

# AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 26 June 2023 at 7:00 PM

This meeting will be conducted as a hybrid meeting

**Order of Business**

- 1 Apologies And Requests For Leave Of Absence .....4
  
- 2 Declarations Of Conflict Of Interest .....4
  
- 3 Confirmation Of Minutes .....4
  
- 4 Presentations, Petitions And Memorials .....4
  
- 5 Reports By Councillors .....4
  
- 6 Planning Matters .....5

  - 6.1 Report of Planning Applications Decided Under Delegation 1 May 2023 to 31 May 2023 .....5

  
- 7 Public Question Time .....12
  
- 8 Officer Reports.....13

  - 8.1 Annual Budget 2023-24 .....13
  
  - 8.2 Eastern Regional Libraries Corporation - Transition to a Beneficial Enterprise Update .....237
  
  - 8.3 Minor Grants Program 2022-23 Monthly Report.....285
  
  - 8.4 Community Development Fund Evaluation Panel Recruitment .....476
  
  - 8.5 Knox Disability Advisory Committee Membership Recruitment and Annual Report.....485
  
  - 8.6 Outdoor Dining Parklet Evaluation .....496
  
  - 8.7 Knox Library Construction Tender Award .....514

9 Supplementary Items.....518

10 Notices Of Motion.....518

11 Urgent Business .....518

12 Questions Without Notice .....518

13 Confidential Items.....518

Bruce Dobson  
Chief Executive Officer

**1 Apologies and Requests for Leave of Absence**

**2 Declarations of Conflict of Interest**

**3 Confirmation of Minutes**

Confirmation of Minutes of Meeting of Council held on Monday 19 June 2023

**4 Presentations, Petitions and Memorials**

**5 Reports by Councillors**

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 May 2023 to 31 May 2023

**SUMMARY: Manager, City Planning & Building, Paul Dickie**

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

#### RECOMMENDATION

**That the planning applications decided under delegation reports (between 1 May 2023 to 31 May 2023) be noted**

#### 1.REPORT

Details of planning applications decided under delegation from 1 May 2023 to 31 May 2023 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	10
Other	9
Subdivision	11
Units	15
Tree Removal / Pruning	10
Single Dwelling	5
Change of Use	3
Liquor Licence	1
Variation to Restrictive Covenant	1
Child Care Centre	2
<b>TOTAL</b>	<b>67</b>

#### 2.CONFIDENTIALITY

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

**Report Prepared By: Manager, City Planning & Building, Paul Dickie**

**Report Authorised By: Acting Director, City Liveability, Jonathan McNally**

#### Attachments

Nil

## Knox City Council

### Report of Planning Applications Decided Under Delegation

1 May 2023 and 31 May 2023

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2022/6624	33 Burke Road FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the side of the existing dwelling	1/05/2023 Approved
Baird	2023/9045	1/252 Dorset Road BORONIA VIC 3155	Buildings and works (alter facade and construct disability ramp)	3/05/2023 Approved
Baird	2023/6079	139 Boronia Road BORONIA VIC 3155	Liquor Licence associated with a food and drink premise	9/05/2023 Approved
Baird	2022/6648	5/39 Corporate Boulevard BAYSWATER VIC 3153	Change of use (Place of Assembly), including a reduction in the car parking requirements.	4/05/2023 Refused
Baird	2022/6418	77 Edina Road FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	11/05/2023 Refused
Baird	2023/6123	1 & 2/1 Pinnacle Avenue FERNTREE GULLY VIC 3156	Four lot Subdivision (Approved unit development)	9/05/2023 Approved
Baird	2023/9048	31 Burke Road FERNTREE GULLY VIC 3156	Three Lot Subdivision (Approved unit development)	16/05/2023 Approved
Baird	2023/9013	21 Brunsdon Street BAYSWATER VIC 3153	Building and works for warehouse development with ancillary office and associated car parking	12/05/2023 Approved
Baird	2023/9052	BLDG31 867-885 Mountain Highway BAYSWATER VIC 3153	Buildings and Works (new loading bay with a new roller shutter door)	15/05/2023 Approved
Baird	2023/9051	BLDG21-27 867-885 Mountain Highway BAYSWATER VIC 3153	Buildings and Works (refurbishments to the existing building facades)	15/05/2023 Approved
Chandler	2023/6074	3 Beresford Drive BORONIA VIC 3155	Buildings and works (extension to existing dwelling)	4/05/2023 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2023/6098	131 Albert Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint), one (1) Allocasuarina torulosa (Rose Sheoak), one (1) Syzygium smithii (Lily Pilly) and one (1) Eucalyptus yarraensis (Yarra gum)	9/05/2023 Approved
Chandler	2023/9050	5 Rowan Avenue THE BASIN VIC 3154	Removal of one (1) Acacia melanoxylon (Blackwood)	25/05/2023 Approved
Chandler	2023/6179	5 Garden Avenue BORONIA VIC 3155	Removal of one (1) dead Eucalyptus sp	23/05/2023 Approved
Chandler	2023/6141	3 Pope Avenue BORONIA VIC 3155	Buildings and Works (extension to the rear of the existing dwelling)	12/05/2023 Approved
Chandler	2022/6639	1/9 Rangeview Road BORONIA VIC 3155	Change of use of part of the land for the purpose of a Food and Drink Premises (Cafe), Reduction in Car Parking and Business Identification Signage	18/05/2023 Approved
Chandler	2023/6223	5 Robertson Crescent BORONIA VIC 3155	Buildings and Works (alfresco to the rear of an existing residence)	16/05/2023 Approved
Chandler	2022/6698	24 Currawa Drive BORONIA VIC 3155	Construction of a double storey dwelling on the land and removal of one (1) tree	15/05/2023 Notice of Decision
Chandler	2022/6501	10 Fern Street THE BASIN VIC 3154	Development of a single dwelling on the land and removal of vegetation	12/05/2023 Approved
Chandler	2023/6181	40 Landscape Drive BORONIA VIC 3155	Removal of one (1) Eucalyptus goniocalyx (Long Leaved Box)	23/05/2023 Approved
Chandler	2023/6155	48 Mount View Road BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint) and the pruning of one (1) Eucalyptus viminalis (Manna Gum)	18/05/2023 Approved
Collier	2023/6044	525 Boronia Road WANTIRNA VIC 3152	Six lot subdivision (approved unit development)	2/05/2023 Approved
Collier	2023/6070	569 Boronia Road WANTIRNA VIC 3152	Six (6) lot subdivision.	4/05/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Collier	2023/6096	282 Wantirna Road WANTIRNA VIC 3152	Variation to Restrictive Covenant D533888 in Instrument of Transfer LP085430 to allow an alternative construction material	8/05/2023 Approved
Collier	2021/6736	282 Wantirna Road WANTIRNA VIC 3152	Six (6) lot subdivision, development of five (5) 3-storey dwellings and one (1) double storey dwelling (total six (6) dwellings) and alteration of access to a Transport 2 Zone	10/05/2023 Notice of Decision
Collier	2023/6148	8 Magnolia Street WANTIRNA VIC 3152	Buildings and Works (upper storey addition and alterations to existing dwelling)	12/05/2023 Approved
Collier	2022/6578	567 Boronia Road WANTIRNA VIC 3152	Development of the land for six (6) double storey dwellings and the creation and alteration of access to a road in a Transport Zone 2	25/05/2023 Approved
Collier	2022/6397	29 Templeton Street WANTIRNA VIC 3152	Construction of two (2) double storey dwellings on the land	17/05/2023 Approved
Dinsdale	2021/6805	6 Pach Road WANTIRNA SOUTH VIC 3152	Development of the land for seven (7) double storey dwellings and two (2) single storey dwellings	3/05/2023 Notice of Decision
Dinsdale	2023/6106	Knox Ozone Sh 2220/509 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works (shop front alterations and internally illuminated signage)	9/05/2023 Approved
Dinsdale	2022/6403	206A-208 Scoresby Road BORONIA VIC 3155	Use and development of the land for a child care centre and alteration of access to a road in a Transport Zone 2	3/05/2023 Notice of Decision
Dinsdale	2022/6605	59 Tamar Street BAYSWATER VIC 3153	The construction of one single storey dwelling and one double store dwelling on the land	4/05/2023 Approved
Dinsdale	2022/6387	1 Snowden Place WANTIRNA SOUTH VIC 3152	Construction of two (2) double storey dwellings	4/05/2023 Notice of Decision

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dinsdale	2022/6533	5 Orchard Road BAYSWATER VIC 3153	The construction of seven (7) triple townhouses and one (1) double storey townhouse and a car parking dispensation of one (1) visitor parking space	5/05/2023 Notice of Decision
Dinsdale	2023/9049	41 Rathmullen Road BORONIA VIC 3155	Two lot subdivision (approved unit development)	16/05/2023 Approved
Dinsdale	2023/6124	14 Highmoor Avenue BAYSWATER VIC 3153	Six Lot Subdivision (approved development site)	17/05/2023 Approved
Dinsdale	2022/6559	27 Orange Grove BAYSWATER VIC 3153	Change of Use (increase in the number of children in existing childcare centre) and buildings and works for an extension to existing Child Care Centre building	25/05/2023 Notice of Decision
Dinsdale	2022/6613	12 Maple Street BAYSWATER VIC 3153	Construction of two (2) single-storey dwellings to the rear of the existing dwelling	24/05/2023 Approved
Dinsdale	2022/6531	13 Billara Close WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	16/05/2023 Approved
Dinsdale	2023/6118	605 Burwood Highway KNOXFIELD VIC 3180	Buildings and works (Addition of a roller door, canopy addition and alteration to car park)	12/05/2023 Approved
Dinsdale	2022/6436	1 Essex Court BAYSWATER VIC 3153	Development of the land for three (3) double storey dwellings	12/05/2023 Refused
Dinsdale	2022/6575	36 Parkhurst Drive KNOXFIELD VIC 3180	buildings and works (extension to the existing warehouse at the rear)	30/05/2023 Approved
Dobson	2022/6388	1/6 Bergner Court LYSTERFIELD VIC 3156	The use and construction of a new dwelling and associated outbuildings and consent to construct outside of the approved building envelope	1/05/2023 Approved
Dobson	2023/6083	1 Garnet Street FERNTREE GULLY VIC 3156	Buildings and works - Addition and alfresco to existing residence and removal of vegetation	2/05/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2023/6071	28 Bruce Crescent FERNTREE GULLY VIC 3156	Buildings and works - carport & decking around existing residence	4/05/2023 Approved
Dobson	2022/6631	5 Grand Valley Terrace LYSTERFIELD VIC 3156	Two (2) lot subdivision	11/05/2023 Notice of Decision
Dobson	2023/6112	3 Johns Street UPPER FERNTREE GULLY VIC 3156	Buildings and Works (demolition of existing dwelling and construction of a new single storey dwelling)	12/05/2023 Approved
Dobson	2023/6056	7 Alexander Crescent FERNTREE GULLY VIC 3156	The construction of a double storey dwelling on the land and removal of vegetation	15/05/2023 Approved
Dobson	2023/6178	32 The Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Liquidambar styraciflua (Sweetgum)	30/05/2023 Approved
Dobson	2023/9054	2 Albert Street UPPER FERNTREE GULLY VIC 3156	Removal of (1) Syzygium smithii (Lily Pilly)	29/05/2023 Approved
Dobson	2023/6198	50 Bruce Crescent FERNTREE GULLY VIC 3156	Removal of two (2) Eucalyptus obliqua (Messmate)	30/05/2023 Approved
Friberg	2022/6446	15 Thomas Street FERNTREE GULLY VIC 3156	Construction of two (2) warehouses and a reduction in car parking	9/05/2023 Approved
Friberg	2023/6097	1 Eildon Street FERNTREE GULLY VIC 3156	Three Lot subdivision (approved unit development)	4/05/2023 Approved
Friberg	2023/6189	29 Kellbourne Drive ROWVILLE VIC 3178	Construction of a Swimming Pool	16/05/2023 Approved
Friberg	2023/6105	153 Murrindal Drive and 3 Balladonia Road ROWVILLE VIC 3178	Three (3) lot subdivision (approved unit development)	18/05/2023 Approved
Friberg	2022/6699	9 Coringa Court KNOXFIELD VIC 3180	The construction of three (3) double storey dwellings	26/05/2023 Refused
Friberg	2022/6333	11 Thomas Street FERNTREE GULLY VIC 3156	Buildings and works for the construction of a warehouse building	29/05/2023 Approved
Taylor	2023/6067	30 Heany Park Road ROWVILLE VIC 3178	Three (3) lot subdivision (Approved Unit Development)	3/05/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2022/6579	650 Stud Road SCORESBY VIC 3179	Development of the land for six (6) double storey dwellings and creation and alteration of access to road in Traffic Zone 2	3/05/2023 Notice of Decision
Tirhatuan	2023/6153	1070 Stud Road ROWVILLE VIC 3178	Buildings and Works (alteration and existing to existing building)	4/05/2023 Approved
Tirhatuan	2023/6100	737 Stud Road SCORESBY VIC 3179	Twelve (12) lot subdivision (approved unit development)	8/05/2023 Approved
Tirhatuan	2022/6470	12 Koornang Road SCORESBY VIC 3179	Development of the land for a store and a reduction to the car park requirement	23/05/2023 Approved
Tirhatuan	2023/6193	66 Timbertop Drive ROWVILLE VIC 3178	The Lopping of one (1) Eucalyptus sideroxylon (Red Ironbark)	24/05/2023 Approved
Tirhatuan	2023/6142	8 Van Haaster Court ROWVILLE VIC 3178	Removal of one (1) dead Eucalyptus sp	23/05/2023 Approved
Tirhatuan	2022/6255	6 Golding Court SCORESBY VIC 3179	Alterations and additions to the existing dwelling and development of a double storey dwelling to the rear of the site	16/05/2023 Notice of Decision
Tirhatuan	2022/6674	6 Glenifer Avenue SCORESBY VIC 3179	Development of the land for the construction of two (2) double storey dwellings	26/05/2023 Approved
Tirhatuan	2022/6586	100 Henderson Road ROWVILLE VIC 3178	Use of land for an indoor recreation facility (badminton centre) and car parking	20/05/2023 Refused

7 Public Question Time

## 8 Officer Reports

### 8.1 Annual Budget 2023-24

**SUMMARY:** Chief Financial Officer, Navec Lorkin

In accordance with Section 94 of the *Local Government Act 2020* (the Act), Council is required to prepare and adopt an annual budget by 30 June each year.

Key components of the Annual Budget 2023-24 include:

- The Budget invests \$115 million in a wide range of services to the community to ensure Knox is a place where people and businesses can thrive.
- A \$75.7 million capital works program of which \$42.5 million is allocated to maintaining and renewing community assets and \$33.2 million is to be invested in new and upgraded community assets.
- Continuation of the \$100 rebate in relation to rates and charges for all eligible recipients.
- 43% of Knox's rubbish has been identified as food or food scraps, which in landfill creates methane gas contributing to climate change. This Budget allows for the weekly collection of the Food Organics and Garden Organics (FOGO) bin. The standard residential waste charge is \$434.90 (including an 80L rubbish bin, 240L recycle bin and 240L food and garden bin) or \$496.60 if residents have opted for a larger 120L rubbish bin. Both options also include two hard waste collections and a fortnightly green bundled waste collection service. Increases to waste charges will range from \$3 to \$37 if you already have a green waste bin and \$103 to \$137 for those who don't. For most residents the waste charge will increase by \$3.
- The Budget includes a 3.50% increase in overall rates and charges (excluding the waste charges) which is in line with the increase in rates permissible under the State Government determined rate cap. It is noted this follows the 2022-23 rate cap of 1.75% versus inflation of over 7% and continued high inflation, constraining the amount of revenue available to Council to deliver services and infrastructure upgrades.
- The Budget includes new borrowings in 2023-24 of \$15.480 million to fund capital works projects.

#### RECOMMENDATION

That Council:

1. Adopt the Annual Budget 2023-24 as set out in Attachment 1 in accordance with Section 94 of the *Local Government Act 2020* and as defined by the *Local Government (Planning and Reporting) Regulations 2020*;
2. Declare the Rates, Levies and Annual Service Charges for the 2023-24 financial year provided in Attachment 2;
3. Adopt the updated Revenue and Rating Plan 2021-2025 as set out in Attachment 3;
4. Adopt the Financial Plan 2023-2033 as set out in Attachment 4; and
5. Grant a rebate in relation to rates and charges to all Knox City Council residents eligible within the meaning of the *State Concessions Act 1986*, with \$100 being the maximum rebate amount. This rebate is beneficial to the community as a whole as it eases the rates burden of vulnerable ratepayers.

- 6. Authorise the Chief Executive Officer to procure up to \$15.480 million of loan borrowings from Treasury Corporation of Victoria, up to 30 June 2024 within the following criteria:**
  - a. All loan parcels drawn down will be greater than \$1 million; and**
  - b. All loan parcels will be fixed rate and over a period of 10-years; and**
  - c. All loan parcels will be drawn down progressively based on cash flow requirements.**
- 7. Authorise the Chief Executive Officer to sign and seal all relevant documents necessary to give effect to the above resolution.**

## **1. INTRODUCTION**

At its ordinary meeting of 26 April 2023, Council resolved to make available to the community its Proposed Budget 2023-24. The Proposed Budget 2023-24 was developed in line with the things the community told us were most important to them.

This year we brought consultation opportunities forward, so we knew what was important to the community before budget deliberations with Council commenced. This is different to previous years when we engaged with the community after the Budget was drafted. This shift means that the community's early feedback has better shaped our Budget.

The community told us that the most important things to them are:

- parks and reserves
- roads
- recreation and leisure facilities
- community facilities
- environment and sustainability

It was noted at the ordinary meeting on 26 April 2023 that the Proposed Budget was pending final valuation data from the Valuer General. The final valuation data has been received and is reflected in the Annual Budget 2023-24 as set out in Attachment 1. The final valuation data has increased the budgeted rates income by \$0.144 million in 2023-24, although it has led to a slight decrease in the rate in the dollar to be levied as general rates.

Further adjustments from the Proposed Budget that are reflected in the Annual Budget 2023-24 are:

- A decrease in the residential garbage charge and some optional garbage charges due to a decrease in the budgeted State Government landfill levy. This has decreased both waste income and expenditure by \$0.168 million.
- A \$3.481 million decrease to the 2022-23 forecast and a \$4.862 million increase to the 2023-24 budget for the Victorian Local Government Grants Commission Financial Assistance Grants with confirmation of the estimated grant for 2023-24, and the notification that a prepayment would not be received in 2022-23.
- The movement of \$10.700 million in property sales from the 2022-23 forecast to the 2023-24 budget resulting from timing movements.
- The movement of \$1.125 million in capital contributions income from the 2022-23 forecast to the 2023-24 budget.

- A reduction of \$0.164 million in the budgeted contribution to Eastern Regional Libraries for the 2023-24 financial year based on the direct cost percentage apportionment for each member council.

## 2. DISCUSSION

The Annual Budget 2023-24 seeks to balance the competing demands for Council services and infrastructure using prudent financial management principles to provide long-term financial sustainability.

The budget invests \$115 million in services and \$76 million in the capital works program to ensure Knox is a place where people and businesses can thrive. It sets the groundwork to action the Council Plan and things that the community told Council were most important to them in the future while being conscious of what we need and can afford right now.

This is a forward-thinking, realistic and responsible budget influenced by many factors. It has been informed by conversations with our community about what is most important to them. It also reflects the significant financial constraints of the state government's mandated rate capping at 3.50 per cent.

The budget includes significant investment in the capital works program of \$75.7 million with continued investment in asset renewal and new capital works to support the delivery of the Community and Council Plan.

Significant capital works for 2023-24 include:

- \$15.1 million to upgrade sporting facilities, including the Park Ridge Reserve Pavilion, Batterham Reserve and Egan Lee Sportsfields, Knox BMX track and Exner Reserve tennis courts;
- \$10.7 million on road surface renewal, road reconstruction and drainage asset renewal;
- \$4.7 million to improve footpaths and cycling paths;
- \$3.8 million in flood mitigation works, including Egan Lee Reserve and Gilbert Park Wetlands;
- \$1.4 million to replace streetlights with more energy efficient LED's; and
- \$1.0 million for playground renewals.

The Annual Budget 2023-24 includes an increase in total general rates income of 3.50 percent as set by general order and in accordance with Section 94(3) of the *Local Government Act 2020*. The additional Council eligible pensioner rebate of \$100 will be maintained.

The Budget includes Council's Residential Garbage Charge which has been set at \$434.90. This charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. The standard residential waste charge is \$434.90 (including an 80L rubbish bin, 240L recycle bin and 240L food and garden bin) or \$496.60 if residents have opted for a larger 120L rubbish bin. Both options also include two hard waste collections and a fortnightly green bundled waste collection service. Increases to waste charges will range from \$3 to \$37 if you already have a green waste bin and \$103 to \$137 for those who don't. For most residents the waste charge will increase by \$3. This charge has been set at an amount to ensure only full cost recovery of waste-related costs inclusive of the State Government Landfill Levy. Further charges

apply where residents have elected to have a larger general waste (rubbish) bin and/or additional bins.

### Revenue and Rating Plan

The 2021-2025 Revenue and Rating Plan (Attachment 3) has had minor modifications to reflect the updated waste setting with the introduction of the food organics and green organics bin as part of the residential waste charge.

### Financial Plan

The Financial Plan 2023-2033 (Attachment 4) comprises the Financial Statements and Financial Indicators across a 10-year period, it has been updated in line with the 2023-24 Budget.

### **Borrowings**

Sections 104 of the Local Government Act 2020 (the Act) gives Council the power to borrow. It states that Council cannot borrow money unless the proposed borrowings were included in its budget or a revised budget.

Council's 2023-24 Budget, if adopted at the meeting of Meeting of Council on 26 June 2023, includes borrowings of \$15.480 million. Council can borrow up to this amount without needing to revise the 2023-24 Budget, as per Section 104 of the Act.

Although Council has made provision for these borrowings in its budget, a resolution is required to authorise the Chief Executive Officer to draw down the borrowings as they are required and determine an appropriate term and interest rate.

Approval is being sought to borrow up to \$15.480 million through Treasury Corporation of Victoria (TCV), by progressively drawing down loan funds as required during the 2023-24 financial year, to assist in funding the \$75.7 million capital works program

The 2023-24 Budget was developed through a comprehensive review process and sound financial management principles as required by Section 101 of the Act. Councillors, together with staff, rigorously analysed available information and financial data to ensure the Budget delivers Council's objectives and financial plans.

Council has a very robust and diligent budget setting framework in place, focused on delivering community services and infrastructure whilst ensuring the long-term financial sustainability of the organisation.

Council's budget is developed over a six-month period, during which extensive Councillor workshops are undertaken examining Council's financial position and proposed operational and capital expenditure for the budget year. An important component of this budget framework is the development of Council's long term Financial Plan (Plan). This Plan is an important "roadmap" that informs the affordability of investments Council makes in its community and provides assurance regarding long term financial sustainability.

Importantly, underpinning this Plan are principles that govern Council's financial decisions to ensure debt servicing can be managed within the context of Council's annual cash flow, and to ensure liquidity is always sufficient to repay any debt.

A further key consideration for undertaking borrowings is councils Loan Borrowing Policy. Table 1 provides a summary of the policy requirements and demonstrates compliance with the policy requirements.

Table 1: Compliance with Loan Borrowing Policy

Policy Requirement	Compliance with Policy
Council will not undertake any borrowings for recurrent expenditure or for asset renewal works on the basis that it aims to meet these annual requirements from annual funding sources	Council's \$75.7 million of the 2023-24 Budget includes \$42.5 million for renewing community assets the remaining \$33.2 million is to be invested in new and upgraded community assets and funded through other sources such as loan borrowings.
The loan term must not exceed (20) years	The loan term proposed is 10-years
The minimum loan threshold is \$1.0 million	The CEO will not be authorised to draw down loan parcels less than \$1 million
Total Debt Servicing (interest expense) to be below 5.0% of Total Revenue	Total debt servicing is 1.5% of total revenue for the 2023-24 Budget
Total Indebtedness to be below 80% of Annual Rate Revenue	Indebtedness is budgeted to be below 60% between 2023-2033
Working Capital Ratio (Current Assets/Current Liabilities) must remain in excess of 100% or 1.0	Budgeted working capital ratio in 2023-24 is 127% or 1.27. <i>Note: this includes undertaking borrowings of \$15.480 million.</i>

#### *Treasury Corporation Victoria*

On 6 June 2022, notification was received from Treasury Corporation Victoria (TCV) confirming Council had been approved to borrow funds under the local government lending framework from the Treasury Corporation Victoria. The approval is subject to the following conditions:

- security is required in the form of a charge over the Council's General Rates
- the Council will be required to maintain compliance against the following financial covenants:
  - Interest Cover Ratio not to be less than 2:1 (Interest Cover Ratio = EBITDA : Interest Expense)
  - Interest bearing loans and borrowings not exceeding 60 per cent of Own Source Revenue (Interest bearing liabilities / Own Source Revenue)

Council's Financial Plan 2023-2033 demonstrates that the proposed new borrowings included in the 2023-24 Budget are within the required financial parameters set out by TCV.

TCV is the preferred lender with the most competitive rates available. The rates available through TCV are on average one per cent less than major lending institutions. TCV is able to borrow funds at a low cost as a result of its diverse funding sources, strong financial market standing,

Government guarantee and that they operate as a not-for-profit entity. Their loan pricing policy passes this cost advantage on to their clients.

The objectives of the TCV loan framework are:

- to provide councils with access to lower cost debt which is ultimately to the benefit of ratepayers
- to incentivise councils to consider the strategic use of debt to fund capital expenditure that provides intergenerational community benefits
- to incentivise councils to bring forward community infrastructure delivery by providing increased opportunities to access affordable finance
- to support a range of local community projects which ultimately deliver on the objectives of both the Victorian Government and the local council and maximise community access and benefit
- to provide additional support to encourage economies and communities as they emerge from the coronavirus (COVID-19) pandemic.

Council's endorsement is sought for the budgeted borrowings of up to \$15.480 to be progressively drawn down over the 2023-24 financial year as required by Council's cash flow through TCV. The loan terms to be undertaken for each parcel drawn down is:

- the amount will not be less than \$1 million; and
- the interest rate will be fixed; and
- the period of the loan will be 10-years.

Approval is also sought to delegate authority to the Chief Executive Officer to determine the appropriate timing of these borrowings, which will be governed by the delivery of Council's capital works program. This delegation is important to ensure borrowings and associated interest are not incurred until required.

Council's Financial Plan 2023-2033 has been prepared based on a fixed rate loan structure. A principal and fixed interest loan facility provides Council with long-term certainty on the interest rate and repayment requirement. Entering into any fixed rate agreement requires Council to accept that if a decision is made to make additional repayments or end the loan term earlier, break costs would be incurred. Break costs are calculated at the time the event occurs, but depending on when this is, costs can be material.

Break costs mean all amounts including interest determined by the lender in good faith to be its costs and losses in respect of any fixed rate agreement and arising as a result of a failure to settle, early termination or repayment, including, without limitation, any loss of bargain, costs of funding or loss or costs incurred as a result of that failure to settle, early termination or repayment, liquidation, obtaining or re-establishment of any hedge mechanism or related trading position, together with out of pocket expenses incurred by reason of the enforcement or attempted enforcement of its rights and obligations under any such hedge mechanism or relating trading mechanism.

### **3. CONSULTATION**

During 2020-21 Council undertook an extensive research and engagement project to shape the future of Knox and inform the development of its new plans. In late 2022, we asked our community to share their thoughts on the services and assets they think Council should prioritise, as an input to development of the 2023-24 Budget. This information has helped Council make

important decisions about finances and assets, balance current and future community needs, and ensure we achieve our Community Vision by delivering on our plans.

The release of the Proposed Budget following the April 2023 Council meeting, with an accompanying community engagement report, closed the loop on this process and shared how the Budget has been informed by the community's feedback. The Proposed Budget was available on Council's website, and the community was notified of its availability through a website news article, Knox news article, and an update to the existing Have Your Say page.

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

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

Implementation of the recommendation will positively impact on Council's Net zero 2030 target by funding activities Climate Response Plan.

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

The Annual Budget 2023-24 recognises the leadership role Council has within the community to actively address the impacts of sustainability and to facilitate other levels of government and the community to act in a similar vein.

