies.

Community members should refer any media enquiries to Council officers who support the Panel and should take care not to respond as a representative of the Panel.

13. Review Date

To ensure currency, these Terms of Reference will be reviewed as a minimum every two years. If the Panel continues to have a relevant function after four years, a report will be represented to Council to review the Panel's Terms of Reference.



14. Meals

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

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

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Attachment 2



Terms of Reference



Community Development Fund Assessment Panel

Directorate:	Connected Communities	Responsible Officer:	Manager – Community Strengthening
Approval Date:	TBC	Review Date:	April 2026

1. Purpose

The Community Development Fund Assessment Panel (the 'Panel') exists to:

- Annually assess applications for Council's Community Development Fund grants program and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund Guidelines; and
- Reflect on the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend any appropriate changes to Council.

2. Objectives

The objectives of the Panel are to:

- Ensure that Community Development Fund grant applications are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council's Grants Framework Policy and the Community Development Fund guidelines;
- Advise Council on the recommended allocation of funding under the Community Development Fund; and
- Ensure that the annual recommended Community Development Fund grant allocations support the Knox Council Plan 2021-25.

The Council Plan 2021-25 strategies relevant to the Panel are:

Opportunity & Innovation

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

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

Neighbourhoods, Housing & Infrastructure

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Natural Environment & Sustainability

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

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



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

Connection, Resilience & Wellbeing

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

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

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

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

Civic Engagement & Integrity

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

3. Membership, Period of Membership and Method of Appointment

The Panel will comprise of the following who will have equal voting rights:

- A minimum of three community representatives who represent a broad cross section of the community; and
- Two Council Officers (Managers, Coordinators and Team Leaders) with subject matter expertise where possible.

If there are no Council Officers available to participate in the Assessment Panel due to resourcing and/or workload constraints, these positions will be reallocated to community representatives.

Any Council Officer appointed to the grants Assessment Panel must not be involved in the administration of the Community Development Fund grants program.

The annual meeting to review the preceding grant process may include the retiring community representatives from that period to facilitate the crossover of ideas.

3.1 Selection and Recruitment of Community Representatives

- Community representatives will be appointed to the Panel for a period of two years, with the option to extend for a further two year term.
- Community representatives will be elected based on an Expression of Interest and a criteria-based selection process.
- Successive re-applying is permitted as part of the recruitment and selection process up to the maximum term.
- Previous representatives who have held a position on the Panel for the maximum allowable term of four years are not eligible to re-apply for a period of four years.
- Vacancies for community representatives on the Panel will be advertised broadly, including in local newspapers, on Council's website and through social media and local networks.
- In accordance with Council's Committees Policy, eligibility criteria for Panel membership will be developed and made available to prospective applicants.
- Casual vacancies which occur due to representatives being unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the Panel for the remainder of the previous incumbent's term. Where there are no suitable candidates identified, a formal Expression of Interest and selection process is required.
- New applicants will be required to submit an application addressing specified selection criteria and to attend a selection panel interview upon request.



- The Selection Panel will be made up of Council staff and a current or retiring community representative on the Panel, and will make recommendations for the appointment of new community representatives to Council for consideration.
- Community representatives on the Panel cannot be on more than one Council grants Assessment Panel at any time.

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

3.2 Council Officers

An expression of interest process will be conducted internally to identify Council Officers with relevant expertise and capacity to participate in the grants Assessment Panel.

Where Council Officers are unable to be identified through the Expression of Interest process, the remaining vacancies on the Assessment Panel will be reallocated to Community Representatives.

Council Officers will be appointed to the Panel for a period of two years, with the option to extend for a further two year term.

Previous Council Officers who have held a position on the Panel for the maximum allowable term of four years are not eligible to re-apply for a period of four years.

3.3 Subject Matter Experts

A variety of Council Officers will be asked to contribute subject matter expertise during the grant assessment period.

This will not extend to a detailed assessment of each application but will seek to provide the Assessment Panel with any additional relevant background on applications (where appropriate).

3.4 Administrative support

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

4. Delegated Authority and Decision Making

The Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

Decisions made by the Panel will be reflected as recommendations to the relevant decision maker i.e. Council.

The Local Government Act 2020 (Section 124) provides that a Councillor must not intentionally direct, or seek to direct, a member of Council staff in:

- The exercise of a delegated power, or the performance of a delegated duty or function; and/or
- In relation to advice (in a report or otherwise) provided to the Council or a delegated Committee.

The Panel cannot make recommendations outside the agreed scope detailed in its Terms of Reference.

5. Meeting Procedures

The Panel will meet approximately five to six times per year, mainly during the submission assessment period.

To proceed with a meeting, a minimum of three members are required to be present.

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



The Panel is bound by a number of related Council policies, including but not limited to, Council's Volunteer Code of Conduct and Staff Code of Conduct.

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

- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson will be held by a Council Officer.

The Chairperson's role is to ensure that all panel members have the opportunity to participate fairly in discussion, and to confirm that the panel's agreed recommendations are recorded in the meeting minutes.

If the Chair is not present at a meeting, another Council Officer who has been offering administrative support to the Panel will be appointed for the duration of the meeting.

The position of Chairperson and Council Officers offering administrative support to the Panel do not have voting rights.

7. Agendas and Meeting Notes

Agendas must be prepared for each meeting. The Agenda should be provided to members of the Panel by Council Officers as soon as practicable in advance of the meetings.

The Record meeting notes must:

- (a) Contain details of the proceedings;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) Incorporate relevant reports or a summary of the relevant reports considered.

Draft meeting notes should be:

- (a) Distributed to all Panel Members within 14 days of the meeting; and
- (b) Submitted to the next meeting of the Panel for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

8. Voting

As this is not a decision-making committee, voting on issues is not required.



Any recommendations will generally be developed through consensus. When the Panel is unable to determine a matter by consensus, the matter will be determined by a vote. All appointed Panel members have voting rights. Council staff appointed to provide administrative support and advice to the Panel have no voting rights.

In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications. The final decision on grants allocations is made by Council, and where differing views amongst panel members cannot be resolved this will be noted in the Officer's report for consideration.

9. Conflict and Interest Provisions

In performing the role of a specific purpose or strategic purpose committee member, a person must:

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

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

All members shall participate in training on the Conduct and Interest Provisions which will be run by the Governance team.

10. Reporting

The Panel's recommendations will be presented as an annual report to the Council.

11. Administration Support

Administration support will be provided by relevant Officers in Council's Connected Communities Directorate.

12. Contact with the Media

Contact with the media by Panel members will be conducted in accordance with relevant Council Media Policies.

Community members should refer any media enquiries to Council officers who support the Panel and should take care not to respond as a representative of the Panel.

13. Review Date

To ensure currency, these Terms of Reference will be reviewed as a minimum every two years. If the Panel continues to have a relevant function after four years, a report will be represented to Council to review the Panel's Terms of Reference.



14. Meals

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

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

DRAFT

8.3 Environment Advisory Committee (EAC) 2024 Annual Report and Appointment of Members for 2025–26

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Senior Project Manager, Justin Schreuder
Manager:	Manager City Futures, Shiranthi Widan
Executive:	Director City Liveability, Matt Kelleher

SUMMARY

Following an Expression of Interest and selection process during November 2024, this report seeks to appoint representatives for the Environment Advisory Committee (EAC) for a two-year term. It also presents the 2024 EAC Annual Report.

RECOMMENDATION

That Council resolve to:

1. Note the 2024 Annual Report of the EAC as presented in Attachment 1.
2. Appoint the applicants as presented in Confidential Attachment 2, to the EAC to serve a two-year term from February 2025 to December 2026.
3. Note that Officers will advise all applicants of Council’s decision on the appointment of the EAC members for 2025-2026.

1. DISCUSSION

The EAC has been established to:

- monitor and review environmental and sustainability issues in Knox;
- provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- provide input to Council on behalf of the community and community organisations;
- actively support Council’s consultation with, and advocacy to, the broader community;
- establish working groups and sub committees on an as required basis;
- within the committee structure, advocate to Council for the benefit of the Knox environment; and
- assist Council in determining priority of activities to be undertaken and annual objectives.

This report provides an Annual Report of the EAC activities for 2024 for Council to note (see Attachment 1). In addition, the report presents for Council’s consideration the recommended committee members for the next two-year term, following an expression of interest process carried out in November/December 2024 (Attachment 2).

Annual Report 2024

During the final meeting of the EAC on 16 October 2024, the Annual Report 2024 (Attachment 1) was presented and endorsed by the Committee. The Annual Report provides an overview of the topics discussed and outcomes throughout 2024. In summary, the following topics were discussed:

- Draft Bayswater Renewal Strategy;
- Vegetation Protection and Controls Review;

- Knox Cycling Action Plan;
- Knox Central Draft Land Use Plan;
- Review of Sustainable Buildings and Infrastructure Policy;
- Electric Vehicle Charging and Infrastructure Policy;
- Climate Response Plan and Community Education and Engagement; and
- Emerging Issues.

The 2023 - 2024 Committee comprised of 15 members (of either community or business/industry representatives) and two Councillors. During the course of the Committee term, 4 members resigned due to changes in personal circumstances throughout the two years. The terms of all committee members concluded in December 2024 and recruitment for new committee members took place from 1 November to 8 December 2024.

Appointment of New Committee Members

The selection and recruitment of new members for the EAC followed the process outlined in Section 3.1 of the Terms of Reference. The Expression of Interest promotion occurred through Council's social media channels, Seek Volunteer and several electronic newsletters during November 2024. The Expression of Interest process yielded 18 applications.

A selection panel, comprising one Councillor and two Council Officers, evaluated the Expression of Interest applications, based on the following selection criteria which are consistent with the Terms of Reference. The same criteria also applied whether the applicant was a community or business/industry representative:

1. Being a Knox resident, a part of a Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the EAC.
2. Demonstration of involvement with efforts to achieve environmental sustainability within the Knox community.
3. Experience as a member of a committee or other leadership role in a community organisation.
4. Understanding the role of Local Government in environmental management and strategic transport issues.
5. Capacity to communicate effectively with a wide range of individuals, organisations and professionals as well as review and critique documentation.
6. Motivation for joining the EAC.
7. Demonstrating an understanding of major issues facing Knox's built and natural environment.

Confidential Attachment 2 lists the applicants recommended for appointment to the EAC. The selection panel is recommending 14 of the 18 applicants be considered for appointment. The selection panel fully endorse the seven members that have re-nominated for another term as they have been positive and valued contributors to the Committee and will be able to share reflections and context from previous discussions on issues which will be brought to the EAC during this next term.

2. ENGAGEMENT

An Expression of Interest for EAC members was carried out during November/December 2024. The selection process occurred in December 2024.

The selection panel consisted of one of the two Councillors appointed to the EAC – Councillor Peter Lockwood, along with two Council officers, the Acting Program Lead - Sustainable Futures and the Executive Officer - Sustainable Futures & Operations.

3. SOCIAL IMPLICATIONS

There are no specific social implications arising from this 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 IMPLICATIONS

The EAC will provide advice to Council on sustainability and environmental related issues during the 2025 and 2026 calendar years.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The resources required to service the committee is within the City Futures department operational budget.