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

The Annual Budget 2023-24 has been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020* and relevant Australian Accounting Standards.

The Annual Budget 2023-24 accords with the financial frameworks established by Council in its Financial Plan 2023-2033 and also aligns with the Financial Principles contained within the Annual Budget 2023-24.

#### **7. SOCIAL IMPLICATIONS**

The Annual Budget 2022-23 contains resourcing for a wide range of programs to deliver important community services to the Knox community.

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

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

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

#### **9. CONFLICT OF INTEREST**

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

#### **10. CONFIDENTIALITY**

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

**Report Prepared By: Coordinator Finance Operations, James Morris**

**Report Authorised By: Chief Financial Officer, Navec Lorkin**

**Attachments**

1. Attachment 1 - Annual Budget 2023-24 [**8.1.1** - 137 pages]
2. Attachment 2 - Declaration of Rates and Charges [**8.1.2** - 14 pages]
3. Attachment 3 Revenue and Rating Plan [**8.1.3** - 31 pages]
4. Attachment 4 - Financial Plan 2023-24 to 2032-33 [**8.1.4** - 34 pages]

# KNOX

your city



## Annual Budget 2023-24

## Contents

**2**

Mayor and CEO's Introduction

**4**

Executive Summary

**8**

Link to the Community and Council Plans

**10**

Services, Initiatives and Service Performance Indicators

**33**

Financial Statements

**42**

Notes on Financial Statements

**79**

Performance Indicators

**85**

Financial Strategies

**91**

Schedule of Fees and Charges

## Mayor & CEO's Introduction

This budget details how rates will be spent to deliver the services and maintain the facilities our community values and relies on, including:

- maintaining our parks and reserves
- cleaning public facilities
- providing safe local roads, footpaths and shared paths
- improving and maintaining our sporting facilities
- providing kerbside waste collection
- sweeping our streets
- supporting people living with a disability
- providing support to new parents and their babies
- ensuring our children are safe through school crossing supervision
- assisting older people to stay connected, active and engaged
- supporting the mental, physical and social wellbeing of young people

The Annual Budget 2023-24 has been informed by conversations with our community about what is most important to you.

We're investing \$115 million in services and \$76 million in our capital works program to ensure Knox is a place where people and businesses can thrive.

This year, we brought consultation opportunities forward so we knew what was important to you before setting our budget.

You told us that the most important things are:

- parks and reserves
- roads
- recreation and leisure facilities
- community facilities
- environment and sustainability

Our budget invests a significant amount towards these priorities. Highlights of the capital works program include:

- \$10.697 million on road surface renewal, road reconstruction and drainage asset renewal
- \$10.681 million of sporting facilities renewals, including renewal of Batterham Reserve and Egan Lee Sportsfield, Knox BMX track and Exner Reserve tennis courts
- \$4.439 million of structured sporting facility upgrades including the Park Ridge Reserve Pavilion upgrade
- \$4.713 million to improve footpaths and cycling paths
- \$3.837 million in flood mitigation works and integrated stormwater solutions, including Egan Lee Reserve and Gilbert Park Wetlands
- \$1.400 million to continue with major roads' LED streetlight replacement
- \$1.040 million in playground renewals

In addition, the budget supports a number of key initiatives from the third year of our Council Plan 2021-25 including:

- Working towards net zero emissions by 2040
- Trialling new and recycled materials in the construction of shared paths
- Reducing food waste going to landfill
- Transforming how we deliver our services to place the customer at the centre of everything we do
- Supporting our local economy

Rates make up more than 70% of Council's income and help fund vital community services and capital works projects delivered by Council. Overall rates revenue will increase by 3.5% to help pay for the things you said are important. This is in line with the Victorian Government's rates cap.

Council continues to balance meeting the needs of our community with managing our resources to ensure our financial sustainability. We face significant pressure meeting increasing demand for services and facilities. This is happening amid increases in costs associated with construction materials, fuel, utilities and many of Council's other expenses.

The rising costs of getting our work done and cumulative effects of rate capping are putting pressure on our budget. This year we are delivering \$1.4 million in operational savings and had to make difficult decisions to delay some projects in order to ensure we manage our budget in a financially responsible way.

Thank you for sharing what is important to you to help shape this budget.



**Cr Marcia Timmers-Leitch**  
Mayor



**Bruce Dobson**  
Chief Executive Officer

## Executive Summary

Council has prepared a Budget for 2023-24 which is aligned to the Council Plan 2021-2025. The budget seeks to maintain services, improve infrastructure and deliver components of 42 Council Plan initiatives, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities.

Over the coming years we will continue our work to ensure we remain financially sustainable in a rate capped environment.

### **The Rate Rise**

The Minister for Local Government has set the rate cap for the 2023-24 financial year at 3.50%. Council has elected not to apply to the Essential Services Commission (ESC) for a variation.

It is important to note, the actual rate increases experienced by individual ratepayers may differ from the 3.50% increase due to revaluations. Rate increases are impacted by the average rate increase (3.50%) and the property valuation increases (or decreases) of individual properties relative to the average across the municipality. If your property increased in value by more than the average for the Council (4.02%), your rates will increase by more than 3.50%. If your property value increased by less than the 4.02% average, your rates will increase by less than 3.50% and may in fact reduce from the previous year. While total rates will increase in the 2023-24 financial year, average rates in Knox remain among the lowest in metropolitan Melbourne.

Refer to section 4.1.1 Rates and Charges for more information.

### **Introduction of Food Organics and Garden Organics (FOGO)**

Currently, 43% of Knox's rubbish that goes to landfill is food. When food scraps break down in landfill it creates methane gas which contributes to climate change. By composting food, we can reduce the amount of greenhouse gas emitted from landfill.

We are introducing food waste into the green waste bin because not everyone can compost at home and not all food waste can be composted. The food and garden waste collected by Council will be composted and then used to enrich the soil at farms, parks and gardens.

Council's Food Organics and Garden Organics (FOGO) service will go-live to residential properties by 1 July 2023, with multi-unit developments to go-live from November 2023. The FOGO bin (green bin lid) will be incorporated into the residential waste charge for 2023-24 rating year.

The standard residential waste charge is \$434.90 (including an 80L rubbish bin, 240L recycle bin and 240L food and garden bin) or \$496.60 if residents have opted for a larger 120L rubbish bin. Both options also include two hard waste collections and a fortnightly green bundled waste collection service. Increases to waste charges will range from \$3 to \$37 if you already have a green waste bin and \$103 to \$137 for those who don't. For most residents the waste charge will increase by \$3. This charge has been set at an amount to ensure only full cost recovery of waste-related costs inclusive of the State Government Landfill Levy. Further charges apply where residents have elected to have a larger general waste (rubbish) bin and/or additional bins.

**Operating Result**

Planning for a surplus is fiscally responsible to maintain uninterrupted service delivery to our community and to provide essential funding for capital works including the redevelopment of community facilities. The expected operating result for the 2023-24 year is a surplus of \$24.442 million, with the budgeted surplus to remain in excess of \$10 million in subsequent years. Operating surpluses enable Council to fund capital works such as upgrades or redevelopment of community facilities, and fund Council's repayment of loans.

**Financial Sustainability**

This budget has been developed through a rigorous process. More detailed budget information is available throughout this document.

The introduction of rate capping in the 2016-17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. For Knox City Council rate revenue represents approximately 70% of our total revenue. The State Government rate cap has a compounding impact on Council's rate revenue annually.

A major challenge Council faces is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths in areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

For Council finances to remain sustainable and our services to remain affordable for the community, Council will need to continually assess the performance and future for current services to understand whether they are relevant and whether Council needs to continue to deliver them or whether there is a role for an alternative delivery model.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

The rising costs of getting our work done and cumulative effects of rate capping continue to put pressure on our budget. Knox Council's average rates continue to be among the lowest in metropolitan Melbourne.

The adjusted underlying result, which is a measure of financial sustainability, shows improvement over the term of the Budget.

In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

**Funding in 2023-24***Delivery of ongoing services:*

Council has allocated \$114.788 million towards the wide-ranging delivery of services to the Knox community. These services are summarised from page 9 with Council's initiatives and service performance indicators.

*Capital works program:*

Council is budgeting to undertake an extensive capital works program of \$75.661 million (including \$19.496 million worth of projects carried forward from 2022-23). Of this, \$42.508 million is allocated for renewing community assets and \$33.153 for new, upgraded and expanded community assets.

**Key Financial Statistics**

	<b>Budget 2023-24 \$'000</b>	<b>Forecast 2022-23 \$'000</b>
<b>Total revenue</b>	207,329	197,067
<b>Total expenditure</b>	182,887	210,799
<b>Account result - surplus/(deficit)</b> <i>(Refer Income Statement in Section 3.1)</i>	24,442	(13,732)
<b>Underlying operating result - surplus/(deficit)</b> <i>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses.)</i>  <i>The 2022-23 deficit result has been impacted by the transfer of Knox Regional Sports Park assets valued at \$25.421 million to the State Government. This is a non-cash transaction and does not impact the financial sustainability of Council.</i>	18,898	(27,567)
<b>Total Capital Works Program funded from</b>	75,661	67,414
<i>Council operations (rates funded)</i>	36,048	23,068
<i>External grants and contributions</i>	6,446	12,927
<i>Borrowings</i>	15,480	29,312
<i>Asset sales</i>	17,687	2,107

## Budget Influences

This section sets out the key budget influences arising from the internal and external environment within which Council operates. The four years represented within the Budget are 2023-24 through to 2026-27. In preparing the 2023-24 budget, a number of these influences have been taken into consideration which are outlined below:

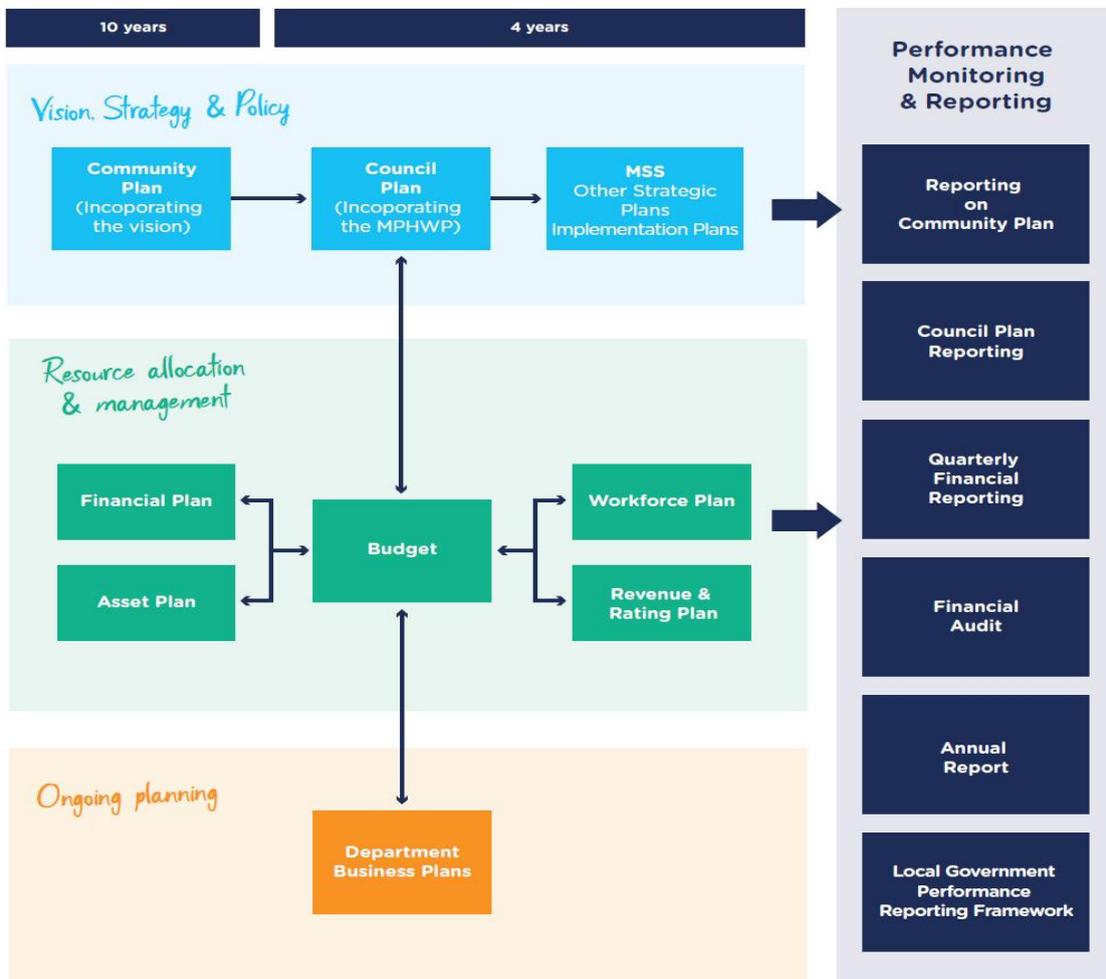
- **Rate Capping** – The Victorian State Government continues with a cap on rate increases. The cap for 2023-24 has been set at 3.50%, well below inflation. This follows the 2022-23 rate cap of 1.75% versus inflation of over 7%.
- **Pensioner \$100 rate rebate** – the State Government provides a pensioner rate rebate to which Council provides an additional \$100 to reduce the overall general rates bill for pensioners.
- **Cost shifting** - this occurs where Local Government provides a service to the community on behalf of the State and/or Federal Government. Over time, the funds received by Local Governments do not increase in line with real cost increases, such as citizenship ceremonies, school crossing or library services, resulting in a further reliance on rate revenue to meet service delivery expectations.
- **Employee costs** are largely driven by Council’s Enterprise Agreements. In 2023-24 the compulsory Superannuation Guarantee Scheme (SGC) will increase from 10.50% to 11.00% and up to 12.00% by 2025-26.
- **Superannuation** – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The last call on Local Government was in the 2011-12 financial year where Council was required to pay \$11.6 million to top up its share of the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present with the market volatility there is a potential the fund may consider a call within the next 12 to 24 months.
- **Borrowing costs** – the increase in interest rates has increased the budgeted interest payable for loans.
- **Capital Grant Funding** – capital grant opportunities are likely to continually arise, which may re-prioritise projects in order to maximise funding opportunities.
- **Supplementary Rates** – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property value increases in value (e.g. due to improvements made or change in land class), or new residents become assessable. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.
- **Waste Disposal Costs** – The Environment Protection Agency (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts e.g. recycling, sorting and acceptance. Council’s Food Organics and Garden Organics (FOGO) service will go-live to residential properties by 1 July 2023, with multi-unit developments to go-live in November 2023.
- **Development Contributions** – The rate of growth and flow of development contributions income depends on land sales and the desire of developers to construct new developments within the municipality. With the current economic environment we may see a decline in contributions.
- **The Fire Services Property Levy** will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.

# 1. Link to the Community and Council Plans

This section describes how the Budget links to the achievement of the Community Plan 2021-2031 and Council Plan 2021-2025 within an overall integrated planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community and Financial Plans), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

## Planning and Accountability Framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the key directions described in the Council Plan. The diagram below depicts Knox’s integrated planning and reporting framework. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability.



## Our Community Vision

Knox's ten year community vision was developed with and for the community and forms part of the Community Plan 2021-31.

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

## Key Directions

Together with the community, Council identified five key directions, with associated strategies, to ensure we progress towards achievement of the 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.



### 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.



### Natural environment and sustainability

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



### Connection, resilience and wellbeing

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



### Civic engagement and integrity

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

## 2. Services, Initiatives and Service Performance Indicators

The Council Plan 2021-2025 was developed with the community and adopted by Council in October 2021. The plan identifies initiatives that Council will deliver over the four years to support the achievement of our 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 most directly contribute to the health and wellbeing of our community with a ♦ symbol.

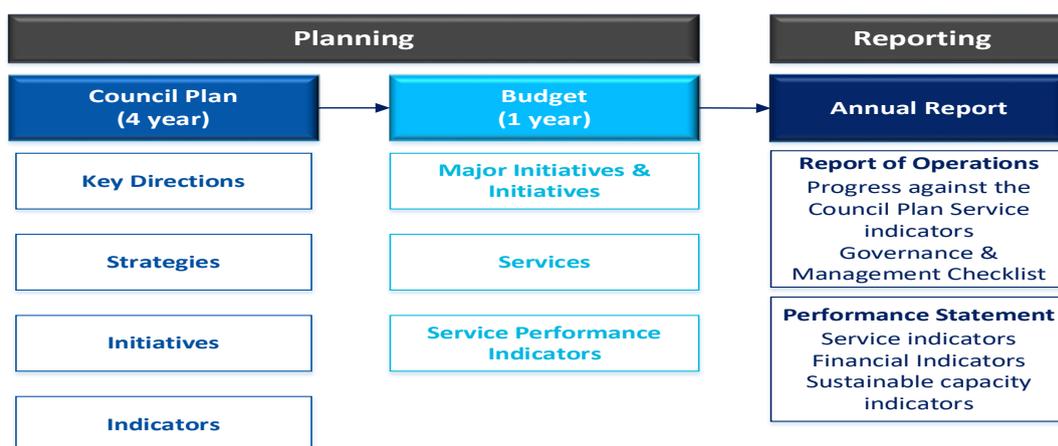
The Annual Budget includes the following information that will support the delivery of the Council Plan:

**Services:** the services that Council provides to the Knox community are listed in the Budget document under the key direction where they make a significant contribution.

**Major initiatives and initiatives:** the Council Plan initiatives that will be funded in the current financial year are listed in the Budget. From these initiatives, Council identifies its priorities under each of the Key Directions for the financial year. These are referred to as ‘major initiatives’.

**Service performance indicators:** there are a number of prescribed indicators that are listed in the Budget and will be audited and included in the Performance Statement. These indicators form part of the Local Government Performance Reporting Framework (LGPRF). The LGPRF is a mandatory system of performance reporting for all Victorian councils. It ensures that all councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector. For the 2023-24 financial year, Council is required to set targets for eight measures as part of our budget. Council is required to set a target for the current budgeted year and the next three future years. The targeted performance indicators are detailed in 5a. Targeted Performance Indicators. Results against these indicators and targets will be reported in Council’s Performance Statement included in the Annual Report.

Council is required by legislation to identify the major initiatives, initiatives and service performance outcome indicators in the Annual Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



This section provides a description of the services and Council Plan initiatives to be funded in the 2023-24 Annual Budget.



## 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.

## Strategies

The strategies we will undertake to achieve success in this area are:

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

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

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

The services, major initiative, initiatives and service performance indicators are described below.

## Services

Service	2021-22	2022-23	2023-24
	Actual	Forecast	Budget
	\$'000	\$'000	\$'000

### Economic Development

The Economic Development service provides information, advice and action to support a prosperous and sustainable economy, help generate local employment opportunities and encourages and attracts new investment to position Knox as a vibrant and diverse place of business.	<b>Inc</b>	733	342	13
	<b>Exp</b>	2,028	1,937	1,420
	<b>Net Deficit</b>	1,295	1,595	1,407

### Integrated Strategy and Partnerships for Children

The Integrated Strategy and Partnerships for Children service focuses on the current Kindergarten service review project, strategic workforce design and development, and strategic monitoring, evaluation and reporting. It also undertakes broader municipal partnership projects and builds relationships to strengthen the voice of the child across Council and our community.	<b>Inc</b>	356	0	0
	<b>Exp</b>	701	761	531
	<b>Net Deficit</b>	345	761	531

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Investment &amp; Partnership</b>				
The Investment and Partnership service undertakes projects and provides implementation frameworks supporting Council to activate and create opportunities in our city. The service employs a venture planning and partnership building approach to create a sustainable and resilient community.	<b>Inc</b>	0	0	0
	<b>Exp</b>	780	844	780
	<b>Net Deficit</b>	780	844	780
<b>TOTAL</b>				
	<b>Inc</b>	<b>1,089</b>	<b>342</b>	<b>13</b>
	<b>Exp</b>	<b>3,509</b>	<b>3,542</b>	<b>2,731</b>
	<b>Net Deficit</b>	<b>2,421</b>	<b>3,200</b>	<b>2,718</b>

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiative</b>	<b>Implement Council's decision regarding kindergarten review.</b>
<b>Initiatives</b>	Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.
	Research and review supply chain connectivity and networks, to enable and advance the circular economy.
	Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.
	Coordinate the implementation of Knox's Retail Activation Strategy.



## 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.

### Strategies

The strategies we will undertake to achieve success in this area are:

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

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

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

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The services, major initiative, initiatives and service performance indicators are described below.

### Services

Service	2021-22	2022-23	2023-24	
	Actual \$'000	Forecast \$'000	Budget \$'000	
<b>Asset Management</b>				
The Asset Management service develops processes and systems to maintain and regularly update Council's asset register, collect asset condition data and develop and implement strategic asset management plans. It aims to preserve and protect all assets in areas associated with subdivisions, private developments, Council infrastructure projects and works undertaken by service authorities, contractors and government agencies. This service also plans, coordinates, and monitors the delivery of Council's Capital Works Program.	<b>Inc</b>	0	0	0
	<b>Exp</b>	1,099	1,286	1,227
	<b>Net</b>	1,099	1,286	1,227
	<b>Deficit</b>			
<b>Building</b>				
The Building service provides building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. It issues Building Permits, performs building inspections, responds to complaints with inspections, and performs swimming pool inspections.	<b>Inc</b>	916	922	1,307
	<b>Exp</b>	1,655	1,572	1,621
	<b>Net</b>	738	650	314
	<b>Deficit</b>			

Service	2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000	
<b>Community Planning</b>				
The Community Planning service undertakes the community infrastructure needs analysis program for suburbs in Knox to support future planning. The service also supports planning and advocacy for social housing and manages tenancy agreements for Council owned facilities.	<b>Inc</b>	96	290	142
	<b>Exp</b>	490	864	595
	<b>Net</b>	395	575	453
	<b>Deficit</b>			
<b>Facilities</b>				
The Facilities service constructs, upgrades and maintains a majority of Council buildings infrastructure, and undertakes services such as graffiti management, cleaning and security. It also provides internal architectural advice and building management services on land where Council has an interest.	<b>Inc</b>	6	13	16
	<b>Exp</b>	3,758	3,826	3,671
	<b>Net</b>	3,752	3,813	3,655
	<b>Deficit</b>			
<b>Major Initiatives</b>				
The Major Initiatives service delivers major projects that supplement the full program of capital projects being delivered by Council. It provides architectural advice, quantity surveying, project and construction management, specialist engineering and site supervision services.	<b>Inc</b>	76	0	0
	<b>Exp</b>	405	484	362
	<b>Net</b>	329	484	362
	<b>Deficit</b>			
<b>Open Space &amp; Landscape Design</b>				
The Open Space & Landscape Design service plans, designs, and delivers a range of public passive open spaces areas including streetscapes and play spaces and develops strategic plans, masterplans and policies, and provides landscape architectural design expertise for other areas of Council.	<b>Inc</b>	353	299	308
	<b>Exp</b>	11,893	12,865	13,983
	<b>Net</b>	11,541	12,566	13,675
	<b>Deficit</b>			
<b>Operations</b>				
The Operations service is responsible for maintenance, renewal and upgrading of footpaths, roads, active and passive open space infrastructure assets, road signage, drainage pits and the delivery of street sweeping. The service provides well-maintained infrastructure assets that meet present day and future needs of our community.	<b>Inc</b>	397	582	488
	<b>Exp</b>	3,195	3,390	3,604
	<b>Net</b>	2,798	2,808	3,116
	<b>Deficit</b>			

Service		2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Planning</b>				
The Planning service provides statutory planning assessments, enforcement and regulatory services under the Planning and Environment Act and related Acts and Regulations.	<b>Inc</b>	1,661	1,661	2,023
	<b>Exp</b>	3,665	3,708	4,215
	<b>Net Deficit</b>	2,004	2,046	2,192
<b>Social Policy and Projects</b>				
The Social Policy and Projects service develops evidence based policies and strategies that ensure Council's response to social issues reflect community priorities, contemporary best practice and directs activity and resources to where they are most needed. Key tasks include advocacy, research, strategic planning, analysis and community consultation.	<b>Inc</b>	0	0	0
	<b>Exp</b>	157	221	164
	<b>Net Deficit</b>	157	221	164
<b>Strategic Land Use Planning</b>				
The Strategic Land Use Planning service undertakes research to inform planning policies and decisions, prepares and assesses planning scheme amendments, internal referral responses to planning applications, and provides general strategic land use planning advice to internal and external customers.	<b>Inc</b>	126	126	139
	<b>Exp</b>	1,137	1,680	1,148
	<b>Net Deficit</b>	1,011	1,554	1,009
<b>Traffic and Transport</b>				
The Traffic and Transport service provides local traffic management advice for Knox's on roads, footpaths, and shared paths. It advocates for a broad range of transport choices for our community to enhance and promote the sustainable transport network and to improve the whole transport network within Knox.	<b>Inc</b>	39	39	30
	<b>Exp</b>	3,857	3,630	3,657
	<b>Net Deficit</b>	3,818	3,591	3,627
<b>Total</b>				
	<b>Inc</b>	3,671	3,932	4,453
	<b>Exp</b>	31,310	33,525	34,247
	<b>Net Deficit</b>	27,640	29,593	29,794

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiative</b>	<b>Finalise and implement the Bayswater Renewal Strategy.</b>
	Implement the Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦
	Commence review of the Knox Housing Strategy 2015. ♦
	Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA). ♦
	Facilitate and support the implementation of the Boronia Renewal program.
	Progress implementation of the Knox Central program.
<b>Initiatives</b>	Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years. ♦
	Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan. ♦
	Advocate to State Government for improved public transport and arterial road connectivity in Knox. ♦
	Enhance sustainable transport utilisation through delivery of active transport infrastructure. ♦
	Provide new and innovative community transport programs for the Knox community. ♦

## Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

<b>Service</b>	<b>Indicator</b>	<b>2021-22 Actual</b>	<b>2022-23 Forecast</b>	<b>2023-24 Budget</b>
<b>Statutory Planning</b>	Service standard	70.73%	70.23%	<b>60.00%</b>
<b>Roads</b>	Condition	93.89%	94.00%	<b>94.00%</b>



## Natural environment and sustainability

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

### Strategies

The strategies we will undertake to achieve success in this area are:

---

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

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

---

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

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The services, major initiatives, initiatives and service performance indicators are described below.

### Services

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Biodiversity</b>				
The Biodiversity service works to conserve, enhance and celebrate our local biodiversity by providing bushland management to over 100 Council bushland reserves and over 120 sites of biological significance. This service develops strategic plans and policies and runs programs to increase the understanding and appreciation of the value of biodiversity, and encourage community participation to protect and enhance remnant vegetation on public and private land.	<b>Inc</b>	100	40	5
	<b>Exp</b>	1,512	1,458	1,450
	<b>Net</b>	1,413	1,419	1,445
	<b>Deficit</b>			
<b>Integrated Water Management</b>				
The Integrated Water Management service provides technical and strategic advice to developers and residents. It works to sustainably manage stormwater both derived within Knox and that which flows through the Municipality from the surrounding region.	<b>Inc</b>	119	88	71
	<b>Exp</b>	2,292	2,506	2,441
	<b>Net</b>	2,173	2,418	2,370
	<b>Deficit</b>			

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Sustainable Futures</b>				
The Sustainable Futures service undertakes environmental planning, community engagement, policy development, research into new approaches and project implementation focused on climate change mitigation and adaptation. It provides a range of capital works and behaviour change programs that focus on supporting Council and our community to move towards sustainability and achieve our net zero emissions targets.	<b>Inc</b>	0	0	0
	<b>Exp</b>	997	1,020	1,031
	<b>Net Deficit</b>	997	1,020	1,031
<b>Waste Management</b>				
The Waste Management service provides waste collection, disposal services and education and awareness of waste with the aim of minimising waste in our community.	<b>Inc</b>	8,515	10,984	5,207
	<b>Exp</b>	21,806	27,704	30,688
	<b>Net Deficit</b>	13,290	16,720	25,481
<b>TOTAL</b>				
	<b>Inc</b>	8,734	11,111	5,283
	<b>Exp</b>	26,607	32,688	35,610
	<b>Net Deficit</b>	17,873	21,577	30,326

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiatives</b>	Implement the high priority actions from Years 2-4 of the Climate Response Plan. ◆
	Implement Knox's Biodiversity Resilience Plan. ◆
<b>Initiatives</b>	Develop a Domestic Wastewater Management Plan for Knox.
	Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program. ◆
	Secure long-term solutions for the treatment and disposal of residual waste streams.

### Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2021-22 Actual	2022-23 Forecast	2023-24 Budget
Waste Management	Waste diversion	51.60%	53.46%	65.00%



## Connection, resilience and wellbeing

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

### Strategies

The strategies we will undertake to achieve success in this area are:

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

**Foster inclusivity, equality, belonging and safety within our community**

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

**Honour and integrate First Nations culture into actions and environments**

The services, major initiatives, initiatives and service performance indicators are described below.

### Services

Service		2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Arts &amp; Cultural Services</b>				
The Arts and Cultural service contributes to the health and wellbeing of the community through diverse programs, projects and initiatives in arts, events, place based initiatives and cultural services. The team facilitate social and community connections through positive participation in community life.	<b>Inc</b>	474	493	272
	<b>Exp</b>	2,496	2,976	2,788
	<b>Net</b>	2,022	2,484	2,516
	<b>Deficit</b>			
<b>Community Access and Support</b>				
The Community Access and Support service delivers activities, events, programs, projects and services to support youth, seniors, people with a disability, and vulnerable persons, within our community.	<b>Inc</b>	820	846	986
	<b>Exp</b>	1,915	1,744	2,025
	<b>Net</b>	1,095	898	1,039
	<b>Deficit</b>			
<b>Community Partnerships</b>				
The Community Partnerships service builds the capacity of community groups in Knox through the delivery of Council's community grants programs as well as community training. The service also leads partnership approaches to community development on areas of need, including family violence and food relief services.	<b>Inc</b>	54	9	0
	<b>Exp</b>	1,939	1,934	1,939
	<b>Net</b>	1,885	1,926	1,939
	<b>Deficit</b>			

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Emergency Management</b>				
The Emergency Management service coordinates and delivers Council's legislative and community focused responsibilities for emergency and fire management, mitigation of risk to people and property and planning for response and recovery.	<b>Inc</b>	11	14	4
	<b>Exp</b>	554	756	520
	<b>Net Deficit</b>	543	742	517
<b>Health Planning and Livability</b>				
The Health Planning and Livability service leads the development, delivery and review of the Municipal Health and Wellbeing Plan and the roll out of Gender Impact Assessments across Council, in accordance with Council's responsibilities in the Gender Equality Act.	<b>Inc</b>	14	0	0
	<b>Exp</b>	359	256	238
	<b>Net Deficit</b>	346	256	238
<b>Healthy and Safe Communities</b>				
The Healthy and Safe Communities service provides advocacy, delivers projects and programs, and partners with others to address access, equity and community safety issues in our community. This service has a focus on culturally diverse and First Nations communities, as well as planning and responding to issues such as alcohol harms, gambling harms, rough sleeping, perceptions of community safety and conducting community safety audits.	<b>Inc</b>	1,093	1,722	1,177
	<b>Exp</b>	2,781	3,280	2,837
	<b>Net Deficit</b>	1,688	1,557	1,660
<b>Inclusive Communities</b>				
The Inclusive Communities service provides support, including advice, advocacy, referrals and assistance for public housing, for eligible Knox residents aged 55 years or older who are homeless or at risk of homelessness, as well as a range of accessible and inclusive support services for those living with a disability in Knox, as well as for their carers. The service also aims to connect those in need with other Council services and external service providers, to help access a range of support with issues such as isolation or loneliness, financial hardship, emotional or mental health support, practical needs, ageing, illness, family relationships, and other issues.	<b>Inc</b>	70	63	0
	<b>Exp</b>	803	786	806
	<b>Net Deficit</b>	732	723	806

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Integrated Services and Practice</b>				
Integrated Services and Practice focuses on leadership and support of Council's Early Years Hubs, Kindergartens, Maternal & Child Health services, supported and community playgroups, Preschool Field Officers and parenting support.	<b>Inc</b>	14,678	15,149	15,658
	<b>Exp</b>	17,893	17,264	17,501
	<b>Net Deficit</b>	3,215	2,115	1,843
<b>Integrated Systems Quality and Operations</b>				
The Integrated Systems Quality and Operations service focuses on maximizing the design and delivery of systems, processes, policies and procedures. It also supports workforce and operational planning and reporting for Family and Children's Services.	<b>Inc</b>	500	110	4
	<b>Exp</b>	2,920	2,527	2,384
	<b>Net Deficit</b>	2,420	2,417	2,380
<b>Leisure Services</b>				
Leisure Services contributes to the health and wellbeing of the community by providing strategic advice to community organisations that offer opportunities for sport, leisure, recreation and wellbeing in our community. It also manages and operates Council's leisure centres and supports programs, projects and initiatives in sport, leisure.	<b>Inc</b>	1,734	2,470	2,415
	<b>Exp</b>	3,289	3,927	3,803
	<b>Net Deficit</b>	1,555	1,457	1,388
<b>Libraries</b>				
Knox Libraries provide resources, programs and a variety of media that supports life-long learning, builds social connections and improves access to technology. There are five library branches in Knox, as well as the reading room and other library services delivered from Miller's Homestead. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Knox, Maroondah, and Yarra Ranges Councils.	<b>Inc</b>	0	0	0
	<b>Exp</b>	4,990	4,948	4,776
	<b>Net Deficit</b>	4,990	4,948	4,776
<b>Local Laws</b>				
The Local Laws service ensures compliance with Council's local laws, parking enforcement, school crossing supervision, and domestic animal management programs.	<b>Inc</b>	3,286	3,695	4,700
	<b>Exp</b>	4,357	5,608	5,622
	<b>Net Deficit</b>	1,071	1,912	922

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Regional Assessment Service</b>				
The Regional Assessment service provides a range of information and resources about aged care to individuals, community groups and organisations, and sector based organisations across Knox.	<b>Inc</b>	744	790	779
	<b>Exp</b>	744	625	655
	<b>Net Deficit</b>	0	(165)	(124)
<b>Social Connections</b>				
The Social Connections service provides the Knox Bright Ideas Network and Zest for Life program, facilitates the provision of community transport, delivers the Commonwealth Home Support Programme (CHSP) funded Food Services, oversees the management and operation of seniors citizen centres, and delivers a range of ageism and intergenerational related activities, events and programs, across the municipality. It also aims to raise awareness of and support research into community attitudes towards older persons, and deliver a range of intergenerational activities, events and programs.	<b>Inc</b>	761	686	715
	<b>Exp</b>	1,599	1,615	1,799
	<b>Net Deficit</b>	838	929	1,083
<b>Youth Services</b>				
Youth Services promotes, develops and encourages the mental, physical and social wellbeing of young people aged 10-25 years in Knox. It plans, advocates, funds and provides information, referral and support programs for young people, their families and their community. Youth Services includes counselling, leadership development, parenting programs, and partnerships with schools in Knox.	<b>Inc</b>	196	301	160
	<b>Exp</b>	1,112	1,312	1,161
	<b>Net Deficit</b>	916	1,011	1,000
<b>TOTAL</b>				
	<b>Inc</b>	<b>24,435</b>	<b>26,348</b>	<b>26,869</b>
	<b>Exp</b>	<b>47,750</b>	<b>49,559</b>	<b>48,854</b>
	<b>Net Deficit</b>	<b>23,315</b>	<b>23,211</b>	<b>21,984</b>

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiatives</b>	<b>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation. ♦</b>
	Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact. ♦
	Progress implementation of the Children, Youth and Seniors Plan. ♦
	Develop and implement an Active Participation Plan - Beyond Structured Sport. ♦
	Review the Sports Club Development Program and usage of Council resources to support club sustainability. ♦
	Support the creation of new physical activity based programs and community infrastructure across the municipality. ♦
	Develop and implement programs to enable older and vulnerable residents to access technology. ♦
	Contribute to the collective efforts in preventing and responding to family violence. ♦
	<b>Initiatives</b>
	Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children. ♦
Develop and implement Knox Council's Disability Action Plan incorporated within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-26.	
Develop and implement the Dementia Friendly Action Plan. ♦	
Work and partner with the multicultural community and key services to support our diverse communities. ♦	
Implement Council's adopted Gender Equality Action Plan. ♦	
Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox. ♦	
Develop and deliver a range of evidence based community training initiatives to build volunteer capacity. ♦	
Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.	

## Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2021-22 Actual	2022-23 Forecast	2023-24 Budget
<b>Animal Management</b>	Health and safety	95.45%	100%	<b>100%</b>

<b>Aquatic Facilities</b>	Utilisation	1.11	2.00	<b>2.10</b>
<b>Food Safety</b>	Health and safety	96.71%	100%	<b>100%</b>
<b>Maternal and Child Health</b>	Participation	73.72%	73.00%	<b>73.00%</b>
	Participation by Aboriginal children	75.81%	75.00%	<b>75.00%</b>
<b>Libraries</b>	Participation	New for 2023-24	New for 2023-24	<b>23.43%</b>



## Civic engagement and integrity

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

## Strategies

The strategies we will undertake to achieve success in this area are:

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

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

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

The services, major initiative, initiatives and service performance indicators are described below.

## Services

Service	2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Communications</b>			
Communications is responsible for providing our community with information about the decisions Council makes and how we invest our resources in order to respond to the needs of the community.	<b>Inc</b>	0	0
	<b>Exp</b>	1,261	1,700
	<b>Net Deficit</b>	1,261	1,700
<b>Customer Service</b>			
Customer Service supports the delivery of a range of programs and front line service to our community via telephone, counter contact centres and online. The service provides guidance and support for all customer interactions to support a consistently excellent customer experience and exists to support information and connection between Council and our community.	<b>Inc</b>	0	0
	<b>Exp</b>	1,725	2,074
	<b>Net Deficit</b>	1,725	2,074
<b>Digital Experience</b>			
Digital Experience is responsible for helping the community easily access the information and services they need online.	<b>Inc</b>	0	0
	<b>Exp</b>	630	850
	<b>Net Deficit</b>	630	850

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Financial Services</b>				
Financial Services leads the processes for budgeting and forecasting, accounts payable and receivable, management accounting, investment management and provides regular financial reporting, and prepares the annual financial accounts. It also coordinates the rating services and provides oversight of Council's property management obligations and oversees procurement activities within the organisation.	<b>Inc</b>	804	647	598
	<b>Exp</b>	3,394	3,250	3,352
	<b>Net Deficit</b>	2,591	2,603	2,753
<b>Governance and Risk</b>				
The Governance and Risk service provide administrative and procedural support to Council and Councillors, coordinates business papers for meetings, as well as overseeing elections and Councillor inductions. It contributes to Council's legislative compliance and integrity framework through a range of governance, compliance and assurance activities including supporting the internal audit program and the Audit and Risk Committee, overseeing fraud and corruption prevention, privacy compliance and managing Freedom of Information. It promotes and supports proactive strategic and operational risk management across the business and manages Council's insurance portfolio. It also maintains and provides event support to Council's Civic Centre meeting and functions rooms, as well as overseeing the administration and operation of Ferntree Gully Cemetery.	<b>Inc</b>	134	61	42
	<b>Exp</b>	3,062	5,184	5,878
	<b>Net Deficit</b>	2,928	5,123	5,836
<b>Information Technology</b>				
The Information Technology service (IT) provides services and support for the organisation in all aspects of IT. It provides hardware and software support, as well as internal and external telecommunications, ensuring efficient service delivery for the organisation and our community.	<b>Inc</b>	0	1	0
	<b>Exp</b>	6,531	8,186	8,503
	<b>Net Deficit</b>	6,531	8,185	8,503
<b>People, Culture and Development</b>				
The People, Culture and Development service provides both operational and strategic support to the organisation including the development and implementation of strategies, services, and programs for all aspects of human resource	<b>Inc</b>	78	56	30
	<b>Exp</b>	7,131	7,120	5,710
	<b>Net Deficit</b>	7,054	7,064	5,680

Service	2021-22	2022-23	2023-24	
	Actual	Forecast	Budget	
	\$'000	\$'000	\$'000	
management, organisational development, safety & wellbeing and payroll. This includes industrial and employee relations, talent acquisition, diversity and inclusion, corporate learning and development, organisational culture, performance management, remuneration & benefits, and employee and contractor safety.				
<b>Research and Geospatial Analytics</b>				
The Research and Geospatial Analytics service helps to inform policy development and decision making through an evidence-based approach. This service undertakes specialist research, analyses data and provides advice to build organisational capacity. This service also develops and implements new tools and applications in the area of research and geospatial analysis, and is responsible for the maintenance of Council's Geographic Information System (GIS), spatial database and online data resources.	<b>Inc</b>	7	0	0
	<b>Exp</b>	90	155	151
	<b>Net Deficit</b>	84	155	151
<b>Strategy and Transformation</b>				
Strategy and Transformation leads the organisation's strategy, planning, business intelligence, service review, continuous improvement and change management functions. This includes the development and implementation of Council's Integrated Strategic Planning and Reporting Framework, including the Community and Council plans and aims to improve outcomes for the Knox community through developing and sharing crucial insights. It also ensures Council's services and processes are effective, financially sustainable, and delivered in the ways that best meet the community's needs.	<b>Inc</b>	0	0	0
	<b>Exp</b>	1,605	1,548	2,153
	<b>Net Deficit</b>	1,605	1,548	2,153
<b>TOTAL</b>				
	<b>Inc</b>	<b>1023</b>	<b>765</b>	<b>670</b>
	<b>Exp</b>	<b>25,431</b>	<b>30,066</b>	<b>30,635</b>
	<b>Net Deficit</b>	<b>24,409</b>	<b>29,301</b>	<b>29,965</b>

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiative</b>	<b>Implement Our Customer Strategy and Action Plan.</b>
<b>Initiative</b>	Implement priority actions of the Community Engagement Framework and Action Plan. Implement the Transformation Roadmap to ensure Knox Councils services, systems and processes meet our customers' needs and drive organisational financial sustainability.

## Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

<b>Service</b>	<b>Indicator</b>	<b>2021-22 Actual</b>	<b>2022-23 Forecast</b>	<b>2023-24 Budget</b>
<b>Governance</b>	Consultation and engagement	58	58	<b>58</b>

## Service Performance Indicators

Service	Indicator	Performance Measure	Computation
<b>Animal Management</b>	Health and safety	<b>Animal management prosecutions</b> (percentage of animal management prosecutions which are successful)	[Number of successful animal management prosecutions / Total number of animal management prosecutions] x100
<b>Aquatic Facilities</b>	Utilisation	<b>Utilisation of aquatic facilities</b> (number of visits to aquatic facilities per head of population)	[Number of visits to aquatic facilities / Population] x100
<b>Food safety</b>	Health and safety	<b>Critical and major non-compliance outcome notifications</b> (percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
<b>Governance</b>	Consultation and engagement	<b>Satisfaction with community consultation and engagement</b> (community satisfaction rating out of 100 with the consultation and engagement efforts of the council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
<b>Libraries</b>	Participation	<b>Library membership</b> (percentage of resident municipal population who are registered library members)	[Number of registered library members / Population] x100
<b>Maternal and Child Health</b>	Participation	<b>Participation in the MCH service</b> (percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100

Service	Indicator	Performance Measure	Computation
<b>Maternal and Child Health</b>	Participation	<b>Participation in the MCH service by Aboriginal children</b> (percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100
<b>Roads</b>	Condition	<b>Sealed local roads maintained to condition standards</b> (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
<b>Statutory planning</b>	Service standard	<b>Planning applications decided within required timeframes</b> (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
<b>Waste collection</b>	Waste diversion	<b>Kerbside collection waste diverted from landfill</b> (percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

## Reconciliation with Budgeted Operating Result

Key Directions	Income \$'000	Expenditure \$'000	Net Cost \$'000
Opportunity and innovation	13	2,731	2,718
Neighbourhoods, housing and infrastructure	4,453	34,247	29,794
Natural environment and sustainability	5,283	35,610	30,326
Connection, resilience and wellbeing	26,869	48,854	21,984
Civic engagement and integrity	670	30,635	29,965
<b>Total Net Cost of Activities and Initiatives</b>	<b>37,290</b>	<b>152,078</b>	<b>114,788</b>
<b>Non Attributable Expenditure</b>			
Effective corporate governance			3,844
Depreciation			23,206
Amortisation - intangible assets			893
Amortisation - right of use assets			1,171
Capital projects - operational expenses			8,568
Borrowing costs			3,058
Finance costs - leases			293
<b>Total Non Attributable Expenditure</b>			<b>41,033</b>
<b>Deficit before Funding Sources</b>			<b>155,821</b>
<b>Funding Sources</b>			
Rates and charges			117,572
Garbage charges			26,169
Victoria Grants Commission (VGC) - grants - operating - recurrent			10,802
Interest			550
Developers' contributions			6,500
Grants - capital			4,821
Contributions and donations - capital			1,625
Contributions - non monetary assets			2,000
Net gain on disposal of property, infrastructure, plant & equipment			10,223
<b>Total Funding Sources</b>			<b>180,263</b>
<b>Surplus / (Deficit) for the Year</b>			<b>24,442</b>

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2023-24 has been supplemented with projections to 2026-27.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>INCOME / REVENUE</b>						
Rates and charges	4.1.1	134,352	146,056	149,708	154,765	159,485
User fees	4.1.2	15,748	11,226	11,466	11,825	11,917
Statutory fees and fines	4.1.3	3,317	4,373	4,661	4,751	4,942
Grants - operating	4.1.4	19,258	27,608	23,548	23,976	24,423
Grants - capital	4.1.4	9,968	4,821	10,898	2,230	2,252
Contributions - monetary	4.1.5	10,783	9,931	7,940	7,958	8,003
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Other income	4.1.6	1,641	1,314	998	1,007	1,022
<b>TOTAL INCOME / REVENUE</b>		<b>197,067</b>	<b>207,329</b>	<b>211,219</b>	<b>208,512</b>	<b>214,044</b>
<b>EXPENSES</b>						
Employee costs	4.1.7	76,263	79,703	81,304	83,587	85,656
Materials and services	4.1.8	76,302	78,031	76,650	75,435	77,568
Contributions and donations	4.1.9	5,927	5,728	5,972	6,054	6,205
Depreciation	4.1.10	23,193	23,206	24,376	25,059	25,541
Amortisation - intangible assets	4.1.11	893	893	893	893	893
Amortisation - right of use assets	4.1.12	630	1,171	1,174	1,170	1,172
Borrowing costs		1,773	3,058	3,488	3,735	3,882
Finance costs - leases		30	293	262	288	265
Bad and doubtful debts - allowance for impairment losses		308	311	314	317	321
Net loss (gain) on disposal of property, infrastructure, plant and equipment		24,788	(10,223)	(417)	(2,117)	(417)
Other expense	4.1.13	692	716	713	717	736
<b>TOTAL EXPENSES</b>		<b>210,799</b>	<b>182,887</b>	<b>194,729</b>	<b>195,138</b>	<b>201,822</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<b>(13,732)</b>	<b>24,442</b>	<b>16,490</b>	<b>13,374</b>	<b>12,222</b>
<b>TOTAL COMPREHENSIVE RESULT</b>		<b>(13,732)</b>	<b>24,442</b>	<b>16,490</b>	<b>13,374</b>	<b>12,222</b>
<b>LESS</b>						
Grants - capital - non recurrent		8,876	1,919	8,690	0	0
Contributions and donations - capital		2,959	1,625	0	0	0
Contributions - non-monetary		2,000	2,000	2,000	2,000	2,000
<b>UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>(27,567)</b>	<b>18,898</b>	<b>5,800</b>	<b>11,374</b>	<b>10,222</b>

## 3.2 Balance Sheet

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>CURRENT ASSETS</b>						
Cash and cash equivalents		41,243	41,339	40,248	37,315	36,019
Other financial assets		5,000	0	0	0	0
Trade and other receivables		18,542	19,909	20,482	21,203	21,898
Inventories		14	14	14	14	14
Prepayments		850	880	902	924	947
Other assets		259	268	275	282	289
<b>TOTAL CURRENT ASSETS</b>	4.2.1	<b>65,908</b>	<b>62,410</b>	<b>61,921</b>	<b>59,738</b>	<b>59,167</b>
<b>NON CURRENT ASSETS</b>						
Investments in associates		3,469	3,469	3,469	3,469	3,469
Property, infrastructure, plant and equipment		2,173,308	2,210,838	2,241,465	2,257,218	2,278,172
Right-of-use assets	4.2.4	1,059	4,670	3,656	4,166	3,844
Intangible assets		2,152	2,152	2,152	2,152	2,152
<b>TOTAL NON CURRENT ASSETS</b>	4.2.1	<b>2,179,988</b>	<b>2,221,129</b>	<b>2,250,742</b>	<b>2,267,005</b>	<b>2,287,637</b>
<b>TOTAL ASSETS</b>		<b>2,245,896</b>	<b>2,283,539</b>	<b>2,312,663</b>	<b>2,326,743</b>	<b>2,346,804</b>
<b>CURRENT LIABILITIES</b>						
Trade and other payables		17,410	18,011	18,457	18,909	19,375
Trust funds and deposits		2,540	2,629	2,695	2,762	2,831
Provisions		18,428	19,136	19,683	20,247	20,745
Interest-bearing loans and borrowings	4.2.3	6,849	8,425	10,593	11,851	13,981
Lease liabilities	4.2.4	539	1,058	808	912	1,127
<b>TOTAL CURRENT LIABILITIES</b>	4.2.2	<b>45,766</b>	<b>49,259</b>	<b>52,236</b>	<b>54,681</b>	<b>58,059</b>
<b>NON CURRENT LIABILITIES</b>						
Provisions		2,991	3,037	3,072	3,108	3,140
Interest-bearing loans and borrowings	4.2.3	67,107	73,526	83,836	81,574	86,483
Lease liabilities	4.2.4	526	3,769	3,081	3,568	3,088
<b>TOTAL NON CURRENT LIABILITIES</b>	4.2.2	<b>70,624</b>	<b>80,332</b>	<b>89,989</b>	<b>88,250</b>	<b>92,711</b>
<b>TOTAL LIABILITIES</b>		<b>116,390</b>	<b>129,591</b>	<b>142,225</b>	<b>142,931</b>	<b>150,770</b>
<b>NET ASSETS</b>		<b>2,129,506</b>	<b>2,153,948</b>	<b>2,170,438</b>	<b>2,183,812</b>	<b>2,196,034</b>
<b>EQUITY</b>						
Accumulated surplus		705,446	731,060	752,913	771,650	783,231
Reserves		1,424,060	1,422,888	1,417,525	1,412,162	1,412,803
<b>TOTAL EQUITY</b>		<b>2,129,506</b>	<b>2,153,948</b>	<b>2,170,438</b>	<b>2,183,812</b>	<b>2,196,034</b>

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2027

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2023 FORECAST</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,143,238</b>	<b>702,718</b>	<b>1,400,350</b>	<b>40,170</b>
Surplus/(deficit) for the year		(13,732)	(13,732)	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,518)	0	7,518
Transfer from other reserves		0	23,978	0	(23,978)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,129,506</b>	<b>705,446</b>	<b>1,400,350</b>	<b>23,710</b>
<b>2024 BUDGET</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,129,506</b>	<b>705,446</b>	<b>1,400,350</b>	<b>23,710</b>
Surplus/(deficit) for the year		24,442	24,442	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(10,941)	0	10,941
Transfer from other reserves	4.3.1	0	12,113	0	(12,113)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	4.3.2	<b>2,153,948</b>	<b>731,060</b>	<b>1,400,350</b>	<b>22,538</b>
<b>2025</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,153,948</b>	<b>731,060</b>	<b>1,400,350</b>	<b>22,538</b>
Surplus/(deficit) for the year		16,490	16,490	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(11,485)	0	11,485
Transfer from other reserves		0	16,848	0	(16,848)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,170,438</b>	<b>752,913</b>	<b>1,400,350</b>	<b>17,175</b>
<b>2026</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,170,438</b>	<b>752,913</b>	<b>1,400,350</b>	<b>17,175</b>
Surplus/(deficit) for the year		13,374	13,374	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(11,528)	0	11,528
Transfer from other reserves		0	16,891	0	(16,891)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,183,812</b>	<b>771,650</b>	<b>1,400,350</b>	<b>11,812</b>
<b>2027</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,183,812</b>	<b>771,650</b>	<b>1,400,350</b>	<b>11,812</b>
Surplus/(deficit) for the year		12,222	12,222	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(11,575)	0	11,575
Transfer from other reserves		0	10,934	0	(10,934)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,196,034</b>	<b>783,231</b>	<b>1,400,350</b>	<b>12,453</b>

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		2022-23	2023-24	2024-25	2025-26	2026-27
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
Rates and charges		134,352	144,900	149,348	154,266	159,020
User fees		15,748	11,080	11,316	11,670	11,755
Statutory fees and fines		3,317	4,310	4,597	4,685	4,873
Grants - operating		17,612	27,608	23,548	23,976	24,423
Grants - capital		7,251	4,821	10,898	2,230	2,252
Contributions - monetary		10,783	9,931	7,940	7,958	8,003
Interest received		567	550	275	275	275
Other receipts		1,074	764	723	732	747
Net movement in trust deposits		33	89	66	67	69
Employee costs		(76,263)	(78,950)	(80,721)	(82,987)	(85,126)
Materials and services		(76,443)	(77,752)	(76,544)	(75,322)	(77,447)
Contributions and donations		(5,927)	(5,728)	(5,972)	(6,054)	(6,205)
Short-term, low value and variable lease payments		(71)	(27)	(11)	0	0
Other payments		(621)	(689)	(702)	(717)	(736)
<b>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</b>	4.4.1	<b>31,412</b>	<b>40,907</b>	<b>44,761</b>	<b>40,779</b>	<b>41,903</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>						
Proceeds from sale of property, infrastructure, plant and equipment		5,035	17,687	1,167	2,867	1,167
Payments for property, infrastructure, plant and equipment		(60,557)	(67,093)	(54,646)	(40,455)	(46,138)
Payments for investments		(5,000)	0	0	0	0
Proceeds from sale of investments		5,000	5,000	0	0	0
<b>NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES</b>	4.4.2	<b>(55,522)</b>	<b>(44,406)</b>	<b>(53,479)</b>	<b>(37,588)</b>	<b>(44,971)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>						
Finance costs		(1,779)	(3,065)	(3,493)	(3,741)	(3,888)
Proceeds from borrowings		29,312	15,480	21,800	10,000	19,700
Repayment of borrowings		(4,263)	(7,485)	(9,321)	(11,005)	(12,661)
Interest paid - lease liability		(30)	(293)	(262)	(288)	(265)
Repayment of lease liabilities		(739)	(1,042)	(1,097)	(1,090)	(1,114)
<b>NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES</b>	4.4.3	<b>22,501</b>	<b>3,595</b>	<b>7,627</b>	<b>(6,124)</b>	<b>1,772</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		<b>(1,609)</b>	<b>96</b>	<b>(1,091)</b>	<b>(2,933)</b>	<b>(1,296)</b>
Cash and cash equivalents at the beginning of the financial year		42,852	41,243	41,339	40,248	37,315
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>		<b>41,243</b>	<b>41,339</b>	<b>40,248</b>	<b>37,315</b>	<b>36,019</b>

### 3.5 Statement of Capital Works

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>PROPERTY</b>						
Land and Buildings		14,593	16,038	16,146	7,715	10,284
<b>TOTAL PROPERTY</b>		<b>14,593</b>	<b>16,038</b>	<b>16,146</b>	<b>7,715</b>	<b>10,284</b>
<b>PLANT AND EQUIPMENT</b>						
Plant, machinery and equipment		1,310	3,120	2,760	1,999	2,455
Computers and telecommunications		3,942	8,138	4,366	3,676	4,377
Artworks		204	348	283	285	288
<b>TOTAL PLANT AND EQUIPMENT</b>		<b>5,456</b>	<b>11,606</b>	<b>7,409</b>	<b>5,960</b>	<b>7,120</b>
<b>INFRASTRUCTURE</b>						
Roads		8,474	8,239	10,245	8,947	9,361
Bridges		857	340	385	397	407
Footpaths and cycleways		3,975	4,713	6,319	5,101	5,538
Drainage		3,720	6,637	4,659	5,401	4,310
Recreational, leisure and community facilities		28,571	23,610	12,473	9,224	11,970
Off street car parks		956	1,764	1,953	1,245	1,408
Other infrastructure		812	2,714	1,326	643	630
<b>TOTAL INFRASTRUCTURE</b>		<b>47,365</b>	<b>48,017</b>	<b>37,360</b>	<b>30,958</b>	<b>33,624</b>
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	4.5.1	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>
<b>REPRESENTED BY</b>						
Asset renewal		30,596	42,508	36,343	33,414	37,594
Asset upgrade		21,778	21,164	21,217	8,060	11,469
Asset new		9,090	7,660	3,355	3,159	1,965
Asset expansion		5,950	4,329	0	0	0
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	4.5.1	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>
<b>CAPITAL WORKS FUNDING SOURCE</b>						
<b>EXTERNAL</b>						
Loan proceeds		29,312	15,480	21,800	10,000	19,700
Grants - capital		9,968	4,821	10,898	2,230	2,252
Contributions - capital		2,959	1,625	0	0	0
<b>TOTAL EXTERNAL FUNDING</b>		<b>42,239</b>	<b>21,926</b>	<b>32,698</b>	<b>12,230</b>	<b>21,952</b>
<b>INTERNAL</b>						
Proceeds from sale of fixed assets		2,107	17,687	1,167	2,867	1,167
Movement in reserve funds		19,120	12,113	13,223	13,230	7,237
Rate funding		3,948	23,935	13,827	16,306	20,672
<b>TOTAL INTERNAL FUNDING</b>		<b>25,175</b>	<b>53,735</b>	<b>28,217</b>	<b>32,403</b>	<b>29,076</b>
<b>TOTAL CAPITAL WORKS FUNDING SOURCES</b>	4.5.1	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>
<b>LESS OPERATING PROJECTS EXPENDITURE</b>						
Operating Projects Expenditure		6,857	8,568	6,269	4,178	4,890
<b>NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)</b>		<b>60,557</b>	<b>67,093</b>	<b>54,646</b>	<b>40,455</b>	<b>46,138</b>

### 3.6 Statement of Human Resources

For the four years ending 30 June 2027

	Forecast	Budget	Projections		
	2022-23	2023-24	2024-25	2025-26	2026-27
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>STAFF EXPENDITURE</b>					
Employee costs - operating	76,263	79,703	81,304	83,587	85,656
Employee costs - capital	3,248	4,875	4,935	5,073	5,203
<b>TOTAL STAFF EXPENDITURE</b>	<b>79,511</b>	<b>84,578</b>	<b>86,239</b>	<b>88,660</b>	<b>90,859</b>

	Forecast	Budget	Projections		
	2022-23	2023-24	2024-25	2025-26	2026-27
	FTE	FTE	FTE	FTE	FTE
<b>STAFF NUMBERS</b>					
Full time equivalent (FTE) employees	699.92	723.41	723.41	723.41	723.41
<b>TOTAL STAFF NUMBERS</b>	<b>699.92</b>	<b>723.41</b>	<b>723.41</b>	<b>723.41</b>	<b>723.41</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

DEPARTMENT	Budget 2023-24 \$'000	Comprises			
		Permanent			
		Full Time \$'000	Part Time \$'000	Casual \$'000	Temporary \$'000
CEO	7,835	6,466	1,343	6	20
City Liveability	15,185	11,827	3,076	105	177
Connected Communities	28,221	13,867	12,940	351	1,063
Customer and Performance	11,272	8,850	1,999	0	423
Infrastructure	17,190	15,836	1,257	10	87
<b>TOTAL PERMANENT STAFF EXPENDITURE</b>	<b>79,703</b>	<b>56,846</b>	<b>20,615</b>	<b>472</b>	<b>1,770</b>
Capitalised labour costs	4,875				
<b>TOTAL EXPENDITURE</b>	<b>84,578</b>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

DEPARTMENT	Budget 2023-24 FTE	Comprises			
		Permanent			
		Full Time FTE	Part Time FTE	Casual FTE	Temporary FTE
CEO	53.74	41.00	12.69	0.05	0.00
City Liveability	130.92	90.00	39.69	1.03	0.20
Connected Communities	259.28	130.00	122.69	3.65	2.94
Customer and Performance	100.27	74.00	26.27	0.00	0.00
Infrastructure	179.20	171.00	8.10	0.10	0.00
<b>TOTAL PERMANENT STAFF FTE</b>	<b>723.41</b>	<b>506.00</b>	<b>209.44</b>	<b>4.83</b>	<b>3.14</b>

### 3.7 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2027

	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>CEO</b>				
<b>Permanent - Full Time</b>	6,466	6,643	6,833	7,004
Female	5,468	5,618	5,779	5,923
Male	998	1,025	1,054	1,081
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	1,343	1,380	1,420	1,455
Female	1,136	1,167	1,201	1,231
Male	207	213	219	224
Self-described gender	0	0	0	0
<b>Total CEO</b>	<b>7,809</b>	<b>8,023</b>	<b>8,253</b>	<b>8,459</b>
<b>City Liveability</b>				
<b>Permanent - Full Time</b>	11,827	12,278	12,633	12,947
Female	6,438	6,683	6,876	7,047
Male	5,389	5,595	5,757	5,900
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	3,076	3,194	3,286	3,367
Female	1,674	1,738	1,788	1,833
Male	1,402	1,455	1,497	1,535
Self-described gender	0	0	0	0
<b>Total City Liveability</b>	<b>14,903</b>	<b>15,472</b>	<b>15,919</b>	<b>16,314</b>
<b>Connected Communities</b>				
<b>Permanent - Full Time</b>	13,867	14,015	14,390	14,742
Female	12,820	12,958	13,304	13,630
Male	1,047	1,058	1,086	1,112
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	12,940	13,079	13,429	13,758
Female	11,963	12,092	12,415	12,720
Male	977	987	1,013	1,038
Self-described gender	0	0	0	0
<b>Total Connected Communities</b>	<b>26,807</b>	<b>27,095</b>	<b>27,818</b>	<b>28,500</b>
<b>Customer and Performance</b>				
<b>Permanent - Full Time</b>	8,850	9,102	9,359	9,591
Female	6,206	6,382	6,563	6,725
Male	2,644	2,719	2,796	2,865
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	1,999	2,056	2,114	2,167
Female	1,402	1,442	1,483	1,519
Male	597	614	632	647
Self-described gender	0	0	0	0
<b>Total Customer and Performance</b>	<b>10,849</b>	<b>11,158</b>	<b>11,474</b>	<b>11,757</b>
<b>Infrastructure</b>				
<b>Permanent - Full Time</b>	15,836	16,005	16,473	16,885
Female	3,896	3,937	4,052	4,154
Male	11,940	12,068	12,421	12,731
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	1,257	1,270	1,307	1,340
Female	309	312	322	330
Male	948	958	986	1,010
Self-described gender	0	0	0	0
<b>Total Infrastructure</b>	<b>17,093</b>	<b>17,275</b>	<b>17,781</b>	<b>18,225</b>
Casuals, temporary and other expenditure	2,242	2,281	2,343	2,401
Capitalised labour costs	4,875	4,935	5,073	5,203
<b>Total staff expenditure</b>	<b>84,579</b>	<b>86,239</b>	<b>88,660</b>	<b>90,859</b>

	2023-24	2024-25	2025-26	2026-27
	FTE	FTE	FTE	FTE
<b>CEO</b>				
<b>Permanent - Full Time</b>	41.00	41.00	41.00	41.00
Female	35.00	35.00	35.00	35.00
Male	6.00	6.00	6.00	6.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	12.69	12.69	12.69	12.69
Female	10.73	10.73	10.73	10.73
Male	1.96	1.96	1.96	1.96
Self-described gender	0	0	0	0
<b>Total CEO</b>	<b>53.69</b>	<b>53.69</b>	<b>53.69</b>	<b>53.69</b>
<b>City Liveability</b>				
<b>Permanent - Full Time</b>	90.00	90.00	90.00	90.00
Female	49.00	49.00	49.00	49.00
Male	41.00	41.00	41.00	41.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	39.69	39.69	39.69	39.69
Female	21.60	21.60	21.60	21.60
Male	18.09	18.09	18.09	18.09
Self-described gender	0	0	0	0
<b>Total City Liveability</b>	<b>129.69</b>	<b>129.69</b>	<b>129.69</b>	<b>129.69</b>
<b>Connected Communities</b>				
<b>Permanent - Full Time</b>	130.00	130.00	130.00	130.00
Female	120.00	120.00	120.00	120.00
Male	10.00	10.00	10.00	10.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	122.69	122.69	122.69	122.69
Female	113.43	113.43	113.43	113.43
Male	9.26	9.26	9.26	9.26
Self-described gender	0	0	0	0
<b>Total Connected Communities</b>	<b>252.69</b>	<b>252.69</b>	<b>252.69</b>	<b>252.69</b>
<b>Customer and Performance</b>				
<b>Permanent - Full Time</b>	74.00	74.00	74.00	74.00
Female	52.00	52.00	52.00	52.00
Male	22.00	22.00	22.00	22.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	26.27	26.27	26.27	26.27
Female	18.42	18.42	18.42	18.42
Male	7.85	7.85	7.85	7.85
Self-described gender	0	0	0	0
<b>Total Customer and Performance</b>	<b>100.27</b>	<b>100.27</b>	<b>100.27</b>	<b>100.27</b>
<b>Infrastructure</b>				
<b>Permanent - Full Time</b>	171.00	171.00	171.00	171.00
Female	42.00	42.00	42.00	42.00
Male	129.00	129.00	129.00	129.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	8.10	8.10	8.10	8.10
Female	1.99	1.99	1.99	1.99
Male	6.11	6.11	6.11	6.11
Self-described gender	0	0	0	0
<b>Total Infrastructure</b>	<b>179.10</b>	<b>179.10</b>	<b>179.10</b>	<b>179.10</b>
Casuals and temporary staff	7.97	7.97	7.97	7.97
Capitalised labour	0	0	0	0
<b>Total staff numbers</b>	<b>723.41</b>	<b>723.41</b>	<b>723.41</b>	<b>723.41</b>

## 4. Notes on the Financial Statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the *Local Government Act 2020*, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2023-24 the FGRS cap has been set at 3.50%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 3.50% in line with the rate cap.

Council's Residential Garbage Charge for the 2023-24 financial year has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. The cost residents will pay in 2023-24 for the standard waste service including the Food and Organics collection will increase by \$36.90 (9.27%) for those who have previously utilised the optional green waste service, while the increase is \$2.60 (0.53%) for those who also continue to utilise a 120 litre waste rubbish bin. The full service cost of \$434.90 will now be reflected in the Residential Garbage Charge in 2023-24. This charge in 2022-23, excluding the optional green waste service, was \$298.00.

This will raise total rates and charges for 2023-24 to \$146,056,310, exclusive of optional services.

**4.1.1 (a)** The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change \$'000	%
General rates *	112,231	117,655	5,424	4.8%
Rate rebates	(1,140)	(1,175)	(35)	3.1%
Residential garbage charge	17,995	26,169	8,174	45.4%
Service rates and charges	3,600	2,315	(1,285)	(35.7%)
Supplementary rates and rate adjustments	1,079	500	(579)	(53.7%)
Interest on rates and charges	587	592	5	0.9%
<b>Total rates and charges</b>	<b>134,352</b>	<b>146,056</b>	<b>11,704</b>	<b>8.7%</b>

\* General rates are subject to the rate cap established under the FGRS

**4.1.1 (b)** The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or Class of Land	Budget 2022-23 cents/\$CIV	Budget 2023-24 cents/\$CIV	Change %
Differential rate for Vacant Land	0.45921	0.45686	(0.5%)
Differential rate for Derelict Land	0.45921	0.45686	(0.5%)
Differential rate for Retirement Village Land properties	0.11480	0.11422	(0.5%)
Differential rate for Commercial Land properties	0.38268	0.38072	(0.5%)
Differential rate for Industrial Land properties	0.40564	0.40356	(0.5%)
Differential rate for Residential Land properties	0.15307	0.15229	(0.5%)
Recreational Land rate for rateable recreational properties	0.15307	0.15229	(0.5%)

**4.1.1 (c)** The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or Class of Land	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change \$'000	%
<b>Rates</b>				
Vacant Land	1,539	1,606	67	4.4%
Derelict Land	21	20	(1)	(5.5%)
Retirement Village Land	1,025	1,060	35	3.4%
Commercial Land	12,790	13,840	1,050	8.2%
Industrial Land	18,226	22,728	4,502	24.7%
Residential Land	79,651	78,846	(805)	(1.0%)
Recreational Land Rate	58	56	(2)	(4.2%)
<b>Total amount to be raised by general rates</b>	<b>113,310</b>	<b>118,155</b>	<b>4,845</b>	<b>4.3%</b>

Total rates to be raised in the 2023-24 Budget includes Supplementary Rates of \$500,000.

**4.1.1 (d)** The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or Class of Land	Budget 2022-23 Number	Budget 2023-24 Number	Change Number	%
Vacant Land	360	328	(32)	(8.9%)
Derelict Land	2	4	2	100.0%
Retirement Village Land	1,878	1,889	11	0.6%
Commercial Land	2,534	2,496	(38)	(1.5%)
Industrial Land	3,675	3,738	63	1.7%
Residential Land	60,301	60,615	314	0.5%
Recreational Land Rate	7	7	0	0.0%
<b>Total number of assessments</b>	<b>68,757</b>	<b>69,077</b>	<b>320</b>	<b>0.5%</b>

**4.1.1 (e)** The basis of valuation to be used is the Capital Improved Value (CIV)

**4.1.1 (f)** The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or Class of Land	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Change \$'000	%
Vacant Land	342,710	351,600	8,890	2.6%
Derelict Land	2,185	4,345	2,160	98.9%
Retirement Village Land	885,825	927,960	42,135	4.8%
Commercial Land	3,179,631	3,635,244	455,613	14.3%
Industrial Land	4,372,795	5,631,925	1,259,130	28.8%
Residential Land	52,035,968	51,444,945	(591,023)	(1.1%)
Recreational Land Rate	37,850	36,500	(1,350)	(3.6%)
<b>Total value of land</b>	<b>60,856,964</b>	<b>62,032,519</b>	<b>1,175,555</b>	<b>1.9%</b>

**4.1.1 (g)** The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2022-23	2023-24	\$	%
	\$	\$	\$	%
Residential Garbage Charge - Standard Service (80 Litre Waste Bin, 240 Litre Recycle Bin, 240 Litre FOGO Bin, Hard Waste, Bundled Green Waste) <sup>1</sup>	298.00	434.90	136.90	45.9%
Residential Garbage Charge - Reduced Service (80 Litre Waste Bin, 240 Litre Recycle Bin, Hard Waste, Bundled Green Waste) <sup>2</sup>	NEW	296.86	296.86	100.0%
Residential Garbage Charge - Additional Bin Exempt (80 Litre and 120 Litre Waste Bin, 240 Litre Recycle Bin, 240 Litre FOGO Bin, Hard Waste, Bundled Green Waste) <sup>3</sup>	NEW	434.90	434.90	100.0%
Residential Garbage Charge - Multi Unit Service (80 Litre Waste Bin, 240 Litre Recycle Bin, Hard Waste, Bundled Green Waste)	NEW	296.86	296.86	100.0%
Garbage Surcharge – 120 Litre Bin	96.00	61.70	(34.30)	(35.7%)
Additional Household Bins - 120 Litre Bin	431.00	166.50	(264.50)	(61.4%)
Additional Food and Organics Bin (Previously Green Waste Bin)	100.00	138.04	38.04	38.0%
Additional Recycle Bin	117.00	91.03	(25.97)	(22.2%)
Additional Recycle Bin - Industrial / Commercial	125.00	276.11	151.11	120.9%
Optional Industrial / Commercial Garbage, Daily Service (Waste and Weekly Recycle)	1,970.00	2,433.76	463.76	23.5%
Optional Industrial / Commercial Garbage, Weekly Service (Waste and Weekly Recycle)	516.00	735.81	219.81	42.6%
Optional Industrial / Commercial Garbage, Daily Service (Waste Only)	NEW	2,217.98	2,217.98	100.0%
Optional Industrial / Commercial Garbage, Weekly Service (Waste Only)	NEW	538.02	538.02	100.0%
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	1,894.00	2,109.34	215.34	11.4%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	400.00	498.36	98.36	24.6%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	294.00	331.86	37.86	12.9%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	356.00	520.80	164.80	46.3%
– Annual Waste Charge, retail based premises	1,059.00	1,340.50	281.50	26.6%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	3,174.00	3,806.59	632.59	19.9%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	7,401.00	8,735.27	1,334.27	18.0%
Additional Hard Waste Service	115.00	120.00	5.00	4.3%

**Notes:**

<sup>1</sup> For those who had a green waste bin in 2022-23, the increase is \$36.90 (9.3%).

<sup>2</sup> To opt out of the FOGO service, you must show that you can compost all organic material at home, with no organic waste going to your household rubbish bin or collected in the bundled branch service.

<sup>3</sup> You can apply for a free extra 120 litre household rubbish bin if your household has extra waste needs. This includes households with extra medical waste needs, or two or more children in disposable nappies.

**4.1.1 (h)** The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	Forecast	Budget	Change	
	2022-23	2023-24	\$	%
	\$	\$	\$	%
Residential Garbage Charge	17,995,216	26,168,981	8,173,765	45.4%
Garbage Surcharge – 120 Litre Bin	3,599,566	2,315,068	(1,284,498)	(35.7%)
Additional Household Bins	521,763	240,470	(281,293)	(53.9%)
Optional Household Green Waste Bin	4,566,678	0	(4,566,678)	(100.0%)
Additional Recycle Bin	151,883	104,317	(47,566)	(31.3%)
Optional Industrial / Commercial Garbage Service	1,596,849	2,192,504	595,655	37.3%
Non Rateable Properties	123,291	143,519	20,228	16.4%
<i>Dorset Square:</i>				
Office based premises	5,020	7,812	2,792	55.6%
Retail based premises	13,767	17,426	3,659	26.6%
Food based premises less than 200 square metres floor area	12,696	15,226	2,530	19.9%
Food based premises greater than 200 square metres floor area	14,802	17,471	2,669	18.0%
<b>Total</b>	<b>28,601,531</b>	<b>31,222,794</b>	<b>2,621,263</b>	<b>9.2%</b>

**4.1.1 (i)** The estimated total amount to be raised by all rates and charges compared with the previous financial year

	Forecast	Budget	Change	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	113,310	118,155	4,845	4.3%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	28,602	31,223	2,621	9.2%
<b>Total rates and charges</b>	<b>141,912</b>	<b>149,378</b>	<b>7,467</b>	<b>5.3%</b>

**4.1.1 (j)** Fair Go Rates System Compliance

Knox City Council is fully compliant with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2022-23	2023-24
Total Rates	\$ 110,285,463	\$ 113,676,168
Number of Rateable Properties	68,757	69,077
Base Average Rate	\$ 1,603.99	\$ 1,645.64
Maximum Rate Increase (set by the State Government)	<b>1.75%</b>	<b>3.50%</b>
Capped Average Rate	\$ 1,632.06	\$ 1,703.24
Maximum General Rates and Municipal Charges Revenue	\$ 112,215,459	\$ 117,654,834
Budgeted General Rates and Municipal Charges Revenue	\$ 112,215,459	\$ 117,654,834
Budgeted Supplementary Rates	\$ 250,000	\$ 500,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 112,465,459	\$ 118,154,834

**4.1.1 (k)** Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2023-24: estimated \$500,000 and 2022-23: \$1,078,894)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

**4.1.1 (l) Differential rates**

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.45686% (0.45686 cents in the dollar of capital improved value) for all rateable Vacant Land; and
- A general rate of 0.45686% (0.45686 cents in the dollar of capital improved value) for all rateable Derelict Land; and
- A general rate of 0.11422% (0.11422 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.15229% (0.15229 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.40356% for (0.40356 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.38072% (0.38072 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.15229% (0.15229 cents in the dollar of capital improved value) for all rateable Residential Land.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council believes each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

## Vacant Land

### Definition/Characteristics

Any land on which there is no building.

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Encouragement of development/and or improvement of land; and
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health and community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory, and service provision obligations.

### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

## Derelict Land

### Definition/Characteristics

Any land that contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

**Dilapidated buildings**

An owner or occupier of land:

- a) must not allow a building located on that private land to:
  - i. become dilapidated; or
  - ii. become dilapidated further; and
- b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Promote the property be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area.
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health and community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory, and service provision obligations.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

## Retirement Village Land

### Definitions/Characteristics:

Any land which is used primarily for the purposes of a retirement village.

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council on behalf of the retirement village sector.

### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

## Residential Land

### Definitions/Characteristics:

Any land which is not Vacant Land or Derelict Land, Retirement Village Land, Industrial Land, Commercial Land, or Cultural and Recreational Land.

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

## Commercial Land

### Definitions/Characteristics:

Any land which is used primarily for the purposes of a commercial land.

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

## Industrial Land

### Definitions/Characteristics:

Any land which is used primarily for the purposes of an industrial land.

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

## Recreational Land

### Definitions/Characteristics:

Any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities, in accordance with the *Cultural and Recreational Lands Act 1963*.

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council in cultural and recreational sporting programs and infrastructure.

### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### 4.1.2 User fees

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Waste management services	7,057	2,791	(4,266)	(60.5%)
Registration and other permits	2,263	2,353	90	4.0%
Child care/children's programs	2,779	2,161	(618)	(22.2%)
Leisure centre and recreation	1,083	1,067	(16)	(1.5%)
Building services	722	972	250	34.6%
Aged and health services	447	600	153	34.2%
Other fees and charges	1,397	1,282	(115)	(8.2%)
<b>Total user fees</b>	<b>15,748</b>	<b>11,226</b>	<b>(4,522)</b>	<b>(28.7%)</b>

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. The principal sources of fee income arise from services such as child care, garbage charges for optional services, and animal registration fees. User fees are budgeted to decrease by 28.7% on the current year forecast.

The decrease in the waste management services is due to the introduction of Council's new food and bin service in 2023-24. The green waste service that was previously an optional service will now be included in the residential garbage charge. The forecast fees received for the green waste service in 2022-23 is \$4,566,678, while there are no optional green waste fees budgeted for 2023-24, with the exception of a second green waste bin.

The decrease in parent fees for Council's kindergartens is offset by an increase in Government grants received, as well as a decrease in employee costs due to lower utilisation.

### 4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Permits	2,034	2,355	321	15.8%
Infringements and costs	797	1,690	893	112.0%
Town planning fees	353	210	(143)	(40.5%)
Land information certificates	112	117	5	4.5%
Court recoveries	20	0	(20)	(100.0%)
Other statutory fees and fines	1	1	0	0.0%
<b>Total statutory fees and fines</b>	<b>3,317</b>	<b>4,373</b>	<b>1,056</b>	<b>31.8%</b>

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include statutory planning fees and parking fines. Increases in statutory fees and fines are made in accordance with legislative requirements. Statutory fees and fines are budgeted to increase by 31.8% on the current year forecast due to an expected increase in infringements and related costs.

A detailed listing of fees and charges is included as Appendix A.

#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>Grants were received in respect of the following:</b>				
<b>Summary of grants</b>				
Commonwealth funded grants	16,203	19,064	2,861	17.7%
State funded grants	13,023	13,365	342	2.6%
<b>Total grants received</b>	<b>29,226</b>	<b>32,429</b>	<b>3,203</b>	<b>11.0%</b>
<b>(a) Operating grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Victoria Grants Commission	1,984	10,802	8,818	444.5%
Family and children - early years hubs	3,156	3,533	377	11.9%
General home care	986	1,000	14	1.4%
Aged care	99	94	(5)	(5.1%)
<b>Recurrent - State Government</b>				
Family and children - kindergarten	5,428	5,578	150	2.8%
Family and children - maternal and child health	1,861	1,837	(24)	(1.3%)
General home care	843	779	(64)	(7.6%)
School crossing supervisors	739	823	84	11.4%
Family and children - early years hubs	702	638	(64)	(9.1%)
Community safety	453	200	(253)	(55.8%)
Family and children - youth services	301	160	(141)	(46.8%)
Community health	165	144	(21)	(12.7%)
Arts and cultural	24	18	(6)	(25.0%)
Aged care	0	6	6	0.0%
Other	45	45	0	0.0%
<b>Total recurrent operating grants</b>	<b>16,786</b>	<b>25,657</b>	<b>8,871</b>	<b>52.8%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Community health	105	0	(105)	(100.0%)
Other	5	0	(5)	(100.0%)
<b>Non-recurrent - State Government</b>				
Family and children - kindergarten	1,121	1,912	791	70.6%
Community safety	367	28	(339)	(92.4%)
Arts and cultural	195	11	(184)	(94.4%)
Economic development	329	0	(329)	(100.0%)
General home care	8	0	(8)	(100.0%)
Family and children - early years hubs	7	0	(7)	(100.0%)
Other	335	0	(335)	(100.0%)
<b>Total non-recurrent operating grants</b>	<b>2,472</b>	<b>1,951</b>	<b>(521)</b>	<b>(21.1%)</b>
<b>Total operating grants</b>	<b>19,258</b>	<b>27,608</b>	<b>8,350</b>	<b>43.4%</b>

Operating grants include all monies received from State and Federal Government sources which assists Council in funding the delivery of services to ratepayers. Overall, the level of operating grants is projected to increase by 43.4% or \$8.350 million compared to the 2022-23 forecast. A large portion of the Victoria Grants Commission 2022-23 funding was received in advance, while none of the 2023-24 funding is expected to be received in advance. This has led to an \$8.818 million increase for this grant in 2023-24. All kindergarten income has been treated as grant income consistent with the treatment for the 2023 calendar year.

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>(b) Capital grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Victoria Grants Commission - local roads	352	2,154	1,802	511.9%
Roads to recovery	740	748	8	1.1%
Recreational, leisure and community facilities	1,250	0	(1,250)	(100.0%)
<b>Recurrent - State Government</b>				
Other	0	0	0	0.0%
<b>Total recurrent capital grants</b>	<b>2,342</b>	<b>2,902</b>	<b>560</b>	<b>23.9%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Recreational, leisure and community facilities	2,648	633	(2,015)	(76.1%)
Bridges	100	100	0	0.0%
Buildings	3,549	0	(3,549)	(100.0%)
Roads	183	0	(183)	(100.0%)
Footpaths and cycleways	716	0	(716)	(100.0%)
Drainage	330	0	(330)	(100.0%)
<b>Non-recurrent - State Government</b>				
Recreational, leisure and community facilities	100	1,186	1,086	1,086.0%
<b>Total non-recurrent capital grants</b>	<b>7,626</b>	<b>1,919</b>	<b>(5,707)</b>	<b>(74.8%)</b>
<b>Total capital grants</b>	<b>9,968</b>	<b>4,821</b>	<b>(5,147)</b>	<b>(51.6%)</b>
<b>Total grants</b>	<b>29,226</b>	<b>32,429</b>	<b>3,203</b>	<b>11.0%</b>

Capital grants include all monies received from State and Federal Government and community sources which assists Council in funding the capital works program. Overall the level of capital grants is projected to decrease by 51.6% or \$5.147 million compared to the 2022-23 forecast. The 2022-23 forecast includes \$2.717 million received in the previous financial year but treated as unearned income at year-end. Capital grants are not budgeted for unless an agreement is in place at the time of preparation of the budget.

#### 4.1.5 Contributions

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Monetary	10,783	9,931	(852)	(7.9%)
Non-monetary	2,000	2,000	0	0.0%
<b>Total contributions</b>	<b>12,783</b>	<b>11,931</b>	<b>(852)</b>	<b>(6.7%)</b>

Monetary contributions include charges paid by developers in regard to recreational lands, drainage and car parking in accordance with planning permits issued for property development. Monetary contributions are budgeted to decrease by 6.7% on the current year forecast. The 2022-23 forecast includes \$2.959 million for non-recurring capital project contributions, while \$1.125 million is budgeted from this source for 2023-24.

Non-monetary contributions are assets which transfer to Council from property developers at the completion of subdivision work. The assets generally consist of land used for public open space or infrastructure assets. Council recognises these new assets at 'fair value'. No cash is transferred but the fair value of the assets is recorded as revenue in the year of the transfer.