7. RISKS

This report outlines the extent of EAC discussions during 2024 and recommended applicants to form the EAC for 2025 – 2026, therefore does not present any risks to Council. In fact, facilitation of the EAC helps to manage any Council risks associated with the lack of engagement and input from an Advisory Committee on relevant and emerging issues.

The EAC annual report provides transparency to the community on the topics discussed by the EAC and their outcomes.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

- 1. Attachment 1 - Knox Environment Advisory Committee Annual Report 2024 [8.3.1 - 4 pages]

knox



Knox Environment Advisory Committee Annual Report 2024

The Terms of Reference for the Knox Environment Advisory Committee (EAC) requires an annual report to be developed that is aligned with the Community and Council Plans and in line with the Committee's objectives, which are:

- To provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- To provide input to Council on behalf of the community and community organisations;
- To actively support Council's consultation with, and advocacy to the broader community;
- To establish working groups and sub committees on an as required basis;
- To monitor and review environmental and sustainability issues (including issues relating to strategic transport and natural resource management) in Knox;
- Within the committee structure advocate to Council for the benefit of the Knox environment; and
- To assist Council in the determining of priority activities to be undertaken and annual objectives.

Key Issues considered by the Environment Advisory Committee in 2024

Topic	Action	Outcome
Draft Bayswater Renewal Strategy (Mar 2024)	Presentation and discussion on the Draft Bayswater Renewal Strategy.	Committee feedback on the 'environment and climate change' objectives of the Strategy included the need to create a good social environment for those living in activity centres, importance of housing diversity to cater for multigenerational families and more ambitious ESD goals including improved solar access, canopy trees and good water sensitive urban design.
Vegetation Protection and Controls Review (Mar 2024)	Presentation and discussion on the Issues and Opportunities associated with reviewing vegetation protection controls in the Knox Planning Scheme and the broader issues associated with improving tree canopy coverage.	The Committee feedback focussed on Council to set a good example by planting indigenous plants to improve biodiversity values, particularly in the foothills area. The Committee also highlighted the mental health benefits of living in a neighbourhood with good canopy and vegetation cover.



Topic	Action	Outcome
Knox Cycling Action Plan (May 2024)	Presentation and workshop on the draft Cycling Action Plan.	Committee feedback on fixing missing links in the cycling network, advocating for wildlife friendly lighting, targeted tree planting along shared paths and more bike facilities such as drinking fountains, repair stations and seating.
Knox Central Draft Land Use Plan (May 2024)	Presentation and workshop on the Knox Central Project, providing an overview of the opportunities the 9 hectares of Council owned land presents.	Committee advice included: the need for quality pedestrian connections and access to Blind Creek; providing linear links between important remnant vegetation; considering appropriate set back for higher-rise development to prevent 'wind-tunnel' effect; and consideration of accessibility for people with limited mobility.
Review of Sustainable Buildings and Infrastructure Policy (July 2024)	Presentation and discussion on the review of the Knox Sustainable Buildings and Infrastructure Policy.	Committee's advice included the need for performance-based outcomes in addition to design standards (such as Green Star) and the most appropriate budget thresholds to be applied when more stringent requirements take effect.
Electric Vehicle Charging and Infrastructure Policy (July 2024)	Presentation and discussion on the development of a new EV Charging and Infrastructure Policy.	Committee supported the need to introduce a pay for use model and also supported a mix of both council owned and council facilitated charging stations to expand charging capabilities locally.
Climate Response Plan and Community Education and Engagement (Aug 2024)	Presentation and discussion on: the progress made in 23/24 of Council's 55 Climate Response Plan actions; and the Net Zero Hero Program and the community seminars and workshops aimed to help the community reach the Net Zero by 2040 goal.	Committee provided advice on some ways to improve engagement on the online Knox Net Zero Hero portal, along with advice on key topics and community partners that Council could consider working with to deliver seminars and information to the community. Committee also expressed concern about the cancellation of Stringybark Festival and the importance of continuing community engagement through other alternate options (such as Knox Festival).
Emerging Issues (All meetings)	The Advisory Committee members also raised and discussed emerging issues for consideration by the committee and Council.	A number of emerging issues were raised to inform Council and the Advisory Committee. These topics have included: <ul style="list-style-type: none"> Advice on the roll out of the container deposit scheme and the footprint and space required to host a site.



Topic	Action	Outcome
		<ul style="list-style-type: none"> • Community resilience to power outage and the need to provide guidance to residents about what to do in a power outage. • Advice on the disposal of Food and Garden Waste and the correct way to handle noxious weeds in the garden. • Advice and discussion on the appropriateness of light projections on the Ferntree Gully Quarry and ways to manage such events in the future to consider environmental impacts in highly sensitive bushland reserves. • Plastics and other contaminants being found in the mulch being used for landscape projects. • Concerns about reverting back to weekly rubbish collections and the impact on costs to residents, environmental impact and the lack of suitable alternatives to landfills. • Concerns over the use of fireworks for events which can be harmful and disruptive to both local wildlife and pets.

2024 Meeting Schedule and Agenda Items

- Wednesday, 21 February 2024
 - EAC Annual Report 2023
 - Annual Work Plan 2024
 - Emerging Issues

- Wednesday, 27 March 2024
 - Draft Bayswater Renewal Strategy
 - Vegetation Protection and Controls Review

- Wednesday, 15 May 2024
 - Knox Cycling Action Plan
 - Knox Central Draft Land Use Plan
 - Emerging Issues

- Wednesday, 17 July 2024
 - Review of Sustainable Buildings and Infrastructure Policy
 - Electric Vehicle Charging and Infrastructure Policy
 - Emerging Issues



- Wednesday, 28 August 2024
 - Annual Report Knox Climate Response Plan 2021-31
 - Community Education and Engagement Program
 - Emerging Issues

- Wednesday, 16 October 2024
 - EAC Annual Report 2024
 - Feedback and Reflections on the Environment Advisory Committee
 - Emerging Issues

Committee membership

The 2024 Committee comprised of eleven community members and two Councillors. The Committee term for all existing members concluded in December 2024.

8.4 Revised Instruments of Delegation to Members of Council Staff - February 2025

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Governance Officer, Damian Watson
Manager:	Manager Governance & Risk, Andrew Dowling
Executive:	Director, Customer & Performance, Greg Curcio

SUMMARY

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

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

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

RECOMMENDATION

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

1. Delegate its powers, duties, and functions outlined in the Instruments of Delegation (Attachments 1-3) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.
2. Note that the Instruments of Delegation (Attachments 1-3) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.
3. Revoke the previous versions of the Planning, Domestic Animals and Food Acts, and Road Management Responsibilities Instruments of Delegation effective upon the new Instruments coming into force.
4. Note the duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

1. DISCUSSION

Council is empowered to delegate its powers, duties or functions with some strategic exemptions such as setting rates, borrowing funds, adopting a planning scheme amendment and adopting a budget.

Delegations are necessary to facilitate effective functioning of councils as they enable day-to-day decisions to be made in relation to routine administrative and operational matters.

In granting delegations, Council is not granting unfettered power to Council staff or relinquishing its own powers. A delegate must comply with the conditions of delegation as well as any relevant policies of Council and any legislative framework. Council can still exercise any delegated power, duty or functions itself by resolution in the Chamber.

The attached Instruments are recommended for the effective and efficient operation of Council's activities, as well as to enable routine and administrative tasks to be carried out with consistency and certainty.

The attached Instruments have been updated to ensure they remain contemporaneous and consistent with current legislation and business practices.

1.1 Instrument of Delegation – Planning

The current Instrument of Delegation – Planning has been in force since 20 September 2024. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

Changes to are shown using tracked changes in Attachment 1 and the only change involves the amendment of a typographical error in s 12(1) of the Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2024.

1.2 Instrument of Delegation – Domestic Animals and Foods Acts

The current Instrument of Delegation – Domestic Animals and Food Acts has been in force since 20 September 2024. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

The only change relates to powers in sections 19FA(1) and 19FA(3)(a)-(c) of the Food Act 1984. These provisions relate to the power to direct a proprietor to revise, or comply with requirements of a food safety program, and consequential powers in the event directions are not complied with. The condition which limited that delegated power to being exercised "only in relation to temporary food premises or mobile food premises" has been removed so it now applies to food premises more broadly. The changes are highlighted in tracked changes in Attachment 2.

1.3 Instrument of Delegation – Road Management Responsibilities

The current Instrument of Delegation – Road Management Responsibilities has been in force since 23 September 2024. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

Changes are shown using tracked changes in Attachment 3 and the only substantive change involves the insertion of section 12(2)(b) of the Road Management Act 2004. That section relates to the power of the Head of Transport for Victoria to discontinue a road or part of a road where it is not the coordinating road authority. The Head of Transport for Victoria can only exercise that

power with the consent of the relevant coordinating road authority, and this change delegates the power to provide that required consent.

There have also been updates to the nominated delegates for various provisions within the Instrument of Delegation based on staff changes.

2. CONSULTATION

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. The proposed instruments (Attachments 1, 2 and 3) have been prepared based on the advice provided by Maddocks Lawyers and in consultation with relevant staff.

3. SOCIAL IMPLICATIONS

Nil.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Nil.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

7. RISKS

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. A failure to abide by and keep up to date with legislative changes may place the organisation at risk of not maintaining its obligations under law which could lead to fines or unauthorised acts from officers.

Maintaining up-to-date instruments of delegation is essential for mitigating procedural risks. It ensures that delegations accurately reflect legislative changes and remain aligned with the organisation's needs. This practice ensures officers have the necessary powers, authorities, and obligations to effectively and appropriately fulfill their roles.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - S6 - Planning Council to Staff Instrument of Delegation - February 2025 [**8.4.1** - 69 pages]
2. Attachment 2 - S6 - Domestic Animals and Food Acts Council to Staff Instrument of Delegation - February 2025 [**8.4.2** - 18 pages]
3. Attachment 3 - s6 - Road Management Responsibilities Council to Staff Instrument of Delegation - February 2025 [**8.4.3** - 25 pages]



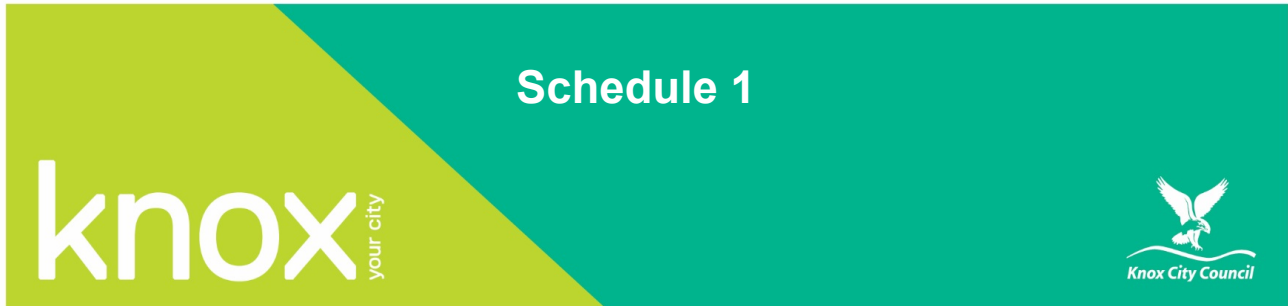
Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule 1, the Council:

1. delegates each duty and/or function and/or power described in column 1 of Schedule 1 (and summarised in column 2 of Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of Schedule 1;

2. records that reference in the Schedules to:

“Group A” means	Chief Executive Officer Director City Liveability Manager City Planning & Building Manager City Futures
“Group B” means	Coordinator Planning Coordinator City Strategy and Planning Major Projects Subdivision Planner Principal Planner Senior Strategic Planner
“Group C” means	Senior Planner Strategic Planner Planning Officer Student Planner
“Group D” means	Subdivision Planner
“Group E” means	Planning Investigation Officer Landscape Inspection Officer
“Group F” means	Planning Support Officer Student Strategic Planner Project Support Officer
“Group G” means	Coordinator Business Support City Planning and Building Business Support Officer City Planning and Building Counter Support Officer
“Group H” means	Senior Sustainable Development Engineer Development Engineer
“Group I” means	Arborist Landscape Assessment Officer Assistant Landscape Officer



3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~26 August 2024~~ February 2025 and
- 3.2 the delegation:
- 3.2.1 comes into force on 9 September 2024;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

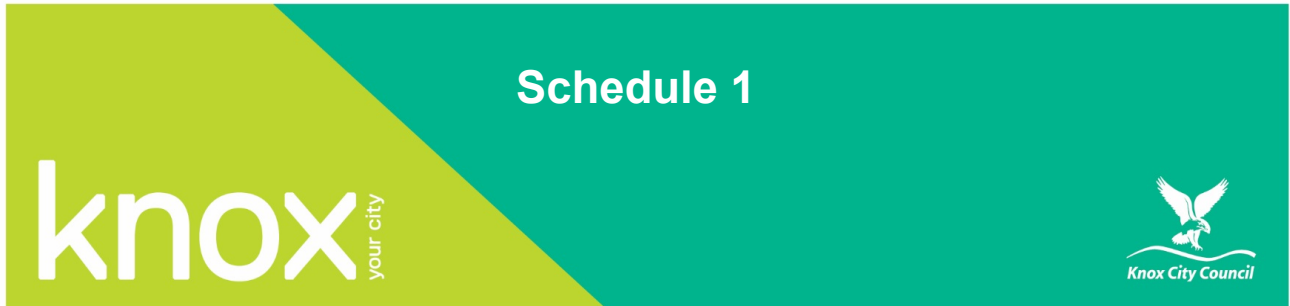
Cr ~~Jude Dwight~~ Lisa Cooper - Mayor

Bruce Dobson – Chief Executive Officer

Date:

Instrument of Delegation – Council to Staff Planning

~~September 2024~~ February 2025



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HERITAGE ACT 20174

LOCAL GOVERNMENT ACT 19894

PLANNING AND ENVIRONMENT ACT 19875

RESIDENTIAL TENANCIES ACT 199759

PLANNING AND ENVIRONMENT REGULATIONS 201561

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 201662

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 202063

SCHEDULE 269

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 116	Power to sub-delegate Executive Director’s functions, duties or powers	Not Delegated	Must first obtain Executive Director’s written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	Council must first have entered into a cladding rectification agreement under Section 185I

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Group A	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s 4I(2)	Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	Group A	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Group A	
s 8A(5)	Function of receiving notice of the Minister's decision	Group A	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Group A	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not Delegated	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Groups A, B & C	
s 12B(1)	Duty to review planning scheme	Groups A, B & C	
s 12B(2)	Duty to review planning scheme at direction of Minister	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s 14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
s 17(1)	Duty of giving copy amendment to the planning scheme	Groups A, B & C	
s 17(2)	Duty of giving copy s.173 agreement	Groups A, B & C	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	All Groups	Until the proposed amendment is approved or lapsed.
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	Where Council is a Planning Authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	All Groups	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice in accordance with section	Groups A, B & C	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Groups A, B & C	Except submissions which request a change to the items in s.22(5)(a) and (b)

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(2)	Power to consider a late submission Duty to consider a late submission if directed by the Minister	Groups A, B & C	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
s 24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report during the inspection period.
s 27(2)	Power to apply for exemption if panel's report not received	Group A	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	
s 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
s 30(4)(a)	Duty to say if amendment has lapsed	Group A	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 30(4)(b)	Duty to provide information in writing upon request	Group A	
s 32(2)	Duty to give more notice if required	Groups A, B & C	
s 33(1)	Duty to give more notice of changes to an amendment	Groups A, B & C	
s 36(2)	Duty to give notice of approval of amendment	Groups A, B & C	
s 38(5)	Duty to give notice of revocation of an amendment	Groups A, B & C	
s 39	Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s 40(1)	Function of lodging copy of approved amendment	Groups A, B & C	
s 41(1)	Duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	
s 46AW	Function of being consulted by the Minister	Groups A, B and C	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Groups A, B and C	Where Council is a responsible public entity

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Groups A, B, C & D	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	
s 46GP	Function of receiving a notice under s.46GO	Groups A, B, C & D	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	Where Council is the collecting agency
s 46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Groups A, B, C & D	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Groups A, B, C & D	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	Where Council is the collecting agency specified under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Groups A & B	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Groups A & B	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	Duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency’s annual report and provide reports on the use of the infrastructure contribution to the VPA	Groups A & B	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City Liveability	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Liveability	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Groups A & B	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council’s Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	
s 46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	
s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer Director City Liveability	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director City Liveability	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director City Liveability	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director City Liveability	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director City Liveability	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director City Liveability	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Director City Liveability	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director City Liveability	
s 46QD	Duty to prepare report and give a report to the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s 47	Power to decide that an application for a planning permit does not comply with that Act	All Groups	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Groups	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s 50(4)	Duty to amend application	Groups A, B, C, D, F & I	
s 50(5)	Power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s 50A(1)	Power to make amendment to application	Groups A, B, C, D, F & I	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s 50A(4)	Duty to note amendment to application in register	Groups A, B, C, D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s 52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s 52(3)	Power to give any further notice of an application where appropriate	Groups A, B & C	
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1)	Power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s 54(1B)	Duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	
s 57A(5)	Power to refuse to amend application	Groups A, B, C & D, F & I	
s 57A(6)	Duty to note amendments to application in register	All Groups	
s 57B(1)	Duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s 57C(1)	Duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s 58	Duty to consider every application for a permit	Groups A, B, C, D, F & I	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Director City Liveability	
s 60	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(a)	Power to decide to grant a permit	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(b)	Power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(c)	Power to refuse the permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister’s consent	Groups A, B, C, D, F & I	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Groups A, B, C, D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Groups A, B, C, D, F & I	
s 62(2)	Power to include other conditions	Groups A, B, C, D, F & I	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Groups A, B, C, D, F & I	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Groups A, B, C, D, F & I	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Groups A, B, C, D, F & I	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Groups A, B, C & D, F & I	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5)	Groups A, B, C & D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Groups A, B, C, D, F & I	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Groups A, B, C, D, F & I	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(3)	Duty not to issue a permit until after the specified period	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Groups A, B, C, D, F & I	
s 66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Groups A, B, C, D, F & I	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Groups	
s 69(1A)	Function of receiving application for extension of time to complete development	All Groups	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(2)	Power to extend time	Groups A, B, C, D, F & I	<p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> • Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy); • Whether there has been a change in the material circumstances of the site and surrounds; • The steps the owner may or may not have undertaken in an endeavour to act on the permit; • Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions. <p>Group B, C, D, & F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p>
s 70	Duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s 71(1)	Power to correct certain mistakes	Groups A, B, C, D, F & I	
s 71(2)	Duty to note corrections in register	Groups A, B, C & D	
s 73	Power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s 74	Duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Groups A, B, C, D, F & I	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Groups A, B, C, D, F & I	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Groups A, B, C & D	
s 83	Function of being respondent to an appeal	Groups A, B, C, D, E, F & I	
s 83B	Duty to give or publish notice of application for review	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Groups A, B, C, D, F & I	
s 84AB	Power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Groups A, B, C, D, F & I	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s 91(2)	Duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	
s 92	Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s 93(2)	Duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s 95(3)	Function of referring certain applications to the Minister	Groups A, B & C	
s 95(4)	Duty to comply with an order or direction	Groups A, B & C, F & I	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	
s 96F	Duty to consider the panel's report under section 96E	Group A	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 96H(3)	Power to give notice in compliance with Minister's direction	Groups A, B & C	
s 96J	Duty to issue permit as directed by the Minister	Groups A, B & C	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s 96Z	Duty to keep levy certificates given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate	All Groups	
s 97C	Power to request Minister to decide the application	Group A	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	
s 97G(6)	Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97L	Duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Group A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Groups A & B	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s 97Q(4)	Duty to comply with directions of VCAT	Groups A, B, C, D & E	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Group A	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Group A	
s 101	Function of receiving claim for expenses in conjunction with claim	Group A	
s 103	Power to reject a claim for compensation in certain circumstances	Group A	
s 107(1)	Function of receiving claim for compensation	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 107(3)	Power to agree to extend time for making claim	Group A	
s 113(2)	Power to request a declaration of land to be proposed to be reserved for public purposes	Group A	
s 114(1)	Power to apply to the VCAT for an enforcement order	Groups A, B & E	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Groups A, B, C, D & E	
s 120(1)	Power to apply for an interim enforcement order where section 114 application has been made	Groups A & B	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Groups A & E	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Group A	Except Crown Land
S125(1)	Power to apply to any Court of competent jurisdiction or to the Tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Group A	
s 129	Function of recovering penalties	Groups A, B & E	
s 130(5)	Power to allow person served with an infringement notice further time	Groups A, B & E	
s 149A(1)	Power to refer a matter to the VCAT for determination	Groups A & B	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Groups A & B	
S149B	Power to apply to the Tribunal for a declaration	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 156	Duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156 (2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4)	Group A	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Groups A, B, C, D & E	
s 171(2)(g)	Power to grant and reserve easements	Group A	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Group A	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Group A	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Group A	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in section 174	Chief Executive Officer Director City Liveability	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Group A	Where council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Groups A, B, C & D	
s 177(2)	Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s 178	Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 178A(1)	Function of receiving application to amend or end an agreement	Groups A, B, C & D	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Groups A, B, C & D	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Groups A, B, C & D	
s 178A(5)	Power to propose to amend or end an agreement	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Group A	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Group A	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(4)	Function of determining how to give notice under s.178C(2)	Groups A, B, C & D	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Group A	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(c)	Power to refuse to amend or end the agreement	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(d)	Power to refuse to amend or end the agreement	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	Groups A, B, C & D	
s 178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Groups A, B, C & D	
s 178F(4)	Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Director City Liveability	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Groups A, B, C & D	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Groups A, B, C & D	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	Groups A, B, C, D & E	
s 181	Duty to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Groups A, B, C & D	
s 182	Power to enforce an agreement	Groups A, B, C, D & E	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Group A	<p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Group A	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Groups A, B, C & D	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(2)	Duty to comply with a direction of the Tribunal	Group A	
s 184G(3)	Duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
S 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Groups A, B, C, D & F	
s 198(1)	Function to receive application for planning certificate	Groups A, B & C	
s 199(1)	Duty to give planning certificate to applicant	Groups A, B & C	
s 201(1)	Function of receiving application for declaration of underlying zoning	Group A	
s 201(3)	Duty to make declaration	Group A	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, E, H & I	
Misc	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Groups A, B, C, D, E, H & I	
Misc	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, E, H & I	
Misc	Power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, D, E & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Misc.	Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference	Groups A, B, C, & D	The mediated outcome shall be generally in accordance with the Council decision on the application, unless an agreed outcome involves major changes being made to a proposal that address issues or concerns identified with the Council decision.
Misc.	Power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment	Group A	The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors.
Misc.	Power to make minor changes to a Planning Scheme Amendment	Group A	Changes must not affect the purpose or intent of the Amendment.
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Groups	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Groups	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
s 522(1)	Power to give a compliance notice to a person	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(4)	Duty to issue identity card to authorised officers	Chief Executive Officer Director Customer & Performance Manager Governance and Risk	
s 526(5)	Duty to keep record of entry by authorised officer under section 526	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 526A(3)	Function of receiving report of inspection	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director City Liveability Manager City Safety & Health	