#### 4.1.6 Other income

	Forecast	Budget	Change	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	%
Interest	567	550	(17)	(3.0%)
Rent	579	537	(42)	(7.3%)
Reimbursements	412	137	(275)	(66.7%)
Other	83	90	7	8.4%
<b>Total other income</b>	<b>1,641</b>	<b>1,314</b>	<b>(327)</b>	<b>(19.9%)</b>

Other income relates to a range of items such as interest, rental income, cost recovery and other miscellaneous income items.

#### 4.1.7 Employee costs

	Forecast	Budget	Change	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	%
Wages and salaries	56,139	59,069	2,930	5.2%
Annual leave and long service leave	8,528	9,345	817	9.6%
Superannuation	6,612	7,263	651	9.8%
Agency staff	2,523	1,499	(1,024)	(40.6%)
WorkCover	2,211	2,261	50	2.3%
Fringe benefits tax	250	266	16	6.4%
<b>Total employee costs</b>	<b>76,263</b>	<b>79,703</b>	<b>3,440</b>	<b>4.5%</b>

Employee costs include all labour related expenditure such as wages and salaries, and on-costs including allowances, leave entitlements, employer superannuation and WorkCover. Employee costs are budgeted to increase by 4.5% on the current year forecast. A driver for the decreased forecast for wages and salaries in 2022-23 compared to the budget of \$79.480 million primarily relates to lower utilisation in child care and kindergarten, offset through decreased revenue.

In 2023-24 an increase has been allowed to cover the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards, and the increase in the superannuation guarantee rate from 10.50% to 11.00%. The superannuation guarantee rate will increase 0.50% per year, until it reaches 12.00% in 2025-26.

#### 4.1.8 Materials and services

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Contract payments				
Waste Management	24,533	27,109	2,576	10.5%
Operating Projects Expenditure	6,857	8,568	1,711	25.0%
Operations Maintenance	7,960	8,346	386	4.8%
Active Ageing & Disability	1,052	1,336	284	27.0%
Arts & Cultural Services	807	699	(108)	(13.4%)
People & Culture	545	607	62	11.4%
Corporate Services	730	559	(171)	(23.4%)
Community Law	824	531	(293)	(35.6%)
Other	2,802	1,784	(1,018)	(36.3%)
Administration costs	8,606	8,238	(368)	(4.3%)
Consumable materials and equipment	4,446	4,484	38	0.9%
Utilities	3,242	3,349	107	3.3%
Information technology	2,955	3,234	279	9.4%
Consultants	4,629	2,614	(2,015)	(43.5%)
Insurance	2,066	2,549	483	23.4%
Building maintenance	2,140	2,108	(32)	(1.5%)
Finance and legal costs	1,199	1,008	(191)	(15.9%)
General maintenance	909	908	(1)	(0.1%)
<b>Total materials and services</b>	<b>76,302</b>	<b>78,031</b>	<b>1,729</b>	<b>2.3%</b>

Materials and services include payments for the provision of services by external providers, materials and utility costs including electricity, water, gas and telephones. Materials and services are expected to increase by 2.3% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to increase by \$1.711 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2023-24).

Payments to consultants are budgeted to decrease by 43.5% on the current year forecast primarily relating to work transitioning to existing staff, and the completion of projects.

#### 4.1.9 Contributions and donations

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,410	4,312	(98)	(2.2%)
Community support payments	1,517	1,416	(101)	(6.7%)
<b>Total contributions and donations</b>	<b>5,927</b>	<b>5,728</b>	<b>(199)</b>	<b>(3.4%)</b>

Contributions and donations relate predominately to Council's share of costs associated with the Eastern Regional Libraries Corporation and funds for the Community Grants Scheme.

#### 4.1.10 Depreciation

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Property	5,267	5,144	(123)	(2.3%)
Plant and equipment	1,470	1,561	91	6.2%
Infrastructure	16,456	16,501	45	0.3%
<b>Total depreciation</b>	<b>23,193</b>	<b>23,206</b>	<b>13</b>	<b>0.1%</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is budgeted to increase by 0.1% on the current year forecast.

Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2023-24 financial year.

#### 4.1.11 Amortisation – Intangible assets

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Intangible assets	893	893	0	0.0%
<b>Total amortisation - intangible assets</b>	<b>893</b>	<b>893</b>	<b>0</b>	<b>0.0%</b>

Amortisation is an accounting measure which attempts to allocate the value of an intangible asset over its useful life. Council's intangible assets is software. Amortisation of intangible assets is budgeted to be consistent with the current year forecast.

#### 4.1.12 Amortisation – Right of use assets

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Right of use assets	630	1,171	541	85.9%
<b>Total amortisation - right of use assets</b>	<b>630</b>	<b>1,171</b>	<b>541</b>	<b>85.9%</b>

Commencing for the 2019-20 financial year, the implementation of *AASB 16 Leases* requires most operating leases to be recognised on the balance sheet, including the creation of a right of use asset. Similar to intangible assets, right of use assets are amortised over the life of the lease.

The increase in 2023-24 is mainly due to the lease which is expected to be entered in to for the new Knox Library.

#### 4.1.13 Other expenses

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Councillors allowances	409	469	60	14.7%
Auditor's remuneration - internal	150	155	5	3.3%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	62	65	3	4.8%
Operating lease rentals - short term, low value	71	27	(44)	(62.0%)
<b>Total other expenses</b>	<b>692</b>	<b>716</b>	<b>24</b>	<b>3.5%</b>

Other expenses relate to a range of unclassified items including Councillor allowances, audits and low value lease expenses. Other expenses are budgeted to increase by 3.5% on the current year forecast.

## 4.2 Balance Sheet

### 4.2.1 Assets

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	41,243	41,339	96	0.2%
Other financial assets	5,000	0	(5,000)	(100.0%)
Trade and other receivables	18,542	19,909	1,367	7.4%
Inventories	14	14	0	0.0%
Prepayments	850	880	30	3.5%
Other assets	259	268	9	3.5%
<b>TOTAL CURRENT ASSETS</b>	<b>65,908</b>	<b>62,410</b>	<b>(3,498)</b>	<b>(5.3%)</b>
<b>NON CURRENT ASSETS</b>				
Investments in associates	3,469	3,469	0	0.0%
Property, infrastructure, plant and equipment	2,173,308	2,210,838	37,530	1.7%
Right-of-use assets	1,059	4,670	3,611	341.0%
Intangible assets	2,152	2,152	0	0.0%
<b>TOTAL NON CURRENT ASSETS</b>	<b>2,179,988</b>	<b>2,221,129</b>	<b>41,141</b>	<b>1.9%</b>
<b>TOTAL ASSETS</b>	<b>2,245,896</b>	<b>2,283,539</b>	<b>37,643</b>	<b>1.7%</b>

Cash and cash equivalents include cash held in the bank, petty cash, and the value of investments in term deposits or other highly liquid investments with short maturities of three months or less. Other financial assets include term deposits held with an original maturity of greater than 90 days. These balances are projected to decrease by \$4.904 million during 2023-24 mainly to fund the capital works program during the year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are budgeted to increase by 7.4% on the current year forecast.

Prepayments are expenses that Council has paid in advance of service delivery.

Investments in associates is Council's 36.39% ownership interest in Eastern Regional Libraries Corporation.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment etc. which has been built up by Council over many years. The \$37.530 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$75.661 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$24.099 million in depreciation and amortisation expense, \$8.568 million in capital expenditure deemed to be operational in nature, and the disposal of \$7.464 million of non-current assets through the sale of property, plant and equipment.

The implementation of *AASB 16 Leases* requires most operating leases to be recognised on the balance sheet as a right of use asset. Council's right of use assets primarily relate to property and information technology leases.

## 4.2.2 Liabilities

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>CURRENT LIABILITIES</b>				
Trade and other payables	17,410	18,011	601	3.5%
Trust funds and deposits	2,540	2,629	89	3.5%
Provisions	18,428	19,136	708	3.8%
Interest-bearing loans and borrowings	6,849	8,425	1,576	23.0%
Lease liabilities	539	1,058	519	96.3%
<b>TOTAL CURRENT LIABILITIES</b>	<b>45,766</b>	<b>49,259</b>	<b>3,493</b>	<b>7.6%</b>
<b>NON CURRENT LIABILITIES</b>				
Provisions	2,991	3,037	46	1.5%
Interest-bearing loans and borrowings	67,107	73,526	6,419	9.6%
Lease liabilities	526	3,769	3,243	616.5%
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>70,624</b>	<b>80,332</b>	<b>9,708</b>	<b>13.7%</b>
<b>TOTAL LIABILITIES</b>	<b>116,390</b>	<b>129,591</b>	<b>13,201</b>	<b>11.3%</b>

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 3.5% on the current year forecast.

Trust funds and deposits include refundable deposits, the fire services levy and retention amounts. Trust funds and deposits are budgeted to increase by 3.5% on the current year forecast.

Provisions include accrued annual leave and long service leave owing to employees. These employee entitlements are split between those entitlements expected to be paid within twelve months and those expected to be paid beyond the next year. Total provisions are budgeted to increase by 3.5% on the current year forecast.

Interest-bearing loans and borrowings are split between Council borrowings expected to be repaid within the next twelve months and those expected to be repaid beyond the next year. Refer to section 4.2.3 'Borrowings' for further information on Council's interest-bearing loans and borrowings.

The implementation of *AASB 16 Leases* requires most operating leases to be recognised on the balance sheet as a lease liability. The lease liability is split between lease liabilities expected to be repaid within the next twelve months and those expected to be repaid beyond the next year.

### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	Budget	Projections		
	2022-23	2023-24	2024-25	2025-26	2026-27
	\$'000	\$'000	\$'000	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	48,907	73,956	81,951	94,430	93,425
Amount proposed to be borrowed	29,312	15,480	21,800	10,000	19,700
Amount projected to be redeemed	(4,263)	(7,485)	(9,321)	(11,005)	(12,661)
<b>Amount of borrowings as at 30 June</b>	<b>73,956</b>	<b>81,951</b>	<b>94,430</b>	<b>93,425</b>	<b>100,464</b>

Borrowings are generally utilised for the provision of major community assets that will provide community benefit over a number of years. This is considered sound practice and governments at all levels have regularly enacted this approach. The use of borrowings enables the cost of community assets to be spread inter-generationally and smooths the impact of the borrowings on the long term financial structure for the Council.

### 4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast	Budget
	2022-23	2023-24
	\$'000	\$'000
<b>RIGHT-OF-USE ASSETS</b>		
Property	495	3,614
Computers and telecommunications	515	1,040
Plant and Equipment	49	16
<b>TOTAL RIGHT-OF-USE ASSETS</b>	<b>1,059</b>	<b>4,670</b>
<b>LEASE LIABILITIES</b>		
<b>Current lease liabilities</b>		
Property	165	481
Computers and telecommunications	358	560
Plant and Equipment	16	17
<b>Total current lease liabilities</b>	<b>539</b>	<b>1,058</b>
<b>Non-current lease liabilities</b>		
Property	340	3,276
Computers and telecommunications	151	492
Plant and Equipment	35	1
<b>Non-current lease liabilities</b>	<b>526</b>	<b>3,769</b>
<b>TOTAL LEASE LIABILITIES</b>	<b>1,065</b>	<b>4,827</b>

## 4.3 Statement of Changes in Equity

### 4.3.1 Reserves

	Opening Balance \$'000's	Transfer to Reserve \$'000's	Transfer from Reserve \$'000's	Closing Balance \$'000's
<b>Statutory Reserves</b>				
HACC Capital Grant	545	0	0	545
Open Space	16,811	6,500	12,000	11,311
<b>Total Statutory Reserves</b>	<b>17,356</b>	<b>6,500</b>	<b>12,000</b>	<b>11,856</b>
<b>Discretionary Reserves</b>				
Aged Care Reserve	3,091	0	71	3,020
Basketball Stadium infrastructure	100	0	0	100
Blue Hills Reserve	3	0	0	3
City Futures	247	0	0	247
Library Reserve	2,429	0	0	2,429
Mountain Gate Reserve	140	0	0	140
Revegetation Net Gain	88	65	0	153
Revolving Energy Fund	12	0	0	12
Scoresby Recreational Reserve	202	28	0	230
Stamford Park Project	42	0	42	0
Unexpended Grants Reserve	0	4,348	0	4,348
<b>Total Discretionary Reserves</b>	<b>6,354</b>	<b>4,441</b>	<b>113</b>	<b>10,682</b>
<b>Total Reserves</b>	<b>23,710</b>	<b>10,941</b>	<b>12,113</b>	<b>22,538</b>

Statutory reserves must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds can earn interest revenues for Council, they are not available for other purposes.

Discretionary reserves are funds set aside by Council for a specific purpose but are not protected by statute.

The nature and purpose of the reserves are as follows:

#### HACC capital grant reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

#### Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

#### Aged care reserve

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

#### Basketball stadium infrastructure reserve

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

**Blue Hills reserve**

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

**City futures fund**

The purpose of this reserve is to construct major facilities within the Knox municipality.

**Library reserve**

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

**Mountain Gate reserve**

The purpose of this reserve is to enhance community facilities within Mountain Gate.

**Revegetation net gain reserve**

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

**Revolving energy fund**

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

**Scoresby Recreation reserve**

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

**Stamford Park reserve**

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

**Unexpended grant reserve**

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

### 4.3.2 Equity

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>EQUITY</b>				
Accumulated surplus	706,323	731,937	25,614	3.6%
Reserves	1,423,183	1,422,011	(1,172)	(0.1%)
<b>TOTAL EQUITY</b>	<b>2,129,506</b>	<b>2,153,948</b>	<b>24,442</b>	<b>1.1%</b>

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$24.442 million of the \$25.614 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$1.172 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

The net increase in equity or net assets of \$24.442 million results directly from the 2023-24 financial year budgeted operating surplus.

## 4.4 Statement of Cash Flows

### 4.4.1 Net cash flows provided by/used in operating activities

Description	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
<b>Cash flow from operating activities</b>				
Rates and charges	134,352	144,900	10,548	7.9%
User fees	15,748	11,080	(4,668)	(29.6%)
Statutory fees and fines	3,317	4,310	993	29.9%
Grants - operating	17,612	27,608	9,996	56.8%
Grants - capital	7,251	4,821	(2,430)	(33.5%)
Contributions - monetary	10,783	9,931	(852)	(7.9%)
Interest received	567	550	(17)	(3.0%)
Other receipts	1,074	764	(310)	(28.9%)
Net movement in trust deposits	33	89	56	169.7%
Employee costs	(76,263)	(78,950)	(2,687)	3.5%
Materials and services	(76,443)	(77,752)	(1,309)	1.7%
Contributions and donations	(5,927)	(5,728)	199	(3.4%)
Short-term, low value and variable lease payments	(71)	(27)	44	(62.0%)
Other payments	(621)	(689)	(68)	11.0%
<b>Net cash provided by operating activities</b>	<b>31,412</b>	<b>40,907</b>	<b>9,495</b>	<b>30.2%</b>

Operating activities refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

The decrease in user fees is due to the introduction of Council's new food and bin service in 2023-24. The green waste service that was previously an optional service will now be included in the residential garbage charge. The forecast fees received for the green waste service in 2022-23 is \$4.567 million, while there are no optional green waste fees budgeted for 2023-24. These fees are included from 2023-24 within the residential garbage charge and are included in rate and charges.

The 2023-24 budgeted capital grants income is budgeted to decrease by \$2.430 million. This is due to specific funding for some large capital works projects in 2022-23. Capital grants are not budgeted unless there is confirmation that the funds will be received. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2023-24 financial year.

The 2023-24 operating grants income is budgeted to increase by \$9.996 million on the 2022-23 forecast. This is mainly due to a large portion of the Victoria Grants Commission 2022-23 funding was received in advance, while none of the 2023-24 funding is expected to be received in advance. This has led to an \$8.818 million increase for this grant in 2023-24.

The 2022-23 forecast monetary contributions received includes \$2.959 million for non-recurring capital project contributions, while \$1.125 million is budgeted from this source for 2023-24.

Employee costs are budgeted to increase by \$2.687 million on the 2022-23 forecast. This increase is driven by the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards, and the increase in the superannuation guarantee rate from 10.50% to 11.00%. A driver for the decreased forecast for wages and salaries in 2022-23 compared to the budget of \$79.480 million primarily relates to lower utilisation in child care and kindergarten, offset through decreased revenue.

Materials and services are budgeted to increase by \$1.309 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to increase by \$1.711 million on the current year forecast due to capital projects being undertaken (including capital works to be carried forward to 2023-24). Materials and services also includes \$27.109 million for waste management. This is an increase of \$2.576 million on the current year forecast.

#### 4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Cash flow from investing activities</b>				
Proceeds from sale of property, infrastructure, plant and equipment	5,035	17,687	12,652	251.3%
Payments for property, infrastructure, plant and equipment	(60,557)	(67,093)	(6,536)	10.8%
Payments for investments	(5,000)	0	5,000	(100.0%)
Proceeds from sale of investments	5,000	5,000	0	0.0%
<b>Net cash used in investing activities</b>	<b>(55,522)</b>	<b>(44,406)</b>	<b>11,116</b>	<b>(20.0%)</b>

Investing activities refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property, plant and equipment.

The increase in net cash outflows from investing activities is due to a \$12.652 million increase in proceeds from the sale of property, infrastructure, plant and equipment, together with the redemption of \$5.000 million in term deposits that have an original maturity date greater than ninety days. This is partially offset by a \$6.536 million increase in payments for property, infrastructure, plant and equipment.

#### 4.4.3 Net cash flows provided by/used in financing activities

Description	Forecast	Budget	Change	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Cash flow from financing activities</b>				
Finance costs	(1,779)	(3,065)	(1,286)	72.3%
Proceeds from borrowings	29,312	15,480	(13,832)	(47.2%)
Repayment of borrowings	(4,263)	(7,485)	(3,222)	75.6%
Interest paid - lease liability	(30)	(293)	(263)	876.7%
Repayment of lease liabilities	(739)	(1,042)	(303)	41.0%
<b>Net cash used in financing activities</b>	<b>22,501</b>	<b>3,595</b>	<b>(18,906)</b>	<b>(84.0%)</b>

Financing activities refers to the cash generated or used in the financing of Council functions and include proceeds from and repayment of borrowings from financial institutions.

The 2023-24 budget includes new borrowings of \$15.480 million. The new borrowings are forecast to take place at the end of the calendar year. Refer to section 4.2.3 'Borrowings' for further information on Council borrowings.

## 4.5 Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2023-24 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

### 4.5.1 Summary

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Property	14,593	16,038	1,445	9.9%
Plant and equipment	5,456	11,606	6,150	112.7%
Infrastructure	47,365	48,017	652	1.4%
<b>Total contributions</b>	<b>67,414</b>	<b>75,661</b>	<b>8,247</b>	<b>12.2%</b>

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property	16,039	4,455	4,732	2,522	4,329	0	0	11,568	4,470
Plant and equipment	11,605	348	8,387	2,871	0	0	0	11,606	0
Infrastructure	48,017	2,857	29,389	15,771	0	3,978	0	33,029	11,010
<b>Total</b>	<b>75,661</b>	<b>7,660</b>	<b>42,508</b>	<b>21,164</b>	<b>4,329</b>	<b>3,978</b>	<b>0</b>	<b>56,203</b>	<b>15,480</b>

\* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

## 4.5.2 2023-24 Capital Budget

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
<b>Property Buildings</b>	<b>10,503</b>	<b>2,050</b>	<b>4,732</b>	<b>2,321</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>6,033</b>	<b>4,470</b>
Park Ridge Reserve Pavilion	2,000	2,000	0	0	0				
Gilmour Park - Shade Shelter	50	50	0	0	0				
Replacements of components for all Council owned buildings based on Building Asset Management Systems	4,732	0	4,732	0	0				
Carrington Park - Squash Facility	623	0	0	623	0				
Community Toilet Replacement Program	250	0	0	250	0				
Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade (Design)	200	0	0	200	0				
Solar panels in Community Facilities	195	0	0	195	0				
Tormore Reserve - Facility Redevelopment (this will only be funded if State/Federal funding is confirmed)	160	0	0	160	0				
Energy Retrofits in Community Buildings	150	0	0	150	0				
Milpera Reserve - Pavilion Refurbishment	110	0	0	110	0				
Wally Tew Reserve - Pavilion Upgrade (this will only be funded if State funding is confirmed)	100	0	0	100	0				
Family & Children Centres Office	100	0	0	100	0				
Upgrades to Early Years Facilities	100	0	0	100	0				
Ambleside Park	80	0	0	80	0				
Installation of Electronic Entry System	63	0	0	63	0				
Wantirna Reserve - Pavilion Upgrade	40	0	0	40	0				
The Basin Senior Citizens Hall - Upgrade	35	0	0	35	0				
HV Jones Pavilion - Upgrade	25	0	0	25	0				
Carrington Park Multi-Purpose Hub - Wall Mirror Installation	25	0	0	25	0				
Kitchen Retrofitting Program at sports pavilions	25	0	0	25	0				
Knox Regional Netball Centre - Way Finding Signage	20	0	0	20	0				
Rowville Community Centre - Yard Upgrade	10	0	0	10	0				
Boronia Progress Hall - Access Ramp	10	0	0	10	0				
Fairpark Reserve - Pavilion Upgrade	1,400	0	0	0	1,400				
<b>Total Property</b>	<b>10,503</b>	<b>2,050</b>	<b>4,732</b>	<b>2,321</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>6,033</b>	<b>4,470</b>
<b>Plant and Equipment</b>									
<b>Plant, machinery and equipment</b>	<b>2,121</b>	<b>0</b>	<b>2,071</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,121</b>	<b>0</b>
Installation of Electric Vehicle Charging Stations at Council Facilities	50	0	0	50	0				
Plant and machinery replacement program	2,071	0	2,071	0	0				
<b>Computers and telecommunications</b>	<b>5,366</b>	<b>0</b>	<b>2,545</b>	<b>2,821</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,366</b>	<b>0</b>
<b>Artworks</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>
Public Art Project	200	200	0	0	0				
<b>Total Plant and Equipment</b>	<b>7,687</b>	<b>200</b>	<b>4,616</b>	<b>2,871</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,687</b>	<b>0</b>

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Infrastructure Roads</b>	<b>8,160</b>	<b>0</b>	<b>7,897</b>	<b>263</b>	<b>0</b>	<b>2,059</b>	<b>0</b>	<b>6,101</b>	<b>0</b>
Road Surface Renewal Program across multiple locations within Knox	4,756	0	4,756	0	0				
High Risk Road Failure Program	425	0	425	0	0				
Rickards Avenue, Knoxfield	1,000	0	1,000	0	0				
Faraday Street, Boronia	620	0	620	0	0				
Allister Close, Knoxfield	345	0	345	0	0				
Harley Street, Knoxfield	340	0	340	0	0				
Industrial Road Renewal Program across multiple locations within Knox	170	0	170	0	0				
Templeton Road, Wantirna - 3 sections (Design)	113	0	113	0	0				
Blackwood Park Road, Scoresby (Design)	60	0	60	0	0				
Station Street, Ferntree Gully (Design)	35	0	35	0	0				
Chandler Road, Boronia (Design)	33	0	33	0	0				
Sundew Ave - Local Area Traffic Management (Design)	130	0	0	130	0				
Barmah Drive West, Wantirna - Linemarking and Green Intersection Treatment	60	0	0	60	0				
Parking Management Plan Implementation Scoresby/Victoria/Devenish Road Intersection	30	0	0	30	0				
Wyandra Way, Rowville - Local Area Traffic Management	18	0	0	18	0				
Teddington Way, Wantirna - Splitter Island	15	0	0	15	0				
<b>Bridges</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>240</b>	<b>0</b>
Bridge Renewal Program across multiple locations within Knox	340	0	340	0	0				
<b>Footpaths and cycleways</b>	<b>4,115</b>	<b>555</b>	<b>3,380</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,115</b>	<b>0</b>
Cypress Avenue, Boronia - Footpath, east side, 37 Cypress Avenue to Boronia Road	300	300	0	0	0				
Pleasant Road, Ferntree Gully - Footpath, Clematis Avenue to The Glen Parade (Design)	80	80	0	0	0				
High Street Road, Wantirna South - Footpath (Design)	55	55	0	0	0				
Wellington Road, Rowville - Shared Path, Pinehill Drive to Napoleon Road (Design)	50	50	0	0	0				
Olive Grove, Boronia - Footpath, north side, Dorset Road to Albert Avenue (Design)	40	40	0	0	0				
Mount View Road, Upper Ferntree Gully - Footpath (Scoping)	10	10	0	0	0				
Musk Grove, Boronia - Footpath (Scoping)	10	10	0	0	0				
Oak Avenue, Boronia - Footpath (Scoping)	10	10	0	0	0				
Footpaths Renewal Program across multiple locations within Knox	2,761	0	2,761	0	0				
Shared Path Renewal Program across multiple locations within Knox	619	0	619	0	0				
Burwood Highway - Shared Path lighting, Stud Road to The Knox School	60	0	0	60	0				
Turrumurra Drive, Rowville - Shared Path	60	0	0	60	0				
Green Spine Corridor - Shared Path, Chandler Road	50	0	0	50	0				
Macauley Place, Bayswater - Shared Path	10	0	0	10	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Drainage</b>	<b>5,717</b>	<b>1,047</b>	<b>2,800</b>	<b>1,870</b>	<b>0</b>	<b>0</b>	<b>2,977</b>	<b>2,740</b>	
Egan Lee Reserve - Wetland Construction	450	450	0	0	0				
Gilbert Reserve - Wetland Scoping and Analysis	450	450	0	0	0				
Boronia Park Retarding Basin Flood Management	50	50	0	0	0				
Liberty Avenue Reserve - Wetland/Harvesting System	40	40	0	0	0				
Norvel Quarry Reserve - Water Quality System	32	32	0	0	0				
Peregrine Reserve - Wetland	25	25	0	0	0				
Drainage Renewal Program across multiple locations within Knox	2,600	0	2,600	0	0				
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	200	0	200	0	0				
1825 Ferntree Gully Road - Flood Mitigation Works	1,120	0	0	1,120	0				
Olive Bank Road - Water Sensitive Urban Design	320	0	0	320	0				
Cardiff Street - Flood Mitigation Design	250	0	0	250	0				
Flood Mitigation Reactive Upgrade Works	150	0	0	150	0				
193 Forest Rd, Boronia - Flood Mitigation Works (Scoping)	30	0	0	30	0				
<b>Recreational, leisure and community facilities</b>	<b>15,653</b>	<b>0</b>	<b>8,036</b>	<b>7,617</b>	<b>0</b>	<b>1,819</b>	<b>0</b>	<b>7,934</b>	<b>5,900</b>
Batterham Reserve - Oval Renewal	1,750	0	1,750	0	0				
Egan Lee Reserve - Oval (Top) Renewal	1,500	0	1,500	0	0				
Playground Renewal Program	1,040	0	1,040	0	0				
Exner Reserve - Tennis Court Renewal	600	0	600	0	0				
Street Tree Replacement Program	524	0	524	0	0				
Pickett Reserve - Cricket Net Renewal	400	0	400	0	0				
Templeton Reserve - Cricket Net Renewal	400	0	400	0	0				
Knox BMX Track Renewal	300	0	300	0	0				
Knox Regional Netball Centre - Court renewal	150	0	150	0	0				
Public Tennis / Netball / Basketball Court Renewal	150	0	150	0	0				
Significant Municipal Site Renewal	140	0	140	0	0				
Reactive Sportsfield Surface Renewal	100	0	100	0	0				
Parkland Asset Renewal	95	0	95	0	0				
Reserve Paths Renewal	90	0	90	0	0				
Park Furniture Renewal	90	0	90	0	0				
Oversowing of Sportsfields	90	0	90	0	0				
Open Space Asset Artwork Renewal	82	0	82	0	0				
Bush Boulevard Renewal	80	0	80	0	0				
Sporting Oval Fencing Renewal	75	0	75	0	0				
Sportsfield Infrastructure Replacement Program	75	0	75	0	0				
Irrigation Infrastructure Renewal	70	0	70	0	0				
Eildon Park - Oval 1 Fencing Renewal	65	0	65	0	0				
Lewis Park - Oval 2 Sportsfield Renewal (Design)	50	0	50	0	0				
Wally Tew Reserve - Oval 1 Sportsfield Renewal (Design)	50	0	50	0	0				
Glenfern Park - Tennis Court Renewal (Design)	30	0	30	0	0				
Reactive Park Signage Renewal	20	0	20	0	0				
Windermere Reserve - Cricket Net Renewal	15	0	15	0	0				
Golf Practice Nets Signage	6	0	6	0	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Stamford Park Development	4,000	0	0	4,000	0				
Lewis Park - Stage 1 Contribution	1,000	0	0	1,000	0				
Chandler Park Reserve - Floodlighting Upgrade	300	0	0	300	0				
Windermere Reserve - Floodlighting	300	0	0	300	0				
Egan Lee - Lighting Upgrade	300	0	0	300	0				
Bayswater Oval - Floodlighting Upgrade	250	0	0	250	0				
Bayswater Oval - Stormwater Harvesting Upgrade	220	0	0	220	0				
Major Crescent Reserve - Landscape Plan	200	0	0	200	0				
Knox Regional Netball Centre - Floodlight Outdoor Courts	198	0	0	198	0				
Schultz Reserve - Landscape Plan	150	0	0	150	0				
Knox City Tennis Courts - Lighting Upgrade	140	0	0	140	0				
Carrington Park Reserve - Stormwater Harvest Upgrade	120	0	0	120	0				
Replanting of priority areas within Knox including tree reserves and open space.	110	0	0	110	0				
Kings Park Reserve - Masterplan Implementation	80	0	0	80	0				
Wantirna Reserve - Masterplan	80	0	0	80	0				
Dog Play Park	54	0	0	54	0				
Boronia Park - Masterplan Implementation	50	0	0	50	0				
The Basin Triangle - Masterplan	30	0	0	30	0				
Flamingo Reserve - Landscape Plan	25	0	0	25	0				
Walker Reserve - Pedestrian Lighting	10	0	0	10	0				
<b>Off street car parks</b>	<b>1,692</b>	<b>0</b>	<b>577</b>	<b>1,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>722</b>	<b>970</b>
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	577	0	577	0	0				
Knox Skate and BMX Park - Carpark	540	0	0	540	0				
Egan Lee Reserve - Carpark	430	0	0	430	0				
Wantirna Reserve - Carpark Upgrade	40	0	0	40	0				
Stud Park Reserve - Carpark Upgrade	35	0	0	35	0				
Carrington Park - Carpark Upgrade	35	0	0	35	0				
Knox Park Reserve - Carpark Upgrade	35	0	0	35	0				
<b>Other infrastructure</b>	<b>2,298</b>	<b>420</b>	<b>303</b>	<b>1,575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>898</b>	<b>1,400</b>
Knox Leisureworks - Strategic Review	150	150	0	0	0				
Boronia Wayfinding Strategy	120	120	0	0	0				
Community Planning to support Boronia Railway Station Development	100	100	0	0	0				
Boronia Basketball Stadium Demolition Design	50	50	0	0	0				
Erica Avenue Street Scape Upgrade	200	0	200	0	0				
Street furniture renewal program	103	0	103	0	0				
Major Roads Streetlight Replacement	1,400	0	0	1,400	0				
Asbestos Removal Program	75	0	0	75	0				
Essential Service Building Code Measures Improvement	75	0	0	75	0				
Improvement	25	0	0	25	0				
<b>Total Infrastructure</b>	<b>37,976</b>	<b>2,022</b>	<b>23,334</b>	<b>12,620</b>	<b>0</b>	<b>3,978</b>	<b>0</b>	<b>22,988</b>	<b>11,010</b>
<b>Total Capital Works</b>	<b>56,166</b>	<b>4,272</b>	<b>32,681</b>	<b>17,812</b>	<b>1,400</b>	<b>3,978</b>	<b>0</b>	<b>36,708</b>	<b>15,480</b>

\* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

### 4.5.3 Works carried forward from 2022-23 year

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
<b>Property</b>									
<b>Land and Buildings</b>	<b>5,535</b>	<b>2,405</b>	<b>0</b>	<b>201</b>	<b>2,929</b>	<b>0</b>	<b>0</b>	<b>5,535</b>	<b>0</b>
Westfield Library	2,309	2,309	0	0	0				
Knox Athletics Track - New Shade Structure	96	96	0	0	0				
Community Toilet Replacement Program	201	0	0	201	0				
Fairpark Reserve - Pavilion Upgrade	2,929	0	0	0	2,929				
<b>Total Property</b>	<b>5,535</b>	<b>2,405</b>	<b>0</b>	<b>201</b>	<b>2,929</b>	<b>0</b>	<b>0</b>	<b>5,535</b>	<b>0</b>
<b>Plant and Equipment</b>									
<b>Plant, machinery and equipment</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
Plant and machinery replacement program	1,000	0	1,000	0	0				
<b>Computers and telecommunications</b>	<b>2,772</b>	<b>0</b>	<b>2,772</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,772</b>	<b>0</b>
<b>Artworks</b>	<b>148</b>	<b>148</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>148</b>	<b>0</b>
Lupton Way Future Public Art Lighting	100	100	0	0	0				
Public Art Project	48	48	0	0	0				
<b>Total Plant and Equipment</b>	<b>3,920</b>	<b>148</b>	<b>3,772</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,920</b>	<b>0</b>
<b>Infrastructure</b>									
<b>Roads</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>
Napoleon Road - Electronic Signs	79	0	0	79	0				
<b>Footpaths and cycleways</b>	<b>598</b>	<b>568</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>598</b>	<b>0</b>
Napoleon Road, Lysterfield - Shared Path, East side, Kellets Road to Wellington Road	300	300	0	0	0				
Upper Ferntree Gully Rail Link	148	148	0	0	0				
Liverpool Road, The Basin - Shared Path, West side, Salvation Army to Retarding Basin (Design)	85	85	0	0	0				
Ferntree Gully Road, Ferntree Gully - Shared Path, O'Connor Road to Henderson	35	35	0	0	0				
Brenock Park Drive Footpath and Bus Stop works	30	0	0	30	0				
<b>Drainage</b>	<b>920</b>	<b>0</b>	<b>0</b>	<b>920</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>920</b>	<b>0</b>
Forest Road to Koolunga Reserve, Ferntree Gully	386	0	0	386	0				
Cardiff Street - Flood Mitigation	350	0	0	350	0				
Kevin Avenue Ferntree Gully - Flood Investigation	184	0	0	184	0				
<b>Off street car parks</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>
Rowville Recreation Reserve - Carpark Upgrade	72	0	0	72	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Recreational, leisure and community facilities</b>	<b>7,957</b>	<b>223</b>	<b>5,684</b>	<b>2,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,957</b>	<b>0</b>
Knox Hockey Facility Development	122	122	0	0	0				
Knox Regional Sport Park - Facility Contribution	101	101	0	0	0				
Knox Athletics Track - Reactive Track Renewal	3,094	0	3,094	0	0				
Egan Lee Reserve - Oval (Top) Renewal	1,279	0	1,279	0	0				
Playground Renewal Program	879	0	879	0	0				
Bayswater Oval - Cricket Net Renewal	260	0	260	0	0				
Eildon Park Reserve - Tennis Court Renewal	128	0	128	0	0				
Guy Turner - Sportsfield Renewal	30	0	30	0	0				
Fairpark Reserve - Cricket Net Renewal	13	0	13	0	0				
HV Jones, Ferntree Gully - Masterplan Stage	435	0	0	435	0				
Lewis Park, Wantirna South - Masterplan	417	0	0	417	0				
Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated Works	382	0	0	382	0				
Kings Park - Floodlighting Upgrade	360	0	0	360	0				
Upgrade	260	0	0	260	0				
Quarry Reserve, Ferntree Gully - Masterplan Stage 3	197	0	0	197	0				
<b>Other infrastructure</b>	<b>416</b>	<b>44</b>	<b>372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>416</b>	<b>0</b>
Stud Road - Onroad Bicycle Facilities	44	44	0	0	0				
Erica Avenue Street Scape Upgrade	372	0	372	0	0				
<b>Total Infrastructure</b>	<b>10,041</b>	<b>835</b>	<b>6,056</b>	<b>3,151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,041</b>	<b>0</b>
<b>Total Carried Forward Capital Works 2022/23</b>	<b>19,496</b>	<b>3,388</b>	<b>9,827</b>	<b>3,352</b>	<b>2,929</b>	<b>0</b>	<b>0</b>	<b>19,496</b>	<b>0</b>

\* Council cash represents council rates, reserves and proceeds from the sale of fixed assets

## 4.6 Summary of Planned Capital Works Expenditure

For the four years ended 30 June 2025, 2026 and 2027

2024/25	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Property</b>									
Buildings	16,146	0	5,510	10,636	0	8,200	0	2,946	5,000
<b>Total Property</b>	<b>16,146</b>	<b>0</b>	<b>5,510</b>	<b>10,636</b>	<b>0</b>	<b>8,200</b>	<b>0</b>	<b>2,946</b>	<b>5,000</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	2,760	50	2,710	0	0	0	0	2,760	0
Computers and telecommunications	4,366	0	2,695	1,671	0	0	0	4,366	0
Artworks	283	200	83	0	0	0	0	283	0
<b>Total Plant and Equipment</b>	<b>7,409</b>	<b>250</b>	<b>5,488</b>	<b>1,671</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,409</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	10,245	0	8,450	1,795	0	2,079	0	3,166	5,000
Bridges	385	0	385	0	0	0	0	385	0
Footpaths and cycleways	6,319	1,045	3,824	1,450	0	0	0	3,319	3,000
Drainage	4,659	1,210	2,884	565	0	0	0	2,659	2,000
Recreational, leisure and community facilities	11,945	150	7,980	3,815	0	490	0	6,955	4,500
Off street car parks	1,953	0	743	1,210	0	0	0	653	1,300
Other infrastructure	1,854	700	1,079	75	0	0	0	854	1,000
<b>Total Infrastructure</b>	<b>37,360</b>	<b>3,105</b>	<b>25,345</b>	<b>8,910</b>	<b>0</b>	<b>2,569</b>	<b>0</b>	<b>17,991</b>	<b>16,800</b>
<b>Total Capital Works Expenditure</b>	<b>60,915</b>	<b>3,355</b>	<b>36,343</b>	<b>21,217</b>	<b>0</b>	<b>10,769</b>	<b>0</b>	<b>28,346</b>	<b>21,800</b>

2025/26	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Property</b>									
Buildings	7,715	50	5,251	2,414	0	0	0	4,215	3,500
<b>Total Property</b>	<b>7,715</b>	<b>50</b>	<b>5,251</b>	<b>2,414</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,215</b>	<b>3,500</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	1,999	0	1,999	0	0	0	0	1,999	0
Computers and telecommunications	3,676	0	2,035	1,641	0	0	0	3,676	0
Artworks	285	200	85	0	0	0	0	285	0
<b>Total Plant and Equipment</b>	<b>5,960</b>	<b>200</b>	<b>4,119</b>	<b>1,641</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,960</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	8,947	0	8,707	240	0	2,100	0	6,847	0
Bridges	397	0	397	0	0	0	0	397	0
Footpaths and cycleways	5,101	1,079	4,022	0	0	0	0	4,101	1,000
Drainage	5,401	1,630	2,971	800	0	0	0	2,901	2,500
Recreational, leisure and community facilities	8,697	200	6,087	2,410	0	0	0	6,197	2,500
Off street car parks	1,245	0	765	480	0	0	0	745	500
Other infrastructure	1,170	0	1,095	75	0	0	0	1,170	0
<b>Total Infrastructure</b>	<b>30,958</b>	<b>2,909</b>	<b>24,044</b>	<b>4,005</b>	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>22,358</b>	<b>6,500</b>
<b>Total Capital Works Expenditure</b>	<b>44,633</b>	<b>3,159</b>	<b>33,414</b>	<b>8,060</b>	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>32,533</b>	<b>10,000</b>

2026/27	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
<b>Property</b>									
Buildings	10,284	145	5,582	4,557	0	0	0	2,784	7,500
<b>Total Property</b>	<b>10,284</b>	<b>145</b>	<b>5,582</b>	<b>4,557</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,784</b>	<b>7,500</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	2,455	0	2,455	0	0	0	0	2,455	0
Computers and telecommunications	4,377	0	2,695	1,682	0	0	0	4,377	0
Artworks	288	200	88	0	0	0	0	288	0
<b>Total Plant and Equipment</b>	<b>7,120</b>	<b>200</b>	<b>5,238</b>	<b>1,682</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,120</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	9,361	0	8,571	790	0	2,121	0	3,240	4,000
Bridges	407	0	407	0	0	0	0	407	0
Footpaths and cycleways	5,538	1,135	4,203	200	0	0	0	4,038	1,500
Drainage	4,310	450	3,060	800	0	0	0	3,060	1,250
Recreational, leisure and community facilities	11,447	0	8,642	2,805	0	0	0	6,597	4,850
Off street car parks	1,408	35	788	585	0	0	0	808	600
Other infrastructure	1,153	0	1,103	50	0	0	0	1,153	0
<b>Total Infrastructure</b>	<b>33,624</b>	<b>1,620</b>	<b>26,774</b>	<b>5,230</b>	<b>0</b>	<b>2,121</b>	<b>0</b>	<b>19,303</b>	<b>12,200</b>
<b>Total Capital Works Expenditure</b>	<b>51,028</b>	<b>1,965</b>	<b>37,594</b>	<b>11,469</b>	<b>0</b>	<b>2,121</b>	<b>0</b>	<b>29,207</b>	<b>19,700</b>

\* Council cash represents council rates, reserves and proceeds from the sale of fixed assets

## 5a. Targeted Performance Indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

### Targeted performance indicators – Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	+ / o / -
<b>Governance</b>									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and	1	58	58	58	59	59	60	+
<b>Roads</b>									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	93.89%	94.00%	94.00%	94.00%	94.00%	94.00%	o
<b>Statutory Planning</b>									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	70.73%	70.23%	60.00%	60.00%	60.00%	60.00%	o
<b>Waste Management</b>									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	51.60%	53.46%	65.00%	70.00%	72.00%	73.00%	+

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

### Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	+ / o / -
<b>Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)</b>									
Working Capital	Current Assets / Current Liabilities	5	148.44%	144.01%	100.00%	100.00%	100.00%	100.00%	o
<b>Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)</b>									
Asset Renewal	Asset Renewal and Upgrade Expenditure / Depreciation	6	170.53%	225.82%	100.00%	100.00%	100.00%	100.00%	o
<b>Stability (measures whether a council is able to generate revenue from a range of sources)</b>									
Rates Concentration	Rate Revenue / Adjusted Underlying Revenue	7	67.63%	73.32%	72.38%	74.66%	74.94%	75.21%	+
<b>Efficiency (measures whether a council is using resources efficiently)</b>									
Expenditure Level	Total Expenditure / No. of Assessments	8	\$2,834	\$3,066	\$2,648	\$2,795	\$2,777	\$2,847	+

#### Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

## 5b. Financial Performances Indicators

The following table highlights Council's current and projected 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 organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2021-22	Forecast 2022-23	Budget 2023-24	Projections			Trend
						2024-25	2025-26	2026-27	+ / o / -
<b>Operating Position (measures whether a council is able to generate an underlying surplus)</b>									
Adjusted Underlying Result	Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	9	(8.72%)	(15.04%)	9.37%	2.89%	5.51%	4.82%	+
<b>Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)</b>									
Unrestricted Cash	Unrestricted Cash / Current Liabilities	10	50.03%	60.95%	57.59%	62.97%	64.90%	57.63%	-
<b>Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)</b>									
Loans and Borrowings	Interest Bearing Loans and Borrowings / Rate Revenue	11	38.83%	55.05%	56.11%	63.08%	60.37%	62.99%	+
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	11	1.14%	4.50%	7.22%	8.56%	9.53%	10.38%	+
Indebtedness	Non Current Liabilities / Own Source Revenue	12	31.30%	43.36%	46.90%	51.49%	48.94%	50.01%	+
<b>Stability (measures whether a council is able to generate revenue from a range of sources)</b>									
Rates Effort	Rate Revenue / Property Values (CIV)	13	0.24%	0.22%	0.24%	0.24%	0.25%	0.25%	o
<b>Efficiency (measures whether a council is using resources efficiently)</b>									
Revenue Level	General Rates Revenue / No. of Property Assessments	14	\$1,585	\$1,632	\$1,701	\$1,740	\$1,780	\$1,821	o
<b>Additional measures (not included in the Performance Statement): Borrowing eligibility through the Government loans framework</b>									
Loan Borrowing Eligibility	Interest Bearing Liabilities / Own Source Revenue (excluding Open Space Contributions)	15	34.18%	47.82%	52.66%	58.60%	56.49%	58.69%	+
Interest Levels on Borrowings	EDITBA / Interest Expense	15	50.42	7.09	15.83	12.45	11.07	10.60	o

## Notes on indicators

### 5a.1 Satisfaction with community consultation and engagement

The forecast for 2022-23 is an estimate based on previous year's results. Targets for 2023-24 onwards are based on the measure being relatively stable with no significant movement anticipated. The implementation of the Community Engagement Framework and Action Plan is anticipated to see an improvement in our community engagement practices. However, with this improvement, we anticipate that community expectations will also increase, resulting in this measure remaining relatively stable.

### 5a.2 Sealed local roads below the intervention level

The forecast for 2022-23 and targets for 2023-24 onwards indicate a steady target of 94%.

### 5a.3 Planning applications decided within the relevant required time

The forecast for 2022-23 is based on the 2022-23 half year data available. Targets for 2023-24 onwards have been aligned to our service standard target of 60% of planning permit applications determined within 60 statutory days, as determined in the Urban Planning Service Plan endorsed by Council in December 2017. Council will be reviewing this target in line with the review of the Urban Planning Service Plan (expected during 2024-25).

### 5a.4 Kerbside collection waste diverted from landfill

The forecast for 2022-23 is based on the 2022-23 half year data available. Targets for 2023-24 onwards are based on the rollout of the Food Organics and Garden Organics service with results of this measure anticipated to increase over next four years. The 2025-26 target is aligned to the Recycling Victoria (Department of Environment, Land, Water and Planning) interim target to divert 72% of waste from landfill by 2025.

### 5a.5 Working capital

Working capital (current assets / current liabilities) is the proportion of current liabilities represented by current assets. It is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. The working capital ratio target is 100% for the four year period, with the decline from the current year forecast due to a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program.

### 5a.6 Asset renewal

Asset renewal is calculated as asset renewal and upgrade expenditure as a percentage of depreciation. This indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council's target is 100% through the four year outlook.

### 5a.7 Rates concentration

Rates concentration is measured as rate revenue compared to the adjusted underlying revenue. Adjusted underlying revenue is defined as total income excluding non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Rates concentration reflects the extent of reliance on rate revenues to fund all of Council's on-going services. The 2023-24 target shows an decrease on the 2022-23 forecast followed by small annual increases over the following three years.

### 5a.8 Expenditure level

Expenditure level presents the average Council expenditure per property assessment. The 2022-23 forecast is impacted by the transfer of the Knox Regional Sports Park assets to the State Government. The target for expenditure level shows a decrease from the 2022-23 forecast in 2023-24, with a small upward trend over the following three years.

### 5b.9 Adjusted underlying result

Adjusted underlying result is the net surplus or deficit for the year (per Australian Accounting Standards) adjusted for non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure other than grants and non-monetary asset contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period. The significant decrease forecast in 2022-23 is largely driven by the net loss anticipated on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government.

### 5b.10 Unrestricted cash

Unrestricted cash means all cash and cash equivalents other than restricted cash, including cash that will be used to fund capital expenditure from the previous financial year. Restricted cash means cash and cash equivalents, within the meaning of Accounting Standard *AASB 107 Statement of Cash Flows*, that are not available for use other than for a purpose for which it is restricted. The decline from the current year forecast demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program. Statutory reserve balances are forecast to decrease in 2024-25 and 2025-26.

### 5b.11 Debt compared to rates

Loans and borrowings means interest bearing loans and borrowings compared to rates and charges revenue. The balance of interest bearing loans and borrowings is shown as a percentage of rates revenue. Loans and borrowings also refers to interest and principal repayments compared to rate revenue. The ratio describes Council's cash flow debt repayment capacity through the inclusion of interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue. The trend indicates an increased reliance on debt against annual rate revenue in 2023-24 due to borrowings to fund the Capital Works Program, with further increases in the subsequent years.

### 5b.12 Indebtedness

Indebtedness compares non-current liabilities to own source revenue. Own source revenue is defined as adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Interest-bearing borrowings will increase in 2023-24 to fund the Capital Works Program. There will be a further increase in 2024-25 before a small reduction in 2025-26.

### 5b.13 Rates effort

Rates effort, which is intended to examine the community's capacity to pay, presents rate revenue as a percentage of the capital improved value of rateable properties in the municipality. The trend is relatively steady for rates effort.

### 5b.14 Revenue level

Revenue level presents the residential rate revenue per residential property assessment. The trend shows a small annual increase.

### 5b.15 Loan borrowing eligibility through the Government loans framework

The Victorian Government has approved the Treasury Corporation of Victoria (TCV) to become a direct lender to local councils. Victoria's strong credit rating means that the State can borrow and lend money at cheaper rates than are commercially available to councils. This new policy initiative enables Victorian councils to achieve interest cost savings by being able to access low-interest loans financed through TCV.

The following financial ratio criteria need to be satisfied to be eligible to borrow through TCV:

- Interest bearing loans and borrowings cannot exceed 60 percent of own source revenue
- The interest cover ratio cannot be less than 2:1

## 6. Financial Strategies

### Long Term Financial Plan

The budget has been prepared for the four-year period ending 30 June 2027. The Budget is in turn set within the Long Term Financial Plan to assist Council to adopt a budget within a longer term financial framework. The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is to be adopted in June 2023 in line with the 2023-24 Budget. The Budget is supported by the following series of Financial Strategy Principles that guide the development of both the Annual Budget and the Financial Plan.

### Financial Strategy Principles

#### Principles relating primarily to the operating budget:

##### **Sustainable Budgeting Principle**

*Council will implement a sustainable budget and financial strategy that caters for short and long-term planning responsibilities.*

Community expectations are a key driver of the strategy, as reflected in the Council Plan, and Council strives to adequately resource current and future need across the City. Council has limited financial and non-financial resources and faces wide-ranging and complex community needs.

Council is committed to delivering an annual operating surplus to provide funds for capital projects and infrastructure renewal, for both current and future generations. When identifying sources of revenue and determining expenditure needs, Council will ensure that these community needs can be adequately addressed in the future.

##### **Rating Revenue Principle**

*Council comply with the Victorian Government's rate capping legislation which limits rate increased to an amount set by the relevant Minister.*

A rating strategy included in the Revenue and Rating Plan that determines the allocation of rate contributions across the municipality will be considered by Council each term.

Council will comply with the rate capping legislation and will consider applying for a short term increase to the rate cap if deemed necessary during any budget or long term financial planning process.

##### **Waste Management Principle**

*To not impact other services and capital renewal spending Council will fully recover the cost of waste services through a waste services charge.*

Waste income is at full cost recovery and is not subject to the rate capping framework.

**Intergovernmental Funding Principle**

*Council supports other levels of government to fully fund services delivered on their behalf. Council will maximise the level of grants and subsidies received from Commonwealth and State Governments to achieve a better share of government taxes for the Knox Community.*

Funds received from other levels of government will normally be expected to meet the full direct and indirect costs of providing those services. Council opposes cost shifting from other levels of government and may not contribute funding or assets to services that are the responsibility of other levels of government. In circumstances where Council provides a subsidy to a service, a determination will be made ensuring the contribution does not outweigh the community benefit.

Where cost shifting from other levels of government is apparent, Council will communicate to its community the impacts of these cost impositions.

**Operating Projects Expenditure Principle**

*Council will separately fund projects of a non-recurring operating nature in line with considering availability of revenue to fund existing services and infrastructure renewal.*

Priority projects that are not started or completed within the budget year are subject to future budget and planning considerations. These projects will be reassessed against any revised Council priorities.

**Amended Budget Principle**

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

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

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

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

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

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

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

#### **Principles relating primarily to management of Council assets:**

##### **Asset Management Principle**

*This measures the renewal and upgrade expenditure that Council incurs on its existing asset base compared to depreciation expense. This assesses whether Council's assets are being renewed or upgraded as planned and compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with depreciation expense.*

Council will provide well-maintained community assets that are fit for their purpose and provide best possible community benefit. Council's budget and long-term strategy will commit, with specific budget provision, an appropriate level of expenditure to ensure ongoing asset maintenance and renewal.

Council will plan and appropriately resource the necessary work on infrastructure to ensure that all assets are maintained fit for purpose. Accurate asset date and condition assessments will be drawn upon to inform the annual budgeting and works programs. Asset management involves anticipating and managing risk and asset failures. Council is committed to increasing expenditure on asset renewal in order to sustainably manage its community infrastructure. Appropriate expenditure is allocated to ensure that compliance and safety regulations are addressed for all assets.

The separate asset renewal component of total capital works expenditure will be based on needs identified in that will include amounts sufficient to fund renewal of our assets to agreed standards as established in the asset management plans, based on the replacement cost and remaining useful life of the asset in order to meet minimum community standards.

Council will maintain a capital sustainability index of greater than one-to-one until assets have reached standards defined in the asset management plans. The sustainability index is defined as the ratio of renewal expenditure on infrastructure assets compared to the annual depreciation expense incurred by these assets.

Council will seek the most effective community outcome from the application of asset renewal funds, which may not necessarily result in the replication of existing facilities but could involve the adaptive re-use of an asset. In such circumstances, asset renewal funds will complement new and upgrade funding as appropriate.

**Capital Projects Budgeting Principle**

*Budgets to be phased according to actual build cycle leading to more appropriate accountability for expenditure and more accurate performance measures*

Council will prioritise capital works expenditure based on the capital investment hierarchy as adopted by Council.

Council will budget capital expenditure in the financial year it is estimated to occur based on the methodology of scope, design, delivery.

**Council Reserves Principle**

*Council will maintain, cash backed reserves for statutory (restricted) reserves only, allowing maximum cash availability to reduce borrowing requirements.*

Council will endeavor to maintain a minimum cash balance equivalent to the identified cash backed reserves plus sufficient cash to achieve a working capital ratio of above 1.

Due to the nature of these funds, and potential for immediate use, the cash will not be considered as parts of Council's internal budgeting and management reporting processes. They will be treated as a source of funds only available for stated purpose.

Until these funds are used for the stated purpose the cash contained within these reserves will be managed in line with Council's Investment Policy.

These reserves will be held as assets in Council's balance sheet and the cash within the fund will be available for the predefined purposes for all statutory (restricted) reserves.

**Property Holding Principle**

*Council will manage, acquire and dispose of property in the best interest of the Knox community. Council recognises the importance of property holdings over the long term to community wellbeing.*

Assets will only be considered for disposal where there is no clear Council or community need for that asset in the foreseeable future. All property considered for disposal will undergo a thorough evaluation based on Council's Sale of Land and Buildings Policy Principles, which consider both financial and community benefit factors. Open space will not be sold unless it results in a net community benefit and addresses Council's Policy requirements, which includes consideration of the open space network, impact to habitat, flora and fauna, and proposed future infrastructure. Any proceeds derived from property realisation will be directed towards new/upgrade capital works or debt reduction and will not be used to fund operating expenditure. Council will not necessarily hold property that has no current or future identified purpose, or if that purpose can be met more effectively in other ways.

Existing holdings or strategic acquisitions must meet existing needs, newly identified needs or adopted strategies. To enhance community benefit opportunities for the alternative use of property (including asset realisation) will be investigated. Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

#### **Principles relating primarily to management of Council financial position:**

##### **Financial Principle**

*Council will fund all operating and capital expenditure in a prudent, ethical and responsible manner. Council will seek and accept external funding contributions to a project where the acceptance of the funding will not compromise Council's principles or objectives.*

Council will seek to maximise all external funding opportunities and seek alternative revenue sources to reduce reliance upon rates, including transfers from other levels of government and other financing opportunities where appropriate, and having regard to the financial impacts and outcomes for the community. Following the decision to proceed with a project, external funding commitments will be formalised.

While an external funding opportunity should be part of the overall project, its consideration should remain only one factor in the decision-making process. Accordingly, care should be taken to not inappropriately commit Council to the acceptance of funding opportunities before the project is determined as suitable and of immediate priority. This is necessary to avoid the unreasonable distortion of Council's priorities due to the availability of external funding.