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Groups	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Groups A, B, C, D, F & I	
r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Groups A, B, C, D, G, G & I	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Groups A, B, C, D, F, G & I	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Groups A, B, C, D, & G	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Group A	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Group A & B	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	Groups A & B	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(1)	Power to refuse to renew -grant the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director City Liveability	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 21(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 24(2)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 39(3)	Function of receiving installation certificate	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
R 45(5))	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

SCHEDULE 2

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
 - 2.1 calling their Council-provided phone (including leaving a voice mail message);
 - 2.2 sending a text message to their Council-provided phone; or
 - 2.3 sending an email to their Council-provided email address,
 and advising them what the issue, action, act or thing is and:
 - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
 - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
 - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
 - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
 - 3.2 the expiration of the stipulated deadline
 may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.
4. For the purposes of paragraph 3.2:
 - 4.1 'stipulated deadline' means –
 - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
 - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
 - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.



Instrument of Delegation

Domestic Animals & Food Acts



Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~9-September 2024~~24 February 2025; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately upon its execution;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee



| _____
Cr ~~Jude Dwight~~Lisa Cooper - Mayor

Bruce Dobson - Chief Executive Officer

Date:

| Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

~~September 2024~~February 2025



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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	Director -City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u>	The delegate must be a Council authorised officer under section 72;

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer Director Planning and Development Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) display at any point of sale, (ib) be published on the food business's internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise or otherwise	Chief Executive Officer Director City Liveability Manager City Safety & Health	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	If section 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution. Only in relation to temporary food premises or mobile food premises.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(7)	Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19EA(3)	Function of receiving a copy of the revised food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
S19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority. Only in relation to temporary food premises or mobile food premises Subject to s 19FA(2), which requires a time limit for compliance to be specified
S19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority. Only in relation to temporary food premises or mobile food premises Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
S19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority. Only in relation to temporary food premises or mobile food premises
S19FA(3)(c)	Power to suspend the registration of the premises where a proprietor of a food premises fails to comply with a direction given under Section 19FA(1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority. Only in relation to temporary food premises or mobile food premises

Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

~~September 2024~~ February 2025

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see S19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19N(2)	Function of receiving notice from the auditor	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see section 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s- 36B	Duty to pay the charge for use of online portal	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s.38AB (1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in section 38D(2)(a)-(d)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38D(3)	Power to request copies of any audit reports	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s 38E(4)	Duty to register the food premises when conditions are satisfied	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer Team Leader Environmental Health	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(1)	Power to require notification of change of change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39A	power to register or renew the registration of a food premises despite minor defects	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s 39A(6)	Duty to comply with a direction of the Secretary	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 40E	Duty to comply with the direction of the Secretary	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40F	Power to cancel registration of food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 43	Duty to maintain records of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

**Council to Council Staff:**

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~9 September 2024~~ 24 February 2025 and
 - 2.2 the delegation:
 - 2.2.1 comes into force on immediately upon its execution;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



| _____
Cr ~~Jude Dwight~~Lisa Cooper - Mayor

| _____
~~Grant Thorne~~Bruce Dobson – ~~Acting~~ Chief
Executive Officer

Date:

| Instrument of Delegation – Council to Staff
Road Management Responsibilities

~~September 2024~~February 2025



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Coordinator Property Management	
s 11(9)(b)	Duty to advise registrar	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Coordinator Property Management	
s 11(10)	Duty to inform secretary to department of environment, land, water and planning of declaration etc.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Clause subject to section 11(10a)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(10a)	Duty to inform secretary to department of environment, land, water and planning or nominated person	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
<u>S12(2)(b)</u>	<u>Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road.</u>	<u>Chief Executive Officer</u> <u>Director- Infrastructure</u> <u>Director City Liveability</u> <u>Chief Financial Officer</u> <u>Manager Strategic Procurement and Property</u> <u>Coordinator Property Management</u>	
s 12(10)	Duty to notify of decision made	Chief Executive Officer Director- Infrastructure Director City Liveability Chief Financial Officer <u>Manager Strategic Procurement and Property</u> Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the minister
s 13(1)	Power to fix a boundary of a road by publishing notice in government gazette	Chief Executive Officer Director Infrastructure Director City Liveability Chief Financial Officer Manager - City Futures	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(4)	Function of receiving notice from the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 14(7)	Power to appeal against decision of the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer Director Infrastructure	
s 15(1a)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer Director Infrastructure	
s.15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 16(7)	Power to enter into an arrangement under section 15	Chief Executive Officer Director Infrastructure	
s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 17(2)	Duty to register public road in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s 18(3)	Duty to record designation in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 21	Function of replying to request for information or advice	Chief Executive Officer Director Infrastructure	Obtain consent in circumstances specified in section 11(2)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(2)	Function of commenting on proposed direction	Chief Executive Officer Director Infrastructure	
s 22(4)	Duty to publish a copy or summary of any direction made under section 22 by the minister in its annual report.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	
s 22(5)	Duty to give effect to a direction under section 22.	Chief Executive Officer Director Infrastructure	
s 40(1)	Duty to inspect, maintain and repair a public road.	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers Director Infrastructure Manager Engineering Services and Operations	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	

Instrument of Delegation – Council to Staff
Road Management Responsibilities

September 2024 February 2025

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Director Infrastructure	
s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in government gazette	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42a(3)	Duty to consult with the head, transport for Victoria and minister for local government before road is specified	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof
s 42a(4)	Power to approve minister's decision to specify a road as a specified freight road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48ea	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Coordinator Civil Maintenance Coordinator Sportsfields and Reserves Coordinator Urban Forest and City Presentation Coordinator Civil Construction	Where council is the responsible road authority, infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48m(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48m	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 49	Power to develop and publish a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	
s 53(2)	Power to cause notice to be published in government gazette of amendment etc of document in road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(6)	Power to amend road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 55(1)	Duty to cause notice of road management plan to be published in government gazette and newspaper	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the infrastructure manager
s 64(1)	Duty to comply with clause 13 of schedule 7	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Power to consent to structure etc	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(3)	Power to request information	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 68(2)	Power to request information	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Chief Executive Officer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head of Governance Senior Governance Officer Governance Officer	
s 85	Function of receiving report from authorised officer	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	
s 86	Duty to keep register re section 85 matters	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	
s 87(1)	Function of receiving complaints	Chief Executive Officer Director Infrastructure	
s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer Director Infrastructure Director City Liveability	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director Infrastructure Director City Liveability Manager Green Spaces and Environment	
s 112(2)	Power to recover damages in court	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to cause or carry out inspection	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Coordinator Asset Strategy	
s 119(2)	Function of consulting with the head, transport for victoria	Chief Executive Officer Director Infrastructure Manager Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the head, transport for victoria)	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure Coordinator Civil Maintenance Coordinator Urban Forest and City Presentation Coordinator Sportsfields and Reserves Coordinator Civil Construction	
s 120(2)	Duty to seek consent of the head, transport for victoria to exercise road management functions before exercising power in section 120(1)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations Manager Strategic Infrastructure	
s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	

Instrument of Delegation – Council to Staff
Road Management Responsibilities

September 2024 ~~February 2025~~

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 122(1)	Power to charge and recover fees	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
s 123(1)	Power to charge for any service	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
Sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
sch 2 cl 4	Function of receiving details of proposal from the head, transport for Victoria	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Chief Executive Officer Director Infrastructure Manager Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager responsible for non-road infrastructure
Sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 10(2)	Where schedule 7 clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 12(5)	Power to recover costs	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to schedule 7, clause 13(2)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the works manager
Sch 7 cl 13(2)	Power to vary notice period	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under schedule 7, clause 13(1)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 16(1)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(4)	Duty to consult	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority, responsible authority or infrastructure manager
Sch 7 cl 16(5)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(8)	Power to include consents and conditions	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 18(1)	Power to enter into an agreement	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7a cl 2	Power to cause street lights to be installed on roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7a cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Where council is the responsible road authority
Sch 7a cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Where council is the responsible road authority
Sch 7a cl (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clause 2	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the act	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
r 16(3)	Power to issue permit	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	Where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 23(3)	Power to make submission to tribunal	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Parking Enforcement	Where council is the coordinating road authority
r 23(4)	Power to charge a fee for application under section 66(1) road management act	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety and Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officer	Where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws Team Leader Parking Enforcement Parking Enforcement Officer	Where council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Chief Executive Officer Director Infrastructure Manager Engineering Services and -Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws	Where council is the responsible road authority
R.25(5)	Power to recover in the magistrates' court, expenses from person responsible	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws <u>and Emergency Management</u> Team Leader Community Laws	

Instrument of Delegation – Council to Staff
Road Management Responsibilities

~~September 2024~~ February 2025

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 15	Power to exempt a person from requirement under clause 13(1) of schedule 7 of the act to give notice as to the completion of those works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority and where consent given under section 63(1) of the act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority

9 Supplementary Items

10 Notices Of Motion

10.1 Notices of Motion No. 167 - Cost Savings

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 24 February 2025:

That Council:

1. Notes the importance of sound financial practice and being both effective and efficient in undertaking its role;
2. Recognises the need to identify opportunities within the current and future budget processes to lower costs and /or increase non-rate revenue; and
3. Include information on cost savings and /or non-rate revenue opportunities, identified as part of the budget process, in the 2025/26 budget document to be adopted by Council

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items

SUPPLEMENTARY AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 February 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting

Order of Business

9 Supplementary Items.....3

9.1 Attendance at the National General Assembly of the Australian Local Government

Association.....3

Bruce Dobson

Chief Executive Office

9 Supplementary Items

9.1 Attendance at the National General Assembly of the Australian Local Government Association

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Director Customer & Performance, Greg Curcio
Manager:	Manager Governance & Risk, Andrew Dowling
Executive:	Director, Customer & Performance, Greg Curcio

SUMMARY

This report outlines the planned Council arrangements for the 2025 National General Assembly (NGA) convened by the Australian Local Government Association (ALGA). The NGA is held annually in Canberra and will be held from 24 to 27 June 2025. The report also seeks Council approval for interstate travel in accordance with Council's Councillor Expenses and Support Policy (refer **Attachment 1**).

RECOMMENDATION

That Council resolve to:

1. Note the proposed attendance at the Australian Local Government Association's (ALGA's) National General Assembly (NGA) by the Mayor Lisa Cooper, Deputy Mayor Glen Atwell, Cr Chris Duncan, Cr Peter Lockwood and Cr Susan Pearce.
2. Note attendance by the Mayor Lisa Cooper, Deputy Mayor Glen Atwell, Cr Peter Lockwood and Cr Chris Duncan will be funded pursuant to section 6.5.1 of the Councillor Expenses and Support Policy (Attendance at the Australian Local Government Association (ALGA) National General Assembly).
3. Note Cr Susan Pearce has elected to fund her attendance as a professional development opportunity pursuant to section 6.4.4 of the Councillor Expenses and Support Policy (Councillor Induction and sector training).
4. Approve the reimbursement of interstate travel expenses for Councillor Pearce associated with her attendance of ALGA's NGA pursuant to Section 6.2 (Transport and travel) and 6.4.4 (Councillor Induction and sector training) of the Councillor Expenses and Support Policy.
5. Note the proposed attendance at the ALGA NGA by the Chief Executive Officer, having been requested by the Mayor to support the delegation to the NGA in accordance with section 6.5.1 of the Councillor Expenses and Support Policy (Attendance at the Australian Local Government Association (ALGA) National General Assembly).

1. DISCUSSION

The 2025 National General Assembly of Local Government (NGA) will be held in Canberra from 24-27 June 2025. This year's NGA theme is 'National Priorities Need Local Solutions'.

The event is facilitated by the Australian Local Government Association (ALGA) who provide a national voice of local government for 537 councils across the country. ALGA members include state and territory local government associations.

As per previous years, Knox City Council is intending to send a delegation of Councillors to the NGA in Canberra for the purposes of participating and engaging in advocacy and discussion on matters of national importance to local government. This report formalises the attendance at the 2025 NGA as per Council's Councillor Expenses and Support Policy (**refer Attachment 1**) as outlined in section 1.1 of this report.

The following Councillors have expressed interest in attending the 2025 NGA, in accordance with specific provisions of the Policy as set out below:

Pursuant to Section 6.5 of the Councillor Expenses and Support Policy	Pursuant to Section 6.4 of the Councillor Expenses and Support Policy
<ul style="list-style-type: none">• Mayor Lisa Cooper• Deputy Mayor Glen Atwell• Cr Peter Lockwood• Cr Chris Duncan	<ul style="list-style-type: none">• Cr Susan Pearce

A report from Councillors attending ALGA providing a synopsis of the NGA and any outcomes from their attendance is ordinarily provided at a subsequent Council meeting.

1.1 RELEVANT EXTRACTS FROM THE COUNCILLOR EXPENSE AND SUPPORT POLICY

Transport and travel (section 6.2)

General Provisions (section 6.2.1.)

The following general provisions shall apply when determining any expenses to be met or reimbursed by Council:

- Subject to section 6.5.1 interstate or overseas travel expenses must be applied for, and approved by Council resolution, in advance of the travel occurring.

Representing Council (section 6.5)

Attendance at the Australian Local Government Association (ALGA) National General Assembly (NGA) (section 6.5.1)

The Mayor and up to three additional Councillors are entitled under this section to have met or reimbursed, the costs for attending and representing Council at the Annual National General Assembly of the Australian Local Government Association (ALGA), which provides Councils with the opportunity to participate and engage in advocacy and discussion on matters of national importance to local government.

Where more than three Councillors, other than the Mayor, wish to claim an entitlement under this section, the Mayor shall consult with Councillors seeking to reduce the number of Councillor

delegates to four. Priority will be given to Councillors who have not previously attended the NGA in the current term of Council. Where, following consultation with the Mayor, more than four Councillors wish to claim an entitlement under this section, the matter shall be referred to Council for determination.

The total cost for attending the NGA (excluding meals and transport costs) under this section shall not be deducted from individual Councillors' Conference, Seminar and Representation Expenses entitlement.

At the request of the Mayor, and subject to available budget provisions, the Councillor delegation to the NGA may be supported (at Council's expense) by the Chief Executive Officer or another member of the Executive Leadership Team.

Conferences, Seminars, Training and Professional Development (section 6.4)

Annual Budget Allocation for Conferences, Seminars, Training, Professional Development and Representation (section 6.4.2)

Subject to consideration and approval of the annual Council budget, an allocation for Conferences, Seminars, Training, Professional Development and Representation of:

- \$5,500 will be made in respect of each Councillor;
- \$7,000 for the Deputy Mayor; and
- \$11,000 for the Mayor;

for use within a given mayoral year at the discretion of the individual Councillor. Allocations are not cumulative as between mayoral years.

Councillor Induction and sector training (section 6.4.4.)

A Councillor who is not entitled (or seeking) to be reimbursed for attending the Australian Local Government Association (ALGA) National General Assembly (NGA) in accordance with Section 6.5.1, may fund their attendance at the NGA from their individual Councillor training and development budgets. (For the purposes of this section, the costs of attending the NGA shall include all registration, travel, meals, accommodation and incidental expenses).

2. ENGAGEMENT

N/A

3. SOCIAL IMPLICATIONS

N/A

4. CLIMATE CHANGE CONSIDERATIONS

N/A

5. ENVIRONMENTAL IMPLICATIONS

N/A

6. FINANCIAL AND RESOURCE IMPLICATIONS

Based on previous experience, it is estimated that the costs per person will be in the order of:

- NGA registration: ~\$1,100
- Accommodation: ~\$1,050
- Flights: ~\$680
- Petrol and car parking (if any person elects to drive to Canberra): ~\$400
- Other out of pocket expenses: ~\$200

There is sufficient capacity in the 2024/25 budget to meet the above estimated costs.

7. RISKS

N/A

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Councillor Expenses and Support Policy [9.1.1 - 25 pages]

Councillor Expenses and Support

Policy Number:	2003/21	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Governance and Risk
Approval Date:	11 June, 2024	Version Number:	5
Review Date:	3 years from date of approval		

1. Purpose

This document assists Councillors, members of delegated committees, Council staff and the community to understand the entitlements of the Mayor, Councillors and members of Delegated Committees by outlining:

- entitlements for reimbursement of reasonable bona fide out-of-pocket expenses incurred while performing the duties of a Councillor or a member of a delegated committee.
- entitlements to have reasonable bona fide expenses associated with performing the duties of a Councillor or a member of a delegated committee paid on their behalf.
- Councillors' entitlements to professional development support and resources.
- The facilities, resources and support considered necessary and appropriate for Councillors to perform their duties in accordance with the requirements of the Local Government Act 2020 (the Act).

This document also sets out:

- The process and standards for claiming expenses.
- The process and standards for reporting and accountability.

2. Context

Part 2, Division 6 of the Act provides for the payment of allowances; the reimbursement of expenses; and the provision of resources and facilities to the Mayor, Councillors and members of delegated committees for the purpose of supporting them perform their duties.

Councillors and members of delegated committees are entitled, under section 40 of the Act, to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Section 41 of the Act requires Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.



3. Scope

This Policy applies to the Knox City Council Mayor, Councillors and delegated committee members and specifically addresses a broad range of expenses including:

- Transport and travel;
- Information and Communications Technology
- Conference, seminars, training and professional development;
- Meals and refreshments; and
- Carer Support

This policy is not intended to prescribe for every possible situation that may arise. Any situation that is not adequately covered by this policy will be determined in accordance with section 6.15 or referred to Council for determination by resolution.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

The payment of allowances for the Mayor, Deputy Mayor and Councillors is outside of the scope of this policy and will be determined according to the requirements of section 39 of the Act.

4. References

4.1 Community Plan 2021-2031

4.2 Council Plan 2021-2025

Key Direction 5: Civic engagement and integrity

Ensure our processes are transparent and decisions are accountable.

4.3 Relevant Legislation

- Local Government Act 2020
- Carers Recognition Act 2012

4.4 Charter of Human Rights

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

4.5 Related Council Policies

- Governance Rules
- Public Transparency Policy
- Councillor Media Policy
- Election Period Policy
- Email, Internet & Web Browsing Policy
- Information Management Security Policy
- Password Policy



5. Definitions

the Act	Means the <i>Local Government Act 2020</i> as amended.
Bona fide	Means honest; genuine; actual; authentic; acting without the intention of defrauding.
Carer	Mean a carer as defined under section 4 of the Carers Recognition Act 2012.
Civic function	A ceremonial or celebratory Council event (including reception or ball).
Council	Means Knox City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i> .
Delegated Committee	Means a Delegated Committee established under section 63 of the Act.
Duties as a Councillor	<p>Means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.</p> <p>Such duties include, but not are not limited to, attendance at:</p> <ul style="list-style-type: none"> • Council Meetings, Delegated Committee Meetings, or other committee meetings; • Briefing sessions, workshops, or other meetings with Council staff; • Training sessions, professional development opportunities and conferences (as an attendee and / or speaker) which: <ul style="list-style-type: none"> – Are consistent with Council’s objectives; – Will cover or present material with application / importance / relevance to current or future issues faced by the Council; and – Are within the General, or Councillor’s annual budget allocations. • Conferences or other meetings as Council’s nominated representative or delegate. • Civic or ceremonial functions convened or scheduled by the Council, Mayor or Chief Executive Officer; • Meetings with individual community members, organisations and community groups; • Other meetings, inspections or events attended by a Councillor in an official capacity relevant to their duties.
Duties as a Delegated Committee Member	Means duties performed by a member of a Delegated Committee who is not a Councillor, that is necessary or appropriate for the purposes of achieving the objectives of the Committee having regard to any relevant Act, regulations, Ministerial guidelines Instrument of Delegation or Council policy.



Expenses	<p>Means expenses</p> <ul style="list-style-type: none"> initially incurred by a Mayor, Councillor or member of a delegated committee for which a claim is subsequently made for reimbursement; and expenses incurred by Council for or on behalf of a Mayor, Councillor or member of a delegated committee.
Fair and reasonable (in relation to expenses, support and resources)	<p>Means:</p> <ul style="list-style-type: none"> An amount, level or type that is consistent with what a reasonable person would pay or accept, if they were not a Councillor or member of a delegated committee, in the same or similar circumstances for the same or similar item. An amount that represents value for money and minimises waste or extravagance
Material cost	<p>Means a cost greater than 10% of the:</p> <ul style="list-style-type: none"> total once-off expense incurred; or monthly expense incurred.
Professional development	<p>Means the process of improving and increasing the capabilities, knowledge, mindset or skillset of councillors through access to education and training opportunities, whether through outside organisations or in the workplace.</p>
Reasonable personal use	<p>Means personal use that:</p> <ul style="list-style-type: none"> is infrequent and brief, and/or does not have a cost to Council, or a material cost to Council in the context of the expense in question. does not interfere with the operation of Council. does not unreasonably interfere with another councillor's use of Council's resources and facilities. does not compromise the security of the Council's systems or assets. does not impact on Council's electronic storage capacity. does not decrease Council's network performance, or consume bandwidth or data in a manner that could interfere with the service provided to others (e.g. large email attachments can decrease system performance and potentially cause system outages; streaming content can consume large amounts of bandwidth on Council's network, or data from Council's mobile plan). corresponds to Council's procedures for email maintenance and archiving documents. is not an unacceptable use, as defined.
Representing Council	<p>Representing Council means external-facing responsibilities focused on promoting Council's interests and position; or where Council receives an official invitation seeking Council representation at an event</p>



Term of office	<p>In accordance with Section 29 of the Local Government Act 2020, the term of office of a Councillor elected at a general election commences on the day that the Councillor takes the Oath or affirmation of Office and expires at 6.00am on the day appointed for the next general election.</p> <p>In terms of this policy, the term of office for any Councillor elected as a result of an extraordinary vacancy expires at 6.00am on the day appointed for the next general election.</p>
Tools of trade	<p>Includes the following items of information and communications technology equipment provided to conduct business as a Councillor:</p> <ul style="list-style-type: none"> • Laptop and or Tablet Computer • Printer/Copier/Facsimile/Scanner • Mobile Communication Device (eg Smartphone)
Unacceptable use	<p>Means use:</p> <ul style="list-style-type: none"> • To create or exchange messages that are offensive, harassing, obscene or threatening. • To visit web sites containing objectionable (including pornographic) or criminal material. • To store publish or transmit material that is offensive, obscene, abusive, defamatory or unlawful. • That exchanges any confidential or sensitive information contrary to law. • That infringes intellectual property laws. • That transmits files or viruses that cause a negative impact on Council's computer system. • Of software that is unauthorised. • That is for electioneering purposes or any other purpose prohibited by law.