##### **Cash Management Principle**

*Working capital ratio is used to assess financial performance. Low working capital ratio values, near one or lower, can indicate serious financial problems. The working capital ratio indicates Councils short-term assets to pay off its short-term debt.*

Council will monitor its Working Capital Ratio (current assets/current liabilities) to ensure the maintenance of the required level of cash to meet operational requirements.

The target ratio should remain at or above 1 (see Council Reserves Principle).

Council will maximise the return on cash funds invested and ensure investment placements remain within ethical and legislative constraints. Outstanding debtors will be converted to cash by adopting commercial practices and benchmarks.

**Loan Borrowing Principle**

*Councils ability to fund services and capital renewal expenditure from own source revenue is a key measure of sustainability.*

Council will consider the use of loan funding as a viable and equitable mechanism of funding new/significantly upgraded major assets that provide a broad community benefit or funding capital projects that provide a financial return above annual loan funding costs.

Prior to undertaking any future borrowings, Council will model the implications of the proposed loan program on council's long-term financial position and determine the funding mechanism to meet annual debt servicing and redemption requirements, in line with the approved Loan Borrowing Policy.

To be eligible to access funds through the TCV loan framework, Council will remain within the stated financial ratios for the time period defined within the framework.

One of the key considerations for Council in the application of future loan borrowings is the annual operational and asset renewal needs can be met from annual funding sources. That is, Council will strive to not access funding from non-renewable sources such as loans, asset sales or reserves to meet its annual operational and renewal expenditure needs. With the exception of one off expenditure requirements such as a defined benefits call-up.

## 7. Schedule of Fees and Charges

This appendix presents the fees and charges which will be charged in respect to various goods and services during the financial year 2023-24. Note that this schedule only includes fees set by Council. There are other fees that are set by statute and charged by Council in addition to this listing. These are statutory fees and are made in accordance with legislative requirements. These fees are updated as of 1 July 2023 and will be reflected on Council's website.

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>CEO - Chief Financial Office</b>						
<b>REVENUE &amp; PROPERTY SERVICES</b>						
<i>Land Information Certificates are a standard charge fixed by State Government (Statutory) legislation. Summons Costs recovered are fully recoverable from the outstanding rate debtors.</i>						
Summons Costs Recovered (Legal Costs)	Scale of Costs	Scale of Costs	Scale of Costs	N		
Land Information Certificates - Urgent Requests Additional Fee	Per Certificate	\$41.00	\$43.00	Y	\$2.00	4.88%
Reproduction of a Valuation and Rate Notice - Current rating year	Per Notice	New Fee	\$15.00	Y	New Fee	New Fee
Reproduction of a Valuation and Rate Notice - Up to 7 prior rating years	Per Notice	New Fee	\$20.00	Y	New Fee	New Fee
Reproduction of a Valuation and Rate Notice - Older than 7 prior rating years	Per Hour	\$0.00	\$92.00	Y	\$92.00	0.00%
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$88.00	\$92.00	Y	\$4.00	4.55%
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$76.00	\$80.00	Y	\$4.00	5.26%
Supplementary Valuation Fee (Water Authorities)	Per Property	New Fee	\$35.00	Y	New Fee	New Fee
<b>PROPERTY RENTALS</b>						
<i>This is a nominal fee paid annually by community groups subject to a licence agreement for the use of the facility. Occupancy arrangements are undertaken in accordance with the 'Leasing and Licensing' Policy.</i>						
Annual Licence Fee - Community Rate	Per Annum	\$229.00	\$239.00	Y	\$10.00	4.37%
Annual Licence Fee - Scout Groups	Per Annum	\$10.00	\$11.00	Y	\$1.00	10.00%
Essential Safety Measures (for commercial properties)	Per Annum	\$408.00	\$425.00	Y	\$17.00	4.17%

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>City Liveability - City Planning and Building</b>						
<b>PLANNING SERVICES</b>						
<i>The Planning and Subdivision fees indicated below are for the processing and administration of development applications. Most of these fees are prescribed by State Regulations. Only those that are at the discretion on Council are indicated below.</i>						
<b>Secondary Consent &amp; Extension of Time Requests</b>						
Secondary Consent Requests	Per Request	\$420.00	\$440.00	Y	\$20.00	4.76%
Extension of Time Request - For all permits other than Multi Dwelling Permits for more than two dwellings or tree removal on single dwelling sites	Per Request	\$285.00	\$300.00	Y	\$15.00	5.26%
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$90.00	\$95.00	Y	\$5.00	5.56%
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$740.00	\$770.00	Y	\$30.00	4.05%
<b>Bonds (Refundable)</b>						
Works Bond	Per Request	150% of the estimated cost of works. Minimum bond amount - \$7,000 for incomplete works bond and \$3,000 for maintenance bond	150% of the estimated cost of works. Minimum bond amount - \$7,000 for incomplete works bond and \$3,000 for maintenance bond	N	\$0.00	\$0.00
Landscaping Bond	Per Request	\$7,000.00	\$7,300.00	N	\$300.00	4.29%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$420.00	\$440.00	Y	\$20.00	4.76%
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$130.00	\$135.00	Y	\$5.00	3.85%
<b>Application Advertising</b>						
- Public Notice sign for displaying on site	Per Site	\$65.00	\$70.00	Y	\$5.00	7.69%
- Erection and Management of Public Notices	Per Site	\$240.00	\$250.00	Y	\$10.00	4.17%
- Mail notices up to 10 inclusively	Flat Rate	\$210.00	\$220.00	Y	\$10.00	4.76%
- Each additional mail notices between 11 and 50 for mail notices up to 10 is to be added on plus each additional mail notice charge)	Per Additional Notice	\$16.00	\$17.00	Y	\$1.00	6.25%
- Mail notices between 51 and 100 inclusively	Flat Rate	\$1,085.00	\$1,130.00	Y	\$45.00	4.15%
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,365.00	\$2,460.00	Y	\$95.00	4.02%
- Mail notices greater than 200	Flat Rate	\$2,980.00	\$3,100.00	Y	\$120.00	4.03%
- Standard letter request for planning information	Flat Rate	\$95.00	\$100.00	Y	\$5.00	5.26%
<b>Planning (Miscellaneous)</b>						
Planning Application - tree removal (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$180.00	\$190.00	Y	\$10.00	5.56%
Planning Application - tree pruning (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$90.00	\$95.00	Y	\$5.00	5.56%
Planning File Recall (Residential)	Per Request	\$210.00	\$220.00	Y	\$10.00	4.76%
Planning File Recall (Industrial / Commercial)	Per Request	\$295.00	\$440.00	Y	\$145.00	49.15%
Refund Request	Per Request	Cost of Service	Cost of Service	Y		
Planning Historical Searches Residential (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$85.00	\$90.00	Y	\$5.00	5.88%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$270.00	\$280.00	Y	\$10.00	3.70%
Net Gain Fee	Per Plant	\$41.00	\$45.00	Y	\$4.00	9.76%
Pre-Application Request	Per Request	\$290.00	\$310.00	Y	\$20.00	6.90%
Dishonoured Cheque Fee	Per Cheque	\$40.00	\$42.00	Y	\$2.00	5.00%
<b>BUILDING SERVICES</b>						
<i>The Building Services fees provide for the assessment, administration and inspection works necessary for the issue of Building Permits and other miscellaneous site inspections. Most Building Surveying and Permit services are open to market competition (hence GST applies to these), and the fees should be varied on a commercial basis.</i>						
<b>Domestic Permits</b>						
Single Dwellings #	Per Permit	Value/100 or minimum fee of \$2,500.00	Value/90 or minimum fee of \$2,750.00	Y	\$0.00	0.00%
Multi Dwelling applications (Class 1) #	Per Permit	Value/100 or minimum fee of \$3,700.00	Value/90 or minimum fee of \$4,050.00	Y	\$0.00	0.00%
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/100 or minimum fee of \$1,350.00	Value/95 or minimum fee of \$1,450.00	Y	\$0.00	0.00%
Variation Permits / Renewals #	Per Permit	\$315.00	\$345.00	Y	\$30.00	9.52%
Signs, Aerials, Retaining Walls etc #	Per Permit	\$780.00	\$860.00	Y	\$80.00	10.26%
Sheds, Carports, Garages, Verandas, decks, etc. #	Per Permit	\$780.00	\$860.00	Y	\$80.00	10.26%
Swimming Pools and Spas #	Per Permit	\$1,150.00	\$1,250.00	Y	\$100.00	8.70%
Demolitions #	Per Permit	\$853.00	\$940.00	Y	\$87.00	10.20%
Minor Variation to Report & Consent decisions #	Per Request	\$105.00	\$110.00	N	\$5.00	4.76%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Industrial / Commercial Permits</b>						
Minor works up to \$15,000 #	Per Permit	\$780.00	\$980.00	Y	\$200.00	25.64%
Minor works \$15,000 to \$50,000 #	Per Permit	\$1,350.00	\$2,700.00	Y	\$1,350.00	100.00%
Fit out Permits	Per Permit	\$1,350.00	\$2,700.00	Y	\$1,350.00	100.00%
Classes 2 - 9 (up to \$15,000) #	Per Permit	\$780.00	\$980.00	Y	\$200.00	25.64%
Classes 2 - 9 (\$15,000 - \$50,000) #	Per Permit	\$2,030.00	\$2,700.00	Y	\$670.00	33.00%
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	(Cost/2,000 + square root of cost) * 8 or minimum fee of \$3,600	Y	\$0.00	0.00%
<i># Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>						
<b>Building (Miscellaneous)</b>						
Building over easements. Building over public space (other than where the public space will be occupied for 6 months or more and the cost of the project exceeds \$5m), and other Council approvals. *	Per Request	\$325.00	\$340.00	N	\$15.00	4.62%
Building Over public space - where public land is occupied for 6 months or more or the cost of the project is \$5m or more	Per Week Occupied	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$500 per week)	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$520 per week)	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Building Over public space (cost under \$5 million) - where public land is occupied for 2-4 months	Per Week Occupied	New Fee	\$2 per square metre per day (minimum fee of \$100 per week & maximum fee of \$200 per week)	N	New Fee	New Fee
Building Over public space (cost under \$5 million) - where public land is occupied for 4-6 months	Per Week Occupied	New Fee	\$2 per square metre per day (minimum fee of \$120 per week & maximum fee of \$400 per week)	N	New Fee	New Fee
Council notification of Report and Consent applications	Per Request	\$310.00	\$325.00	Y	\$15.00	4.84%
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$200.00	\$210.00	Y	\$10.00	5.00%
Sundry Additional Inspection (In Area) *	Per Inspection	\$225.00	\$235.00	Y	\$10.00	4.44%
Afterhours Building Inspection (excluding emergency inspections)	Per Inspection	New Fee	\$500.00	Y	New Fee	New Fee
Building File Recall Residential	Per Permit	\$210.00	\$220.00	Y	\$10.00	4.76%
Building File Recall Industrial/Commercial	Per Permit	\$295.00	\$440.00	Y	\$145.00	49.15%
Occupancy Permit - Public Entertainment (less than 5,000 patrons) *	Per Permit	\$640.00	\$750.00	Y	\$110.00	17.19%
Occupancy Permit - Public Entertainment (5,000 patrons or more) *	Per Permit	New Fee	\$1,500.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - 5 Year Permit (less than 5,000 patrons) *	Per Permit	\$1,310.00	\$1,500.00	Y	\$190.00	14.50%
Occupancy Permit - Public Entertainment - 5 Year Permit (5,000 patrons or more) *	Per Permit	New Fee	\$3,000.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - late lodgement (lodged within 2 weeks of event) less than 5,000 patrons	Per Permit	New Fee	\$1,000.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - late lodgement (lodged within 2 weeks of event) 5,000 patrons or more	Per Permit	New Fee	\$1,250.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Occupancy Permit - Public Entertainment - Amendment to 5 Year Permit - less than 5,000 patrons	Per Amendment	New Fee	\$550.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - Amendment to 5 Year Permit - 5,000 patrons or more	Per Amendment	New Fee	\$1,100.00	Y	New Fee	New Fee
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$85.00	\$90.00	Y	\$5.00	5.88%
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$270.00	\$280.00	Y	\$10.00	3.70%
Essential Safety Measures determination - Type C Construction	Per Determination	New Fee	\$860.00	Y	New Fee	New Fee
Essential Safety Measures determination - Type A or Type B Construction	Per Determination	New Fee	\$1,720.00	Y	New Fee	New Fee
Performance Solution - Domestic	Per Solution	New Fee	\$450.00	Y	New Fee	New Fee
Performance Solution - Commercial / Industrial	Per Solution	New Fee	\$900.00	Y	New Fee	New Fee
Pre-Application Request (Building works on Council land) less than \$100,000	Per Request	New Fee	\$450.00	Y	New Fee	New Fee
Pre-Application Request (Building works on Council land) \$100,000 or more	Per Request	New Fee	\$860.00	Y	New Fee	New Fee
Swimming Pool or Spa Barrier Certificate of Compliance	Per Certificate	\$250.00	\$260.00	Y	\$10.00	4.00%
Refund Request	Per Request	Variable	Variable	Y	\$0.00	0.00%
Dishonoured Cheque Fee	Flat Rate	\$40.00	\$42.00	Y	\$2.00	5.00%
<i>* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>						

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>City Liveability - City Futures</b>						
<b>Custom and/or Printed Maps</b>						
<i>Quoted prices available upon request</i>						
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	Y		
<b>City Liveability - City Safety and Health</b>						
<b>TRAFFIC ENFORCEMENT, ANIMAL CONTROL &amp; LOCAL LAWS</b>						
<i>Fees relate to Council's Amenity Local Law, Domestic Animals Act and Road Rules Victoria. Infringement fines are set in legislation. Permit application, Annual Renewal &amp; Registration fees are at Council's discretion and have been calculated based on cost recovery. For ease of use, administration fees have been rounded.</i>						
<b>Permit Application Fees</b>						
Application Fee (to be applied unless a separate application fee is specified below)	On Application	\$166.00	\$173.00	N	\$7.00	4.22%
<b>Permit Fees</b>						
Additional Animal Permit/ Renewal Fee	Annual	\$94.00	\$98.00	N	\$4.00	4.26%
Permit to keep a long or heavy vehicle on private land (in a residential area)	Annual	\$227.00	\$237.00	N	\$10.00	4.41%
Temporary Accommodation/Camping (on public or private land) Permit/ Renewal	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
Place a commercial waste bin on Council Land (Permit/ Renewal)	Annual	\$0.00	\$50.00	N	\$50.00	0.00%
Fireworks Council Land and Roads	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
Permit (other) - i.e. any other permit triggered by the Local Law (Permit/ Renewal)	Annual	\$94.00	\$98.00	N	\$4.00	4.26%
<b>Permit to display or sell goods or services on public land</b>						
Permit fee for single day use	Charge	\$94.00	\$98.00	N	\$4.00	4.26%
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$470.00	\$489.00	N	\$19.00	4.04%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	\$0.00	\$0.00	Y	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fitness Permit - Commercial (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	\$1,602.00	\$1,667.00	Y	\$65.00	4.06%
<b>Permit to place tables and chairs on footpath (street furniture)</b>						
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$41.00	\$43.00	N	\$2.00	4.88%
Initial Permit/ Renewal Fee - Each Table	Per Table	\$33.00	\$35.00	N	\$2.00	6.06%
<b>Roadside Trading Permit</b>						
Permit for one day only	Per Location Application	\$231.00	\$241.00	N	\$10.00	4.33%
Permit for 2-7 days	Per Location Application	\$456.00	\$475.00	N	\$19.00	4.17%
Permit for up to one month	Per Location Application	\$1,278.00	\$1,330.00	N	\$52.00	4.07%
<b>Roadside trading fees do not apply to community groups undertaking special event fundraising such as the sale of Christmas trees just prior to Christmas.</b>						
<b>Municipal-Wide Trading Permit (including shared bicycle/scooter operators or other business models)</b>						
Application Fee	On Application	\$619.00	\$644.00	N	\$25.00	4.04%
Permit for up to one month	Per Application	\$1,745.00	\$1,815.00	N	\$70.00	4.01%
<b>Permit to place a clothing recycling bin on public land</b>						
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$147.00	\$153.00	N	\$6.00	4.08%
Initial Permit/ Renewal Fee - Other	Per Bin	\$615.00	\$640.00	N	\$25.00	4.07%
<b>Place a Rubbish Skip bin on public land</b>						
Accredited provider Permit/ Renewal Fee (application fee does not apply)	Annual	\$984.00	\$500.00	Y	(\$484.00)	(49.19%)
Accredited provider - bin placement (application fee does not apply)	Per Bin	New Fee	\$50.00	Y	New Fee	New Fee
Non Accredited provider - one off bin placement (fee includes application cost)	Per Bin	\$102.00	\$173.00	Y	\$71.00	69.61%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Fundraising Permit</b>						
Application Fee	On Application	Not Applicable	Not Applicable			
Permit Fee	Per Permit	\$94.00	\$0.00	N	(\$94.00)	(100.00%)
<b>Permit to place a sign on a road or Council Land</b>						
Small "A" frame or other similar sign less than 600mm by 900mm in size (Permit/ Renewal Fee)	Annual	\$91.00	\$95.00	N	\$4.00	4.40%
Sign up to 1800mm by 900mm in size (Permit/ Renewal Fee)	Annual	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$219.00	\$228.00	N	\$9.00	4.11%
Temporary sign (i.e. community event board) - up to 6 weeks	Per Permit sign	\$91.00	\$95.00	N	\$4.00	4.40%
Real Estate Open for Inspection/ Auction (i.e. a-frame) - Single Placement	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
Real Estate Open for Inspection/ Auction (i.e. a-frame) - Annual Permit/ Renewal	Per Office Location	\$680.00	\$708.00	N	\$28.00	4.12%
Real Estate - Lease/ Sale Advertising Board (outside property) - up to 3 months	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
<b>Burning Off Permits</b>						
Application Fee	On Application	Not Applicable	Not Applicable			
Permit issued outside the bushfire management overlay area	Per Permit	\$73.00	\$76.00	N	\$3.00	4.11%
Permit issued within the bushfire management overlay area	Per Permit	No Charge	No Charge			
<b>Parking Permits (Domestic/Residential)</b>						
Application Fee	On Application	Not Applicable	Not Applicable			
Initial permit/renewal (up to 2 permits)	No Charge	\$0.00	\$0.00	N		
Third and subsequent permit/renewal	Per Permit	\$57.00	\$60.00	N	\$3.00	5.26%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$30.00	\$32.00	N	\$2.00	6.67%
<b>Parking Permits (Commercial)</b>						
Application Fee	On Application	Not Applicable	Not Applicable			

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Service provided by Council on behalf of private business (Sec 90D Road Safety Act) permit/renewal - optional service provided at request by private business	Per Permit	\$30.00	\$32.00	Y	\$2.00	6.67%
Operated by Council initial permit/renewal (up to 4 permits)(Council land)	Per Permit	\$30.00	\$32.00	Y	\$2.00	6.67%
Operated by Council (Fifth and subsequent permits/renewal)	Per Permit	\$57.00	\$60.00	Y	\$3.00	5.26%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$28.00	\$30.00	Y	\$2.00	7.14%
<b>Private Parking Area Agreements (Sec 90D Road Safety Act)</b>						
Application Fee	Per Permit	\$924.00	\$961.00	Y	\$37.00	4.00%
Permit/ Renewal Fee	Per Permit	\$358.00	\$373.00	Y	\$15.00	4.19%
<b>Animal Registration and Fees</b>						
<i>The fee structure for animal registration renewals reflects Government fees associated with animal registrations of \$4.16 per dog or cat and \$20 per Domestic Animal Business. Fees in this section have been rounded up or down consistent with Councils strategic approach to animal registrations within the Domestic Animal Management Plan. All Animal Registration Fees below, unless otherwise noted, apply for the 2022 Animal Registration year, which registers an animal for the period 10 April 2022 to 9 April 2023 in accordance with the Domestic Animal Act.</i>						
Category 1D - Dog that meets any one of the following: * Desexed; * over 10 years old; * registered and owner current member of an approved association; * kept for breeding at licensed premises; * kept for working stock. * undergone obedience training which complies with the regulations.	Annual	\$55.00	\$58.00	N	\$3.00	5.45%
Category 1DP - Pensioner Concession Rebate for Category 1D (Dog Desexed - also over 10 years old, current member of an approved association, kept for breeding at licensed premises, kept for working stock)	Annual	\$27.50	\$29.00	N	\$1.50	5.45%
Category 2DH - Dog Unsterilized and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$96.00	\$100.00	N	\$4.00	4.17%
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilized and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$35.00	\$37.00	N	\$2.00	5.71%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$38.00	\$40.00	N	\$2.00	5.26%
Category 1JP - Pensioner Concession Rebate for Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$19.00	\$20.00	N	\$1.00	5.26%
Category 2D - Dog Unsterilized	Annual	\$213.00	\$222.00	N	\$9.00	4.23%
Category 2DP - Pensioner Concession Rebate for Dog Unsterilized	Annual	\$106.50	\$111.00	N	\$4.50	4.23%
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$362.00	\$377.00	N	\$15.00	4.14%
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.30	N	\$0.30	3.75%
Cat 1C - Cat that meets any one of the following: * desexed; * over 10 years old; * current member of an approved association; * kept for breeding at licensed premises.	Annual	\$50.00	\$52.00	N	\$2.00	4.00%
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$25.00	\$26.00	N	\$1.00	4.00%
Category 2C - Cat Unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$213.00	\$222.00	N	\$9.00	4.23%
Category 2CP - Pensioner Concession Rebate for Cat 2C - Cat unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$106.50	\$111.00	N	\$4.50	4.23%
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.30	N	\$0.30	3.75%
Registration incentive (dog) - first year of registration is free with evidence that the dog is purchased from a registered animal shelter (i.e.. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$0.00	\$0.00	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Registration incentive (cat) - first year of registration is free with evidence that the cat is purchased from a registered animal shelter (i. e.. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$0.00	\$0.00	N	\$0.00	0.00%
Unsterilized Puppy registration - discounted initial registration at the desexed registration rate for unsterilized puppies under 6 months of age.	First Registration Per Animal	\$55.00	\$58.00	N	\$3.00	5.45%
Accessing of Pet register information	Per Entry Inspected	\$13.00	\$14.00	N	\$1.00	7.69%
Desexing refunds will only be provided for dogs desexed prior to 30th June and were registered as an 'Unsterilized Puppy' in the previous registration year (a copy of the desexing certificate must be supplied).		Refund amount is the difference between the full fee and the discounted fee	Refund amount is the difference between the full fee and the discounted fee			
Refund of Animal Registration: Eligible if animal dies within 1 month of new registration, or 1 month from 10 April for registration renewals.		Refund of the applicable registration fee	Refund of the applicable registration fee			
50% pro-rata of Animal Registration fees apply on 10 October. (Does not apply for animals registered at the Pound (upon release after being impounded)).		50% of the applicable registration fee	50% of the applicable registration fee			
<b>Domestic Animal Business Registration</b>						
Animal Business Registration	Annual	\$288.00	\$300.00	N	\$12.00	4.17%
<b>Foster Carer Registration</b>						
Foster Carer Registration	Annual	\$60.00	\$63.00	N	\$3.00	5.00%
<b>Pound Release Fees</b>						
Release of domestic dog from pound (reclaim within 1-2 days) - unregistered	Per Animal	\$321.00	\$300.00	N	(\$21.00)	(6.54%)
Release of domestic dog from pound (reclaim within 3-5 days) - unregistered	Per Animal	\$321.00	\$330.00	N	\$9.00	2.80%
Release of domestic dog from pound (reclaim within 6-8 days) - unregistered	Per Animal	\$321.00	\$370.00	N	\$49.00	15.26%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Release of domestic dog from pound (reclaim within 1-2 days) - registered	Per Animal	\$250.00	\$220.00	N	(\$30.00)	(12.00%)
Release of domestic dog from pound (reclaim within 3-5 days) - registered	Per Animal	\$250.00	\$250.00	N	\$0.00	0.00%
Release of domestic dog from pound (reclaim within 6-8 days) - registered	Per Animal	\$250.00	\$290.00	N	\$40.00	16.00%
Release of domestic cat from pound (reclaim within 1-2 days) - unregistered	Per Animal	\$170.00	\$170.00	N	\$0.00	0.00%
Release of domestic cat from pound (reclaim within 3-5 days) - unregistered	Per Animal	\$170.00	\$190.00	N	\$20.00	11.76%
Release of domestic cat from pound (reclaim within 6-8 days) - unregistered	Per Animal	\$170.00	\$210.00	N	\$40.00	23.53%
Release of domestic cat from pound (reclaim within 1-2 days) - registered	Per Animal	\$122.00	\$125.00	N	\$3.00	2.46%
Release of domestic cat from pound (reclaim within 3-5 days) - registered	Per Animal	\$122.00	\$145.00	N	\$23.00	18.85%
Release of domestic cat from pound (reclaim within 6-8 days) - registered	Per Animal	\$122.00	\$165.00	N	\$43.00	35.25%
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$39.00	\$41.00	N	\$2.00	5.13%
<b>Livestock</b>						
Impounding fees for large animal - horse, cow or similar	Per Animal	\$405.00	\$422.00	N	\$17.00	4.20%
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$271.00	\$282.00	N	\$11.00	4.06%
Posting formal notice	Per Notice	\$24.00	\$25.00	Y	\$1.00	4.17%
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$341.00	\$355.00	Y	\$14.00	4.11%
<b>Offences under the Amenity Local Laws</b>						
<i>Fines and penalties applied under legislation are not reported in this document.</i>						
<b>Other Fees</b>						
<b>Works undertaken on private property</b>						
Land management fee for works undertaken on private property (i.e. unsightly properties/fire hazard clearances or similar)	Charge	\$211.00 + Actual cost of works	\$220.00 + Actual cost of works	N	\$9.00	4.46%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Release of Impounded goods</b>						
Large Sign (greater than 1800mm x 900mm) i.e. real estate board	Per Sign	\$282.00	\$294.00	N	\$12.00	4.26%
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$190.00	\$198.00	N	\$8.00	4.21%
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$86.00	\$90.00	N	\$4.00	4.65%
Shopping trolley	Per Trolley	\$136.00	\$142.00	N	\$6.00	4.41%
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin / or other large item	Per Item	\$691.00	\$719 + any additional cost to Council for impound and storage	N	\$0.00	0.00%
Other Items not mentioned above	Per Item	\$207.00	\$216.00	Y	\$9.00	4.35%
<b>Impounded Vehicle Release</b>						
Impounded Vehicle Administration fee	Per Vehicle	\$317.00	\$330.00	N	\$13.00	4.10%
Towing fee for Car	Per Vehicle	\$330.00	\$344.00	N	\$14.00	4.24%
Difficult recovery of vehicle	Per Vehicle	\$204.00 + the actual cost	\$204.00 + the actual cost	N		
Towing fee for Oversized Vehicle (incl Truck, Bus, large trailer, etc)	Per Vehicle	\$204.00 + the actual cost	\$204.00 + the actual cost	N	\$0.00	0.00%
Vehicle storage	Per Vehicle	Actual costs	Actual costs	N		
Archived records retrieval fee	Per Request	\$33.00	\$35.00	N	\$2.00	6.06%
<b>HEALTH SERVICES</b>						
<b>Public Health &amp; Wellbeing Act Registration Fee</b>						
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$179.00	\$187.00	N	\$8.00	4.47%
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$243.00	\$253.00	N	\$10.00	4.12%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$293.00	\$305.00	N	\$12.00	4.10%
Aquatic Facilities Category 1 (high usage e.g. Leisure Works/Learn to Swim programmes)	Per Annum	\$330.00	\$344.00	N	\$14.00	4.24%
Aquatic Facilities Category 1 (low usage)	Per Annum	\$225.00	\$234.00	N	\$9.00	4.00%
<b>Health Act Accommodation Registration Fees</b>						
Up to 20 residents	Per Annum	\$402.00	\$419.00	N	\$17.00	4.23%
21-40 residents	Per Annum	\$620.00	\$645.00	N	\$25.00	4.03%
More than 40 residents	Per Annum	\$936.00	\$974.00	N	\$38.00	4.06%
<b>Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.</b>						
Class 1A Hospitals	Per Annum	\$685.00	\$713.00	N	\$28.00	4.09%
Class 1A Additional Inspection Fee	Per Inspection	\$242.00	\$252.00	N	\$10.00	4.13%
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$526.00	\$548.00	N	\$22.00	4.18%
Class 1B Additional Inspection Fee	Per Inspection	\$161.00	\$168.00	N	\$7.00	4.35%
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$2,224.00	\$2,313.00	N	\$89.00	4.00%
Class 2A Additional Inspection Fee	Per Inspection	\$322.00	\$335.00	N	\$13.00	4.04%
Class 2B Minimarts, Bakery, Food Manufacturer small, Restaurant, Take Away Food Premises, Caterers, mobile and temporary premises. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox).	Per Annum	\$685.00	\$713.00	N	\$28.00	4.09%
Class 2B Additional Inspection Fee	Per Inspection	\$244.00	\$254.00	N	\$10.00	4.10%
Class 2CG Class 2 Community Group registration	Per Annum	\$173.00	\$180.00	N	\$7.00	4.05%
Class 2CG Class 2 Community Group registration - single event registration	Per Application	\$96.00	\$100.00	N	\$4.00	4.17%
Class 2 Commercial business - single event registration	Per Application	\$161.00	\$168.00	N	\$7.00	4.35%
Class 2 Food vending machines	Per Vending Machine	\$93.00	\$97.00	N	\$4.00	4.30%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Class 2HB Home Businesses	Per Annum	\$489.00	\$509.00	N	\$20.00	4.09%
Class 2HB Additional Inspection Fee	Per Inspection	\$145.00	\$151.00	N	\$6.00	4.14%
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,340.00	\$2,434.00	N	\$94.00	4.02%
Class 2ES Additional Inspection Fee	Per Inspection	\$322.00	\$335.00	N	\$13.00	4.04%
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$557.00	\$580.00	N	\$23.00	4.13%
Class 2E Additional Inspection Fee	Per Inspection	\$243.00	\$253.00	N	\$10.00	4.12%
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,755.00	\$1,826.00	N	\$71.00	4.05%
Class 3S Additional Inspection Fee	Per Inspection	\$231.00	\$241.00	N	\$10.00	4.33%
Class 3 Accommodation Meals, Health Food Premises, Bar, Kiosks, Fruit and Vegetable Premises, Confectionary Packaging, Food Vehicles, Pre Packaged Food Premises (High Risk), Full Year Sporting Clubs, Mobile and Temporary Premises, Distributor, Importer, Winery, Warehouse. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox)	Per Annum	\$385.00	\$401.00	N	\$16.00	4.16%
Class 3 Additional Inspection Fee	Per Inspection	\$145.00	\$151.00	N	\$6.00	4.14%
Class 3CG Class 3 Community Group - single event registration	Per Application	\$96.00	\$100.00	N	\$4.00	4.17%
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$173.00	\$180.00	N	\$7.00	4.05%
Class 3 Commercial business - single event registration	Per Application	\$161.00	\$168.00	N	\$7.00	4.35%
Class 3 Food vending machines	Per Vending Machine	\$93.00	\$97.00	N	\$4.00	4.30%
Class 3 Club - Seasonal Sporting Club	Per Annum	\$195.00	\$203.00	N	\$8.00	4.10%
Class 3 Club Additional Inspection Fee	Per Inspection	\$145.00	\$151.00	N	\$6.00	4.14%
Late Payment Fee for Food Registration Renewals	Per Annum	25% of Registration fee	25% of Registration fee	N		