6. Council Policy

6.1.1. Policy Principles

The following principles represent the foundation of Council's Policy on payment or the reimbursement of expenses for the Mayor, Councillors and delegated committee members. The following principles also represent the foundation of Council's Policy on the provision of resources and facilities to support the Mayor and Councillors:

- Public resources will be used prudently and solely in the public interest, in accordance with the Councillor Conduct principles as prescribed in the Act.
- Public resources will be allocated in a fair and equitable manner taking into account individual needs and circumstances, to facilitate the full participation of all Councillors.
- The provision of support and resources, and the reimbursement of expenses must be accountable and transparent to the community.
- Expenses must be:
 - Fair, reasonable and bona fide;



- actually incurred in the performance and discharge of a Councillor's or delegated committee member's duties;
- adequately substantiated; and
- in accordance with statutory requirements and community expectations.
- Support and resources provided must be:
 - fair and reasonable;
 - reasonably necessary to meet the legitimate needs of Councillors when performing their duties; and
 - in accordance with statutory requirements and community expectations.
- Councillors must reimburse Council for any costs incurred which relate to personal use which is not specifically authorised in this Policy.
- Council will provide reasonable additional support, facilities and/ or equipment for any Councillor with a disability to enable them to perform their duties.

6.2. Transport and travel

6.2.1. General Provisions

The following general provisions shall apply when determining any expenses to be met or reimbursed by Council:

- Subject to section 6.5.1 interstate or overseas travel expenses must be applied for, and approved by Council resolution, in advance of the travel occurring.
- Expenses will only be met or reimbursed by Council where undertaking the duties of a Councillor is the primary and predominate purpose of travel.
- Travel shall be by the most practical mode and route possible, and be reasonable in the circumstances taking into account factors such as duration and total cost of travel.
- Costs should be minimised by sharing travel arrangements where reasonable and practicable.
- The amount paid or reimbursed by Council for air travel shall not exceed the cost of economy class air travel to the relevant destination.
- Where private travel is undertaken in conjunction with travel related to the duties of a Councillor:
 - All costs incurred for private purposes must be clearly delineated and documented pre-departure.
 - Council will not directly pay for or reimburse any costs related to private travel.
- The quantum of expenses met or reimbursed by Council will generally be on the basis of the actual cost incurred and the form of transport used. However, Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account for example, the alternative models of travel available.



- Council will not reimburse expenses for travel to Council or Delegated Committee meetings, meetings of Council committees, formal briefing sessions and civic and ceremonial functions.

6.2.2. Mayoral Vehicle

A fully maintained motor vehicle will be made available to the Mayor for the duration of their term, including for reasonable personal use.

The make and model of vehicle will be determined in accordance with Council Policy or at the discretion of the Chief Executive Officer.

Reserved parking will be provided for the Mayoral Vehicle at the Civic Centre.

6.2.3. Private Vehicle Use

Councillors and members of a delegated committee using their own private vehicles to carry out their duties as a Councillor or a delegated committee member may be reimbursed travel expenses. Reimbursement shall be on a per-kilometre basis at the rate prescribed for deductions for work-related car expenses by the Australian Taxation Office (ATO) using the cents per kilometre method.

Where a Councillor or delegated committee member uses a car for interstate travel in accordance with this policy, the amount paid or reimbursed by Council to undertake the interstate travel (inclusive of tolls, car parking and additional accommodation costs) shall not exceed the cost of economy class air travel and transfers to the relevant destination.

Parking will be provided for Councillors' private vehicles at the Civic Centre.

6.2.4. Council Vehicle Use

In exceptional circumstances, where practicable and by prior arrangement through the Chief Executive Officer, a Council pool vehicle may be made available for use by a Councillor where use of a private vehicle or other means of transport is not available or convenient.

All use of Council pool vehicles must be reasonably necessary to discharge the duties of a Councillor and pool vehicles may not be used for personal use.

Council does not have an allocated pool vehicle for use by Councillors and availability of vehicles is subject to operational demands upon the fleet.

Any Councillor use of Council pool vehicles is subject to relevant Council policies and procedures.

6.2.5. Tolls and Car Parking Costs

Councillors and delegated committee members may be reimbursed for the cost of:

- Car parking for the reasonable duration required to perform their duties.
- Fees for use of toll roads (EastLink and CityLink) incurred in attending to their duties.

The most value for money parking options should be sought. Where premium, valet or personalised parking services are used, the amount paid or reimbursed by Council shall not exceed the cost of standard parking facilities available in reasonable proximity.

6.2.6. Public Transport

Councillors and delegated committee members may be reimbursed for the cost of using public transport incurred in attending to their duties as a Councillor.



6.2.7. Taxi Costs (including ride share and other fare based services)

Where it is not practicable or cost effective to use public transport, a Council or private motor vehicle, Councillors and delegated committee members may be reimbursed for taxi costs incurred in attending to their duties.

Where a Councillor or a delegated committee member uses a ride share service or other service providing a vehicle and driver, the amount paid or reimbursed by Council shall not exceed the cost of an equivalent taxi service.

Councillors may request a "Cab-Charge" voucher from Council for the payment of taxi services.

6.2.8. Overseas Travel

Overseas travel expenses will only be incurred or reimbursed in accordance with a specific Council resolution made prior to the travel being undertaken.

Expenses relating to overseas travel, accommodation, meals and reasonable entertainment will be met or reimbursed by Council in accordance with the resolution.

6.2.9. Exclusions

Council will not directly pay for, or reimburse, the costs of any infringements incurred, including:

- For road, traffic or parking offences.
- For public transport offences.

6.2.10. Travel Expenses not covered by the foregoing.

Where travel expenses are proposed to be incurred outside this section or there is doubt as to the application of this section to expenses incurred, then the provisions of section 6.15 of this Policy can be applied.

6.3. Information and Communications Technology (ICT)

6.3.1. Selection and Provision of Councillors' ICT Equipment

The following tools of trade will be made available to each Councillor to assist them perform their duties as a Councillor:

- one mobile telephone: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled with a voice mail or voice to text service.
- one mobile tablet or laptop computer: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled.
- one multi-function copier/printer/scanner – if requested. One replacement set of toner cartridges will be provided upon request per Council term.
- monitor with a second monitor available on request.
- headphones suitable for tablet / laptop based MS Teams and Zoom meetings.

The capital costs of Councillors' tools of trade are not an expense for the purposes of this policy.



Council will directly pay for the expenses associated with providing a mobile data plan for tools of trade through plans established periodically according to Council's usual procurement processes.

The make, model, and functionality of Councillors' tools of trade will be subject to consultation with Councillors, but will otherwise:

- Be selected in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities;
- Not exceed, nor be less than, the standard or specifications of equipment available to staff (including Directors and the Chief Executive Officer);
- Be consistent across the Councillor group to enable more efficient training, support and asset management;
- Be reviewed at the commencement of each electoral term; and
- Be upgraded at the end of their useful life or otherwise in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities.

Where a reasonable mobile data (ie 3G, 4G, 5G) connection cannot be accessed at a Councillor's normal place of residence, expenses for an alternative solution can be considered in accordance with section 6.15 of this Policy.

6.3.2. Selection and Installation of ICT Software

Councillors' tools of trade will be equipped with a range of approved software. Software selected will be subject to consultation with Councillors, but will otherwise be selected and upgraded in accordance with Council's ICT strategy and the usual standards, processes and security safeguards applied across Council's network.

The installation of additional software on Councillor tools of trade is subject to consultation with the IT Department.

Councillors must not load pirated, suspect or illegal software or content onto any Council provided device. Council has the right to audit a tool of trade, including applications and information, to ensure compliance with the law and this policy. The Chief Executive Officer has the authority to delete any inappropriate information or unauthorised software from a Council provided tool of trade.

The cost of approved software selected and made available to all Councillors is not considered an expense for the purposes of this policy.

6.3.3. Use of ICT Equipment

Councillors must maintain the integrity and the configuration of the tools of trade provided, protect and generally ensure the safe custody and operation of such equipment and the information they contain.

Councillors' tools of trade are to be used for their duties as a Councillor, however reasonable personal use (as defined) of Councillors' tools of trade is permissible. Councillors' tools of trade must not be used to conduct personal business or other unacceptable uses.

Councillors should take all reasonable steps to ensure that Council provided tools of trade are not used in breach of this policy by third parties.



Councillors will be provided an opportunity to review the costs associated with their tools of trade at regular intervals, in order to identify and reimburse Council for private usage which is beyond reasonable personal use.

6.3.4. International Roaming

Councillors travelling overseas travel in accordance with section 6.2.8 may have international roaming provisioned on their tools of trade for the duration of the trip in accordance with Council's resolution.

International use of tools of trade in all other circumstances requires approval of the Chief Executive Officer prior to departure and the quantum of expense to be met or reimbursed by Council shall be limited to \$100 per Councillor per 4 week period.

6.3.5. User Accounts and Data

Councillors will be provided a user account enabling access to:

- Their tools of trade and any associated local, network, or cloud based storage.
- An email account on Council's @Knox.vic.gov.au domain.
- Software provided in accordance with section 0.
- Other data and resources relevant to their duties as a Councillors.

Councillors' use of the accounts and data provided via their tools of trade (or any other method) are subject to the various codes, policies and procedures set out Section 4.

Council will typically provide personalised user accounts and avoid generic (ie ward based) accounts to ensure the privacy and confidentiality of Councillors' data following the end of a Councillor's term of office.

6.3.6. Damage, Loss or Theft of Equipment

Any damage sustained to Councillors' tools of trade will be repaired at Council's expense. Device covers are highly recommended and may be supplied by Council.

Where a mobile device is damaged, lost or stolen a Councillor must:

- report the damage, loss or theft to the Information Technology Team as soon as practicable; and
- where requested, provide a Statutory Declaration including the details of the device and the circumstances of the damage, loss or theft.

All stolen or lost tools of trade will be subject to a remote wipe by Council.

6.3.7. Return of Councillor Equipment

All Councillor equipment must be returned to Council:

- upon request; and or
- at the conclusion of a Councillors' term of office.

Council staff will take appropriate steps to remove / destroy any data stored on Councillor equipment that is returned, before it is disposed of or re-deployed.