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Other Fees</b>						
Transfer of Health or Food Act registrations	Per Request	50% of Current Year registration fees	50% of Current Year registration fees	N		
Property inquiry/ inspection of business on request (10 Working Day Turnaround)	Per Request	\$264.00	\$275.00	Y	\$11.00	4.17%
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$363.00	\$378.00	Y	\$15.00	4.13%
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$120.00	\$125.00	Y	\$5.00	4.17%
Pro Rata Refund of Registration Fees	Per Request	\$51.00	\$54.00	Y	\$3.00	5.88%
Establishment Fee - Food Act Premises	Per Request	\$366.00	\$381.00	Y	\$15.00	4.10%
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$168.00	\$175.00	Y	\$7.00	4.17%
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$168.00	\$175.00	Y	\$7.00	4.17%
Septic Tanks permit to install	Per Request	\$552.00	\$575.00	N	\$23.00	4.17%
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$190 reinspection fee	Actual costs + \$190 reinspection fee	N	\$8.00	4.40%
Archived records retrieval fee	Per Request	\$34.00	\$36.00	N	\$2.00	5.88%
<b>Vaccines Provided at Public Sessions</b>						
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$58.00	\$61.00	Y	\$3.00	5.17%
Chicken Pox	Per Injection	\$81.00	\$85.00	Y	\$4.00	4.94%
Flu - Quad Valent	Per Injection	\$31.00	\$33.00	Y	\$2.00	6.45%
Hepatitis A (Adult)	Per Injection	\$68.00	\$71.00	Y	\$3.00	4.41%
Hepatitis B (Adult)	Per Injection	\$41.00	\$43.00	Y	\$2.00	4.88%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$113.00	\$118.00	Y	\$5.00	4.42%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Nimerix (Meningococcal ACWY)	Per Injection	\$93.00	\$97.00	Y	\$4.00	4.30%
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$21.00	\$22.00	Y	\$1.00	4.76%
MMR	Per Injection	\$64.00	\$67.00	Y	\$3.00	4.69%
BEXSERO (Meningococcal B)	Per Injection	\$141.00	\$147.00	Y	\$6.00	4.26%
<b>Service Provided at Clients Business</b>						
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$411.00	\$428.00	Y	\$17.00	4.14%
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$58.00	\$61.00	Y	\$3.00	5.17%
Hepatitis A (Adult)	Per Injection	\$68.00	\$71.00	Y	\$3.00	4.41%
Hepatitis B (Adult)	Per Injection	\$41.00	\$43.00	Y	\$2.00	4.88%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$113.00	\$118.00	Y	\$5.00	4.42%
Flu - Quad Valent	Per Injection	\$31.00	\$33.00	Y	\$2.00	6.45%
MMR	Per Injection	\$64.00	\$67.00	Y	\$3.00	4.69%
<b>Service provided to Clients</b>						
Immunisation record charge	Per Client	\$5.00	\$6.00	Y	\$1.00	20.00%
Overseas immunisation catch up schedule charge	Per Client	\$20.00	\$21.00	Y	\$1.00	5.00%

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Connected Communities - Family and Children's Services</b>						
<b>KINDERGARTEN SERVICES</b>						
Kindergarten Fee (for Calendar Year 2023)	Per Child	\$1,752.00	\$1,782.00	N	\$30.00	1.71%
Kindergarten Fee (for Calendar Year 2024)	Per Child	\$1,782.00	\$1,809.00	N	\$27.00	1.52%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2023)	Per Child	\$175.20	\$178.20	N	\$3.00	1.71%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2024)	Per Child	\$178.20	\$180.90	N	\$2.70	1.52%
Kindergarten Fee 3YO (for Calendar Year 2023)	Per Child	\$584.00	\$594.00	N	\$10.00	1.71%
Kindergarten Fee 3YO (for Calendar Year 2024)	Per Child	\$594.00	\$603.00	N	\$9.00	1.52%
<b>CHILD CARE</b>						
<b>Long Day Care</b>						
Per Day (all centres)	Per Day	\$157.50	\$157.50	N	\$0.00	0.00%
<b>INTEGRATED EARLY YEARS OPERATIONS</b>						
License / Contribution Fee for Early Years users, using Council owned facilities	Per Annum	\$500.00	\$520.00	N	\$20.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Connected Communities - Community Access and Support</b>						
<b>HOME &amp; COMMUNITY CARE SERVICES</b>						
<p><i>Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners. Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator. The income ranges per annum, effective July 2019 are as follows:</i></p> <p><i>Individual Low fee &lt; \$39,089 Medium fee \$39,089 - \$86,208 High fee &gt; \$ 86,208</i></p> <p><i>Couple Low fee &lt; \$59,802 Medium fee \$59,802 - \$115,245 High fee &gt; \$115,245</i></p> <p><i>*Family (1 Child) Low fee &lt; \$66,009 Medium fee \$66,009 - \$118,546 High fee &gt; \$118,546</i></p> <p><i>*plus \$6,206 per additional child</i></p>						
<b>HOME MAINTENANCE/MODIFICATIONS</b>						
<i>Clients pay for the cost of materials plus the hourly rate.</i>						
<b>Low:</b>						
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa)	Per Hour	\$17.60	\$18.30	N	\$0.70	3.98%
<b>Medium:</b>						
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa)	Per Hour	\$22.60	\$23.50	N	\$0.90	3.98%
<b>High:</b>						
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa)	Per Hour	\$68.50	\$72.00	N	\$3.50	5.11%
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$104.00	\$109.00	N	\$5.00	4.81%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>FOOD SERVICES</b>						
<b>Centre based &amp; home delivered meals</b>						
Three (3) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$5.00	\$5.00	N	\$0.00	0.00%
Three (3) Course Meal Low Income/ Medium Income	Per Meal	\$11.20	\$11.60	N	\$0.40	3.57%
Three (3) Course Meal High Income	Per Meal	\$19.00	\$19.60	N	\$0.60	3.16%
Two (2) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$4.00	\$4.00	N	\$0.00	0.00%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) Low Income/Medium Income	Per Meal	\$8.80	\$9.20	N	\$0.40	4.55%
Two (2) Course Meal Entree and Main, or Main and Dessert) High Income	Per Meal	\$15.00	\$15.60	N	\$0.60	4.00%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N	\$0.00	0.00%
<b>ALLIED HEALTH - OCCUPATIONAL THERAPY</b>						
Low Income	Per Consultation	\$12.50	\$13.00	N	\$0.50	4.00%
Medium Income	Per Consultation	\$18.70	\$19.50	N	\$0.80	4.28%
High Income	Per Hour	\$123.00	\$128.00	N	\$5.00	4.07%
<b>COMMUNITY TRANSPORT</b>						
Regular bus route passenger	Return Trip	\$6.00	\$7.00	N	\$1.00	16.67%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Regular bus route passenger	One Way Trip	\$3.00	\$3.50	N	\$0.50	16.67%
Community Outing	Per Day or Part Day	\$9.00	\$10.00	N	\$1.00	11.11%
Outing Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N	\$0.00	0.00%
<b>Casual Group Usage</b>						
In core (business hours) per use - maximum 8 hours Small Bus (12-16 seats)	Per Use	\$135.00	\$141.00	Y	\$6.00	4.44%
In core (business hours) per use - maximum 8 hours - Medium Bus ( 22-25 seats)	Per Use	New Fee	\$180.00	Y	New Fee	New Fee
In core (business hours) per use - maximum 8 hours - Large Bus ( 33-37 seats)	Per Use	New Fee	\$350.00	Y	New Fee	New Fee
Out of core per hour drive time	Per Hour	\$74.00	\$77.00	Y	\$3.00	4.05%
Out of core booking fee	Per Booking	\$74.00	\$77.00	Y	\$3.00	4.05%
Emergency Services Groups - Training Courses max. of 8 hours	Per Use	\$141.00	\$147.00	Y	\$6.00	4.26%
<b>SENIOR'S EVENTS</b>						
Events / Workshops - Seniors Festival Events etc.	Per Event	\$7.00	\$8.00	N	\$1.00	14.29%
<b>Connected Communities - Active and Creative Communities</b>						
<b>RECREATIONAL RESERVES</b>						
<i>Recreation and Sporting Grounds / Tennis and Netball Courts / Turf Wickets / Parks and Reserves</i>						
<b>Tennis Courts</b>						
Court Fees	Per Court Per Annum	\$136.00	\$142.00	Y	\$6.00	4.41%
<b>Tennis Pavilions</b>						
Batterham Park	Per Annum	\$1,054.00	\$1,097.00	Y	\$43.00	4.08%
Reta Matthews Reserve (Boronia)	Per Annum	\$1,014.00	\$1,055.00	Y	\$41.00	4.04%
Eildon Park	Per Annum	\$1,122.00	\$1,167.00	Y	\$45.00	4.01%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Glenfern Park (Ferntree Gully)	Per Annum	\$998.00	\$1,038.00	Y	\$40.00	4.01%
Guy Turner Reserve (Guy Turner)	Per Annum	\$714.00	\$743.00	Y	\$29.00	4.06%
Coleman Road Reserve (Knox City)	Per Annum	\$2,071.00	\$2,154.00	Y	\$83.00	4.01%
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,364.00	\$1,419.00	Y	\$55.00	4.03%
Carrington Park (Knoxfield)	Per Annum	\$831.00	\$865.00	Y	\$34.00	4.09%
Miller Park	Per Annum	\$1,054.00	\$1,097.00	Y	\$43.00	4.08%
Seebeck Reserve (Rowville)	Per Annum	\$1,059.00	\$1,102.00	Y	\$43.00	4.06%
Exner Reserve (Scoresby)	Per Annum	\$1,216.00	\$1,265.00	Y	\$49.00	4.03%
Templeton Reserve (Templeton)	Per Annum	\$1,750.00	\$1,820.00	Y	\$70.00	4.00%
Wantirna Reserve (Wantirna)	Per Annum	\$1,106.00	\$1,151.00	Y	\$45.00	4.07%
Windermere Reserve	Per Annum	\$1,136.00	\$1,182.00	Y	\$46.00	4.05%
<b>Cricket</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$93.00	\$97.00	Y	\$4.00	4.30%
Senior Teams	Per Team Per Season	\$591.00	\$615.00	Y	\$24.00	4.06%
Winter Senior Teams	Per Team Per Season	\$395.00	\$411.00	Y	\$16.00	4.05%
<b>Football</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$364.00	\$379.00	Y	\$15.00	4.12%
Senior Teams (includes U 19 and Reserves)	Per Team Per Season	\$2,621.00	\$2,726.00	Y	\$105.00	4.01%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Soccer</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$231.00	\$241.00	Y	\$10.00	4.33%
Senior Teams	Per Team Per Season	\$1,583.00	\$1,647.00	Y	\$64.00	4.04%
<b>Baseball</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$63.00	\$66.00	Y	\$3.00	4.76%
Senior Teams	Per Team Per Season	\$452.00	\$471.00	Y	\$19.00	4.20%
<b>Netball / Court</b>						
Training	Per Court Per Annum	\$96.00	\$100.00	Y	\$4.00	4.17%
<b>Facility Lease and License Agreements</b>						
Knox Obedience Dog Club	Per Annum	\$2,437.00	\$458.00	Y	(\$1,979.00)	(81.21%)
Knox BMX Club	Per Annum	\$762.00	\$793.00	Y	\$31.00	4.07%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week)	6 months	\$0.00	\$0.00	Y	\$0.00	0.00%
Fitness Permit - Commercial (up to 10 sessions per week)	6 months	\$1,602.00	\$1,667.00	Y	\$65.00	4.06%
Eastern Football Netball League - use of Tormore Reserve for the Senior Football Finals series	Per Annum	\$3,564.00	\$3,707.00	Y	\$143.00	4.01%
Eastern Football Netball League - use of Marie Wallace Bayswater Oval for the Senior Football Finals series	Per Annum	\$3,564.00	\$3,707.00	Y	\$143.00	4.01%
<b>Preparation of Turf Wickets</b>						
Tormore Reserve (1 oval)	Per Season	\$9,391.00	\$9,767.00	Y	\$376.00	4.00%
Marie Wallace - Bayswater Oval & Bayswater Park (2 ovals)	Per Season	\$12,517.00	\$13,018.00	Y	\$501.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Reserves / Ovals</b>	Per Point Per Oval Per Season	\$246.00	\$256.00	Y	\$10.00	4.07%
<i>Charges are seasonal and are based on Council's rating of 1 to 18 points per oval, at a fixed rate per point.</i>						
<b>Casual Users - Sporting Reserves</b>						
Knox Schools and School Sports Associations	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Knox Community / Non Profit Usage	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Non Knox Schools / Non Knox Community Usage	Per Day	\$108.00	\$113.00	Y	\$5.00	4.63%
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$423.00	\$440.00	Y	\$17.00	4.02%
<b>Pavilions – Rental</b>						
Batterham Reserve No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Batterham Reserve No. 2	Per annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Bayswater Oval	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Bayswater Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Benedikt Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Carrington Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Chandler Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Colchester Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Dobson Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Egan Lee Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Eildon Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Exner Reserve (Scoresby)	Per annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Fairpark Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Gilbert Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Guy Turner	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
HV Jones Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Kings Park Athletics	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Kings Park No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Kings Park B / Ball No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Knox Gardens Reserve No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Knox Gardens Reserve No. 2	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Knox Park Soccer	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Lakesfield Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Lewis Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Liberty Avenue Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Miller Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Milpera Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Park Ridge Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Pickett Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Rowville Recreation Reserve No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Rowville Recreation Reserve No. 2	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Sasses Avenue Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Schultz Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Stud Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Talaskia Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Templeton Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Tormore Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Walker Wantirna South Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Wally Tew Reserve No. 1 (Ferntree Gully)	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Wally Tew Reserve No. 2	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Wantirna Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Windermere Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
<b>Netball Pavilions</b>						
HV Jones Reserve Netball Pavilion	Per Annum	\$178.00	\$186.00	Y	\$8.00	4.49%
Walker Reserve Netball Pavilion	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
<b>FESTIVALS &amp; EVENTS</b>						
<i>All Council run events</i>						
<b>Stall Holders (Commercial and Other)</b>						
Makers Market Site	Per Day	\$88.00	\$92.00	Y	\$4.00	4.55%
Commercial Food - Large	Per Day	\$473.00	\$492.00	Y	\$19.00	4.02%
Commercial Food - Medium	Per Day	\$355.00	\$370.00	Y	\$15.00	4.23%
Commercial Food - Small	Per Day	\$244.00	\$254.00	Y	\$10.00	4.10%
Market Site - Large	Per Day	\$314.00	\$327.00	Y	\$13.00	4.14%
Market Site - Medium	Per Day	\$236.00	\$246.00	Y	\$10.00	4.24%
Market Site - Small	Per Day	\$159.00	\$166.00	Y	\$7.00	4.40%
Additional - Chairs	Per Item Per Day	\$7.00	\$8.00	Y	\$1.00	14.29%
- Tables	Per Item Per Day	\$26.00	\$28.00	Y	\$2.00	7.69%
- Marquees (3x3)	Per Item Per Day	\$256.00	\$267.00	Y	\$11.00	4.30%
- Marquees (6x3)	Per Item Per Day	\$684.00	\$712.00	Y	\$28.00	4.09%
Electricity - 10 amps	Per Site Per Day	\$23.00	\$24.00	Y	\$1.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
- 15 amps	Per Site Per Day	\$36.00	\$38.00	Y	\$2.00	5.56%
- 30 amps	Per Site Per Day	\$59.00	\$62.00	Y	\$3.00	5.08%
Weights (marquee)	Per Site Per Day	\$12.00	\$13.00	Y	\$1.00	8.33%
<b>Stall Holders (Community)</b>						
Community Food Vendor Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Community Food Vendor Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$217.00	\$226.00	Y	\$9.00	4.15%
Community Food Vendor Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$314.00	\$327.00	Y	\$13.00	4.14%
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$142.00	\$148.00	Y	\$6.00	4.23%
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$210.00	\$219.00	Y	\$9.00	4.29%
Community Stallholder Public Liability Insurance Cover	Per Day	\$35.00	\$37.00	Y	\$2.00	5.71%
<b>Commercial Filming</b>						
Filming Permit - Commercial/High Impact	Per Permit	\$250.00	\$260.00	Y	\$10.00	4.00%
<b>Community Event Kit (Trailer)</b>						
Small Community Event Kit and Trailer - Hire fee includes \$100 refundable bond. (Giant outdoor games, basic event items & safety gear)	Per event	New Fee	\$200.00	Y	New fee	New fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Large Community Event Kit - Hire Fee, includes \$200 refundable bond. (Any selection of event infrastructure items - marquees, staging, tables, chairs, umbrellas, fencing & safety gear, etc.)	Per event	New Fee	\$500.00	Y	New fee	New fee
<b>FERNTREE GULLY COMMUNITY ARTS CENTRE</b>						
<b>Not for Profit / Community Group Hire Rates:</b>						
Regular Hire Groups (minimum 3 per term)	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Casual Hire / Room (includes art room and kitchen)	Per Hour	\$44.00	\$46.00	Y	\$2.00	4.55%
Whole of venue (includes kitchen, excludes pottery room)	Per Hour	New Fee	\$80.00		New Fee	New Fee
Function Clean Up Fee (applied to bookings 3 hours or more, involving food/drink/arts.	Per Hour or Part Thereof	\$211.00	\$220.00	Y	\$9.00	4.27%
<b>Commercial Hire Rates</b>						
Regular Hire / Room - minimum 3 per term (includes kitchen)	Per Hour	New Fee	\$65.00	Y	New Fee	New Fee
Casual Hire / Room (includes kitchen)	Per Hour	New Fee	\$57.00	Y	New Fee	New Fee
Whole of venue (includes kitchen, excludes Pottery Room)	Per Hour	New Fee	\$130.00	Y	New Fee	New Fee
Function clean Up Fee	Per Hour or Part Thereof	\$221.00	\$220.00	Y	\$9.00	(0.45%)
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>						
<b>Activities</b>						
Pottery Classes Fees - Adult	Per 3 Hour Class	\$26.00	\$28.00	Y	\$2.00	7.69%
Arts/Cultural Class Fees - Adult	Per 2 Hour Class	\$21.00	\$22.00	Y	\$1.00	4.76%
Art Equipment Sales (Clay Blocks - Students only)	Per 10 Kg block	\$14.00	\$15.00	Y	\$1.00	7.14%
Pottery Firing Fees (Students Only)	Per Firing	\$6.00	\$7.00	Y	\$1.00	16.67%
Pottery Firing Fees (Non-Students)	Per Firing	\$9.00	\$10.00	Y	\$1.00	11.11%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Pottery Classes Fees - Children	Per 1.5 Hour Class	\$18.00	\$19.00	Y	\$1.00	5.56%
Arts/Cultural Class Fees - Children	Per 1.5 Hour Class	\$18.00	\$19.00	Y	\$1.00	5.56%
Pottery Birthday Party - 1.5 hours (for 10 children, includes tutor & materials)	Per 1.5 hour party	New Fee	\$198.00	Y	New Fee	New Fee
<b>PLACEMAKERS</b>						
Regular Hire / Room, minimum 3 per term (includes art OR meeting room & kitchenette)	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Casual Hire / Room (includes art OR meeting room & kitchenette)	Per Hour	\$44.00	\$46.00	Y	\$2.00	4.55%
Whole of venue (includes art room, meeting room and kitchenette)	Per Hour	New Fee	\$80.00	Y	New Fee	New Fee
Function Clean Up Fee	Per Hour or Part Thereof	\$211.00	\$220.00		\$9.00	4.27%
<b>ROWVILLE COMMUNITY CENTRE</b>						
<b>Hire Type</b>						
Multi - purpose Hall - Outside Staffed Hours (min 3 Hours)	Per Hour	\$147.00	\$153.00	Y	\$6.00	4.08%
Multi - purpose Hall - Outside Staffed Hours (6 Hours)	Per 6 Hours	\$716.00	\$745.00	Y	\$29.00	4.05%
Multi - purpose Hall* - Sports/Community rate	Per Hour	\$44.00	\$46.00	Y	\$2.00	4.55%
Multi - purpose Hall - Activity	Per Hour	\$55.00	\$57.50	Y	\$2.50	4.55%
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$32.00	\$32.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$63.00	\$51.50	Y	(\$11.50)	(18.25%)
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$32.00	\$21.50	Y	(\$10.50)	(32.81%)
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$63.00	\$34.50	Y	(\$28.50)	(45.24%)
Meetings / Regular Hire - Interview Room 1	Per Hour	\$29.00	\$15.00	Y	(\$14.00)	(48.28%)
Meetings / Regular Hire - Interview Room 2	Per Hour	\$31.00	\$25.00	Y	(\$6.00)	(19.35%)
Tennis Pavilion - Function	Per Hour	\$66.00	\$69.00	Y	\$3.00	4.55%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Tennis Pavilion - Function (4 Hours)	Per 4 Hours	\$207.00	\$216.00	Y	\$9.00	4.35%
Tennis Pavilion - Meeting/Activity	Per Hour	\$33.50	\$35.00	Y	\$1.50	4.48%
RCC Community Kitchen	Per Hour	\$37.00	\$39.00	Y	\$2.00	5.41%
RCC Community Kitchen - Community rate	Per Hour	New Fee	\$31.50	Y	New Fee	New Fee
Badminton/ Pickleball Court Hire *	Per Hour	\$25.00	\$26.00	Y	\$1.00	4.00%
Outdoor Court Hire *	Per Hour	\$24.00	\$25.00	Y	\$1.00	4.17%
Outdoor Court Hire (including lighting)	Per Hour	\$34.00	\$36.00	Y	\$2.00	5.88%
<i>* Senior groups are eligible to received a 40% discount on hire charges specified above.</i>						
<b>KNOX REGIONAL NETBALL CENTRE (KRNC)</b>						
<b>Stadium Charges - For Competition</b>						
Junior	Per Court Per Game	\$32.00	\$33.50	Y	\$1.50	4.69%
Senior	Per Court Per Game	\$69.00	\$72.00	Y	\$3.00	4.35%
Door Entry - Night Senior / Players and Spectators	Per Admission	\$3.00	\$2.00	Y	(\$1.00)	(33.33%)
<b>Stadium Charges - For Training</b>						
Weekdays / Court	Per Court Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Weekends / Court	Per Court Per Hour	\$51.00	\$53.50	Y	\$2.50	4.90%
Weekday - Outside staffed hours (min 3hours)	Per 2 Court Per Hour	New Fee	\$110.00	Y	New Fee	New Fee
Weekend - Outside staffed hours (min 3hours)	Per 2 Court Per Hour	New Fee	\$133.50	Y	New Fee	New Fee
<b>Room Hire</b>						

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Meeting Rooms - Association	Per Hour	\$33.50	\$35.00	Y	\$1.50	4.48%
Meeting Room - Casual hire	Per Hour	\$40.00	\$40.00	Y	\$0.00	0.00%
Saturday Association Room	Per Saturday	\$142.00	\$148.00	Y	\$6.00	4.23%
MDNA Administration Office	Per Annum	\$1,364.00	\$1,419.00	Y	\$55.00	4.03%
Multi - Purpose Room	Per Hour	New Fee	\$40.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Outdoor Courts</b>						
Casual Hire	Per Court Per Game	\$24.00	\$25.00	Y	\$1.00	4.17%
Casual Hire - Day (Tournaments)	Per Day	\$549.00	\$571.00	Y	\$22.00	4.01%
Association - Saturday	Per Court Per Annum	\$404.00	\$421.00	Y	\$17.00	4.21%
Night Use (lights) Per Court per hour	Per Court Per Hour	\$34.00	\$36.00	Y	\$2.00	5.88%
<b>KRNC Competitions</b>						
Competitions (KRNC)	Per Team Per Game	\$60.00	\$70.00	Y	\$10.00	16.67%
Team Registration KCC Competition	Per Team Per Season	\$60.00	\$63.00	Y	\$3.00	5.00%
<b>Functions</b>						
Casual Hire - Stadium Netball Usage (for 2 courts)	Min 8 Hours	\$682.00	\$710.00	Y	\$28.00	4.11%
Casual Hire - Functions (court 1 & 2) or (court 3 & 4)	Min 8 Hours	\$1,023.00	\$1,064.00	Y	\$41.00	4.01%
Casual Hire - Functions (court 1, 2, 3 & 4)	Min 8 Hours	\$1,987.00	\$2,067.00	Y	\$80.00	4.03%
Casual Hire - Function (min 3 hours)	Per 2 Court Per Hour	New Fee	\$133.50	Y	New Fee	New Fee
<b>CARRINGTON PARK LEISURE AND MULTIPURPOSE FACILITY</b>						
<b>LEISURE CENTRE</b>						
Activity Room	Per Hour	\$22.00	\$24.00	Y	\$2.00	9.09%
Art	Per Hour	\$12.00	\$13.50	Y	\$1.50	12.50%
Gym - Sport/Community	Per Hour	\$22.00	\$23.00	Y	\$1.00	4.55%
Gym - Activity	Per Hour	New Fee	\$24.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Meeting Room 1	Per Hour	\$12.00	\$13.50	Y	\$1.50	12.50%
Meeting Room 2	Per Hour	\$14.00	\$16