6.3.8. Disposal of Redundant Councillor Equipment

Councillors will be provided with an opportunity to purchase (at market value) the tools of trade that have been provided to, and used by them, if they are determined by the Director Customer and Performance to be redundant or additional to Council's needs.

Any equipment purchased must be returned to Council beforehand, to enable corporate software and personal information to be removed, in accordance with section 6.3.7.

Tools of trade are not considered redundant or surplus to Council's needs if they:

- are of a type and specification still being procured or deployed for use by Council; and/or
- are of a type and specification that are appropriate to retain for redeployment to other Councillors or staff members, Council programs or activities.

Equipment that remains relevant and useful to Council's needs will not be made available to Councillors for purchase.

The market value of any tools of trade to be sold in accordance with this section will be determined by the Director Customer and Performance; having regard to contemporary market rates for the sale or trade-in value of such equipment. Records of how the market value(s) was determined will be maintained by the Director Customer and Performance.

Once notified of the opportunity to purchase the equipment and the market value, a Councillor must inform Council of their intent to purchase or not within 7 days.

Any equipment not purchased must be returned to Council promptly in accordance with a notification from the Director Customer and Performance.

6.3.9. Transfer of mobile telephone number

A Councillor wanting to retain their Council owned mobile telephone number at the conclusion of may request the number be transferred to them.

Any associated costs in the transfer and any fees or charges incurred at this time and after will be met by the Councillor wanting to transfer the number.

6.4. Conferences, Seminars, Training and Professional Development

6.4.1. General Provisions

Council recognises the need for Councillors to attend training, conferences, seminars and professional development activities in order to be kept informed on relevant local government matters and to assist them performing their roles as Councillors. Generally, and as defined in this Policy, professional development means the process of improving and increasing the capabilities, knowledge, mindset or skillset of Councillors.

Annual budget provisions for conferences, seminars, training and professional development are addressed in Section 6.4.2.

Prior approval to attend the training and development activity must have been obtained from either the Chief Executive Officer or resolution of Council for expenses to be paid or reimbursed to Councillors.

The expenses paid or reimbursed to Councillors may include:

- 6.4.1.1 registration fees.



6.4.1.2 accommodation costs other than in the metropolitan area.

6.4.1.3 reasonable cost of meals and refreshments.

Where appropriate, Councillors will present a short synopsis of the event (written or verbal) at the next practicable Council meeting as part of their monthly Councillor report, following attendance at a conference, seminar, training or professional development.

Conferences, training or professional development conducted or delivered by Council staff are not considered expenses for the purposes of this policy, (including the cost of ancillary meals and refreshments including in accordance with Section 6.8).

A delegated committee member may have training and professional development expenses paid or reimbursed by Council in accordance with a specific Council resolution made prior to the training or activity being undertaken.

Expenses relating to registration fees, accommodation and meals will be met or reimbursed by Council in accordance with the resolution.

6.4.2. Annual Budget Allocation for Conferences, Seminars, Training, Professional Development and Representation

Subject to consideration and approval of the annual Council budget, an allocation for Conferences, Seminars, Training, Professional Development and Representation of:

- \$5,500 will be made in respect of each Councillor;
- \$7,000 for the Deputy Mayor; and
- \$11,000 for the Mayor;

for use within a given mayoral year at the discretion of the individual Councillor. Allocations are not cumulative as between mayoral years.

6.4.3. Accommodation and Meals at Conferences, Seminars, Training and Professional Development

Where it is understood that a Councillor training and development activity involves related costs, such as accommodation or meals, these should be identified prior to registration.

If not included in the cost of the registration, the cost of meals and beverages (within reasonable limits) for the duration of the training and development activity may be reimbursed to Councillors and delegated committee members.

Appropriate accommodation, as selected by the Chief Executive Officer or delegate, for the duration of the training and development activity may be paid by Council. Accommodation expenses within the metropolitan Melbourne area will not be paid or reimbursed to Councillors or delegated committee members.

Accommodation and meal expenses should be consistent with Table 3 in the annual determinations of the Australian Taxation Office regarding reasonable accommodation and meal expenses (See for example Taxation Determination TD 2023/3 included at Appendix 1, or subsequent determinations as circulated to Councillors from time to time.)

6.4.4. Councillor Induction and sector training

A mandatory induction and training program will be conducted for all Councillors at the commencement of each electoral term. Periodically throughout the Councillors' terms of office, Councillors will also have access to program of training and professional development opportunities including:



- 6.4.1.1 Meeting procedures
- 6.4.1.2 Chairing of meetings
- 6.4.1.3 Media training
- 6.4.1.4 Governance training (for example, Australian Institute of Company Directors course)
- 6.4.1.5 Financial training
- 6.4.1.6 Information Technology usage
- 6.4.1.7 Team Building and interpersonal skills
- 6.4.1.8 MAV/VLGA Councillor Development Programs
- 6.4.1.9 Cranlana Colloquium

- An allocation for these expenses will be made, subject to consideration and approval in the annual Council budget.
- A Councillor's entitlement to have met or reimbursed the cost of undertaking the Australian Institute of Company Directors', Company Directors Course is subject to and conditional upon the course commencing prior to the calendar year in which a general election is to be held.
- Additional training and professional activities outside of the above program must be funded separately as an expense from individual Councillor budget allocations in accordance with Section 6.4.2.
- A Councillor who is not entitled (or seeking) to be reimbursed for attending the Australian Local Government Association (ALGA) National General Assembly (NGA) in accordance with Section 6.5.1, may fund their attendance at the NGA from their individual Councillor training and development budgets. (For the purposes of this section, the costs of attending the NGA shall include all registration, travel, meals, accommodation and incidental expenses).

6.5. Representing Council

6.5.1. Attendance at the Australian Local Government Association (ALGA) National General Assembly (NGA)

The Mayor and up to three additional Councillors are entitled under this section to have met or reimbursed, the costs for attending and representing Council at the Annual National General Assembly of the Australian Local Government Association (ALGA), which provides Councils with the opportunity to participate and engage in advocacy and discussion on matters of national importance to local government.

Where more than three Councillors, other than the Mayor, wish to claim an entitlement under this section, the Mayor shall consult with Councillors seeking to reduce the number of Councillor delegates to four. Priority will be given to Councillors who have not previously attended the NGA in the current term of Council. Where, following consultation with the Mayor, more than four Councillors wish to claim an entitlement under this section, the matter shall be referred to Council for determination.

The total cost for attending the NGA (excluding meals and transport costs) under this section shall not be deducted from individual Councillors' Conference, Seminar and Representation Expenses entitlement.



At the request of the Mayor, and subject to available budget provisions, the Councillor delegation to the NGA may be supported (at Council's expense) by the Chief Executive Officer or another member of the Executive Leadership Team.

6.5.2. Attendance at Fundraising and Charitable Events

Council will directly pay for or reimburse the cost of ticketed events for Councillors invited, in their role as a Councillor, by written invitation to attend Fundraising or Charitable Events:

- a) Conducted by a neighbouring municipality, or municipality in the Municipal Association of Victoria's Metropolitan East Region; or
- b) Where prior approval has been given by Council, or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor), and the event benefits the Knox Community.

6.5.3. Appointments to External Organisations

Each year, and from time to time, Council resolves to appoint Councillors to represent it on a number of external organisations.

For these organisations the nominated Councillors or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Councillors are entitled to have paid by Council, or reimbursed, reasonable bona fide costs associated with representing Council on such organisations subject to expenditure in excess of \$500 per annum per delegate (including substitute nominees) per organisation being approved in advance by Council.

6.6. Attendance by a Councillor's Spouse or Partner

6.6.1. Attendance at Functions of Victorian Councils

Where there is a mutual expectation of partners attending, Council will directly pay for or reimburse the reasonable costs of a Councillor's spouse or partner attending functions:

- a) held by Knox City Council; or
- b) held by other Victorian municipalities

A mutual expectation of partners attending would arise for example where:

- A spouse / partner is specified on the invitation; and
- The event is a dance, ball, or gala, to which a partner would typically be invited; or
- The event is of a nature where other attendees will be accompanied by partners.

6.6.2. Attendance at other seminars, conferences or civic functions

Attendance at any seminar, conference or civic function by a councillor's spouse / partner shall be at the expense of the councillor except where:

- a) Prior approval has been given by Council or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor); and
- b) Attendance by a councillor's spouse / partner is considered to be necessary or appropriate to support the business or representational needs of Council; and



- c) Sufficient provision exists in the approved annual budget for conferences and seminars.

In order to effectively manage GST liability – all arrangements for a Councillor’s spouse or partner’s attendance may be requested to be paid for by the Councillor, with reimbursement provided by Council.

6.7. Other Support

Where a Councillor attends an event on behalf of Council, the following support can be provided when required and as follows:

- Administrative support managing invitations and RSVPs provided by the Executive Assistant to the Mayor and Councillors.
- Provision of talking points for the Mayor (or delegate), for events where a formal invitation is received to attend and speak.
- Providing background information for Councillors attending other events if requested.
- Support associated with the wearing (and security of) of the Mayoral Robes and Chain for events where formal attire is considered necessary and appropriate.
- Taking photos of Councillors (using Councillor’s devices) at events on request, provided such requests are incidental to, and not disruptive to the officer’s role at the event.

6.8. Meals and Refreshment

6.8.1. General Provisions

Council will provide reasonable meals (typically either a buffet style meal or plated meal) during evenings of Council meetings, Delegated Committee meetings, Issues Briefings and other key meetings as determined by the Chief Executive Officer in consultation with the Mayor.

Reasonable meals may also be provided when other Council events or meetings are held at times that immediately follow or extend through normal mealtimes.

Council will provide reasonable refreshments for Councillors’ in their office and meeting space.

6.8.2. Alcohol

Where this policy makes allowance for refreshments or meals for the Mayor, Councillors or Committee members, in the absence of a prior resolution of Council, the cost of alcoholic beverages shall not be met or reimbursed as an expense except:

- Where they cannot be reasonably avoided (such as where alcoholic beverages are included as part of the ticket price of an event or function.)
- Where the Chief Executive Officer has determined the provision of alcoholic beverages is appropriate at a Knox City Council civic or other function involving members of the community, having regard to:
 - The nature and purpose of the function.
 - Community expectation and the policy principles set out in section 6.1.1.



- The impact alcohol can have on the safe, competent and professional performance of the duties of a Councillor, or other attendees.

6.9. Carer Support

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by Councillors whilst discharging their duties as a councillor. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by a delegated committee member whilst discharging their duties as a member of a delegated committee. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Family care relates to care provided to any immediate family member who is either a child or a sick, elderly, or disabled person. A child is defined as a person up to, but not including, 16 years of age.

Council may also make reasonable adjustments, and directly pay for or reimburse fair and reasonable additional expenses incurred by a Councillor who is breastfeeding.

Eligible care does not include care performed by a direct relative (spouse, domestic partner, son, daughter, mother, father, brother or sister of the Councillor or their spouse or partner).

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a councillor or delegated committee member who is a carer incurs reasonable expenses in the performance of their duties.

Each claim must be substantiated by a receipt from the caregiver showing the dates and times care was provided and a written statement identifying the duty performed by the Councillor.

6.10. Professional Memberships

Council will directly pay for, or reimburse the cost of the following memberships:

- Australian Institute of Company Directors
- The Victorian Local Government Association
- The Australian Local Government Women's Association

Other memberships, which are considered demonstrably beneficial to Council or the performance of the duties of a Councillor, may be considered in accordance with section 6.15 of this Policy.

6.11. Subscriptions

Councillors can access The Age newspaper as part of a Your Library Membership.

Council will directly pay for, or reimburse the cost of a subscription to The Herald Sun newspaper.

Other subscriptions may be considered in accordance with section 6.15 of this Policy.

6.12. Miscellaneous Support and Expenses

All Councillors will be provided with:



- Standard stationery and office consumables held or obtained generally for the organisations requirements.
- Personalised business cards.
- Names badges, including for a spouse or partner.
- A page on Council's website including, but not limited to, a photo, contact details, term dates and committees. Additional information may be included at the request of individual Councillors, subject to approval by the Chief Executive Officer.
- Any safety equipment required for a Councillor's duties. This equipment is to be returned to the organisation promptly upon the completion of the activity/duty for which the articles were required.
- Council business papers, personal mail and other Council information will be couriered to Councillors' place of residence weekly or as required.

The Chief Executive Officer shall also provide an appropriate level of secretarial/administrative support for the Mayor and Councillors.

6.12.1. Donations and/or sponsorship

Donations and/or sponsorship made by a Councillor will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor donations and/or sponsorship not in accordance with a prior resolution of Council will not be reimbursed by Council.

6.12.2. Insurance Policies

Councillors and delegated committee members are covered under the following Council insurance policies while discharging, in good faith, the duties of civic office including attendance at meetings of external bodies as Council representatives:

- Public Liability Insurance;
- Professional indemnity Insurance;
- Councillors and Officers liability Insurance;
- Personal Accident (accompanying partners are also covered) Insurance;
- Travel Insurance; and
- Work Cover (as a deemed employee).

The insurance does not cover criminal or willful acts.

The Council will pay the insurance policy excess in respect of any claim made against a Councillor or member of a delegated committee arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

6.12.3. Legal Expenses

Other than by specific Council resolution, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

6.12.4. People Assist Program



Council provides a People Assist Program to staff which is also available for use by Councillors. The program provides professional and confidential support services for personal or work related issues for Councillors and their immediate family at no cost.

Councillors can access the People Assist Program for up to four free hours, per issue.

6.13. Office and Meeting Space

At the Civic Centre there shall be provided:

- A Mayoral Office
- A separate, shared office space provided for use by Councillors
- A Councillors' Room.

All spaces will be determined by the Chief Executive (in consultation with Councillors) and suitably equipped for computer use, photocopying, reading, research and meetings.

Councillors will be provided with 24 hour security access to the Councillors' Room and shared office space. The Mayor shall have 24 hour security access to the Mayoral Office.

Subject to availability, other Council meeting/function rooms owned and controlled by Council may be booked by Councillors for use free of charge for meetings and other functions, provided the Councillor is in attendance and the use is necessary or appropriate for performing the duties of a Councillor or the conduct of Council business.

6.14. Ward Meetings

An annual budget provision will be made (and reviewed annually as part of the Council budget process) for the reasonable costs associated with holding one Ward Meeting per calendar year.

6.14.1. General Provisions

Ward Meetings are conducted as an informal feedback session for the benefit of Councillors. It is not intended that detailed information be provided by staff on the progress of projects or upcoming projects.

Ward meetings are held at the discretion of individual Councillors who are responsible for setting the agenda, preparing relevant content and conducting their Ward meetings.

Councillors are requested to indicate their intention to hold Ward Meetings at the commencement of each calendar year.

Ward meetings may be held at the Civic Offices, or at a convenient location within the Ward as selected by the Councillor.

Refreshments provided shall be limited to tea, coffee and biscuits.

Ward meetings will not be held during an election period.

6.14.2. Staff Attendance

Council staff typically do not participate in Ward Meetings.

At the request of the Ward Councillor, a staff member may attend to act as a note taker.



Councillors may request the attendance of a specific Council Officer to discuss a specific item. The Chief Executive Officer is responsible for determining the attendance and role of Council officers at Ward Meetings.

6.14.3. Advertising

Advertising will be conducted via Council's website and social media channels, and signage at Council's Civic Centre and local libraries.

Additional advertising may be considered in accordance with section 6.15 of this Policy.

6.15. Other Expenditure Not Specified

Where any expense sought to be paid for, or reimbursed to, a Councillor is not covered by this Policy or exceeds the budgetary limits in section 6.4.2 the following process shall apply:

- The Councillor shall make application prior to incurring any expense.
- For expenses \$300 or less and generally within the terms of section 75 of the Act and in compliance with this Policy:
 - The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
 - The Chief Executive Officer may then determine the matter and inform the Councillor, providing reasons for their decision.
- For expenses greater than \$300 the matter will be referred to Council for consideration and determination.

Where there is any uncertainty or disagreement as to an entitlement; or where there is any failure to comply with this Policy, the following process shall apply:

1. The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
2. The Chief Executive Officer may then determine the matter, or a proposed course of action to resolve the disagreement / uncertainty or the non-compliance, and inform the Councillor, providing reasons for their decision.
3. If the matter remains unresolved it will be referred to Council for consideration.

If the Chief Executive Officer and Mayor have been party to the decision which is the subject of the uncertainty / disagreement:

1. The Chief Executive Officer shall refer the matter to the Director Customer and Performance for independent review.
2. The Director Customer and Performance shall confer with the Manager Governance and Risk and determine the matter, or agree a proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
3. The Director Customer and Performance will inform the affected Councillor of the proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
4. If the matter remains unresolved it will be referred to Council for consideration.



6.16. Claims and records

6.16.1. Form of claims

All claims must be made on the form provided and be complete as to all specified detail.

Councillors and delegated committee members may also be periodically requested to certify details of expenses incurred on their behalf.

The following substantiation rules apply to all expense claims.

- A claim for reimbursement must be supported by written evidence, being a receipt, tax invoice or similar document that sets out the relevant particulars. This means a document from the supplier of the goods or services the expense is for, setting out:
 - the name or business name of the supplier; and
 - the amount of the expense, expressed in the currency in which it was incurred; and detailing any GST paid, and
 - the nature of the goods or services; and
 - the date the expense was incurred; and
 - the date the document was made.
- Where this documentation is not available a statutory declaration must be submitted to support the claim.

Incomplete claims or claims which are outside this Policy will be initially referred to the claimant Councillor for further advice.

Claims which are not in accordance with this Policy will be considered under section 6.15.

6.16.2. Timeframe for submission of claims

Councillors and delegated committee members are required to submit claims in a timely manner to ensure transparency and timely accountability.

Claims for reimbursement of expenses in the September, December and March quarters must be submitted by the close of business of the following month.

Claims for reimbursement of expenses in the June quarter must be submitted within 7 working days of the end of financial year.

Claims for reimbursement which are not in accordance with the above timeframes will not be processed unless Council resolves to accept the claim.

6.16.3. Assessment of claims

The Chief Executive Officer will oversee the processing of all claims by the Governance Department.

Where a claim appears incomplete or outside this Policy it will be initially referred to the claimant Councillor for further discussion. Unresolved issues will be managed in accordance with Section 6.15.



6.17. Accountability

Council is committed to accountability and transparency for reimbursement of expenses and the provision of resources and facilities to Councillors. This Policy will be posted on Council's website.

Quarterly reports of all councillor and delegated committee member expenses will be provided to council, and the council's Audit and Risk Committee.

The report will include:

- expenses incurred on behalf of councillors and delegated committee members during the quarter;
- reimbursement claims made by councillors and delegated committee members during the quarter; and
- reimbursements made by councillors and delegated committee members during the quarter.

In accordance with Council's Public Transparency Policy, Council maintains a public register which includes details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor in the previous 12 months, including—

- the name of the Councillor;
- the dates on which the travel began and ended; and
- the destination of the travel; and
- the purpose of the travel; and
- the total cost to the Council of the travel, including accommodation costs.

Council's annual report shall include information regarding all Mayoral and Councillor expenses (whether paid directly by Council or reimbursed to the Councillor) broken down into categories as required by the Act:

- Transport and Travel
- Communications Equipment
- Conferences, Seminars, Training and Professional Development
- Professional Memberships
- Carer Support
- Other Expenses

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively on approval of the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.



Appendix 1 Extract from Taxation Determination TD 2023/3 - Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2023-24 income year?

Table 3: Reasonable amounts for domestic travel expenses – employee's annual salary \$247,021 or more

Place	Accomm. (\$)	Food and drink (\$) breakfast 38.90 lunch 55.00 dinner 77.00	Incidentals (\$)	Daily total (\$)
Adelaide	211	as above	32.90	414.80
Brisbane	257	as above	32.90	460.80
Canberra	246	as above	32.90	449.80
Darwin	293	as above	32.90	496.80
Hobart	235	as above	32.90	438.80
Melbourne	265	as above	32.90	468.80
Perth	265	as above	32.90	468.80
Sydney	265	as above	32.90	468.80
All country centres	\$195 or the relevant amount in Table 4 if higher	as above	32.90	variable

<https://www.ato.gov.au/law/view/pdf/pbr/td2023-003.pdf>

knox

your city

ALLOCATION NO:

Claim Form – Carer Costs



Application for Payment or Reimbursement of Carer Costs

Councillor Name:		
Date(s) claimed for:		
Councillor or Delegated Committee Duties undertaken whilst carer support is provided		
Names of person or organisation providing care		
Costs	Hours	
	Hourly Rate	\$
Declaration:	<p>I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is net of any rebates or subsidies; <input type="checkbox"/> Is not for care provided by a direct relative (as defined); <input type="checkbox"/> the expenses claimed are fair, reasonable, bona fide and reasonably necessary to enable me to perform my duties as a Councillor; and <input type="checkbox"/> I have included appropriate supporting documentation in including a receipt from the caregiver. 	
Councillor Signature		Date:
CEO Signature:		Date:



ALLOCATION NO:

Claim Form – Travel Expenses



Application for Payment or Reimbursement of Travel Expenses

Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken necessitating travel		
Value of expenses claimed	Travel	\$
	Accommodation	\$
	Attendance/ Registration	\$
	Meals/Drinks	\$
	Other Costs, specify	\$
	Total	\$
Declaration:	<p>I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and:</p> <ul style="list-style-type: none"> <input type="checkbox"/> That undertaking the duties of a Councillor was the primary and predominate purpose of travel; <input type="checkbox"/> the expenses claimed are fair, reasonable, bona fide; and <input type="checkbox"/> I have included appropriate supporting documentation. <p>I further understand that details of this travel will be disclosed publicly in accordance with Section 222 of the Local Government Act.</p>	
Councillor Signature		Date:
CEO Signature:		Date:

ALLOCATION NO:



Claim Form – General Expenses



Application for Payment or Reimbursement of General Expenses

Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken relevant to expenses incurred		
Value of expenses claimed	Type of expenses	Value
		\$
		\$
		\$
		\$
		\$
	Total	\$
Declaration:	<p>I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and:</p> <p><input type="checkbox"/> the expenses claimed are fair, reasonable, bona fide; and</p> <p><input type="checkbox"/> I have included appropriate supporting documentation.</p>	
Councillor Signature		Date:
CEO Signature:		Date: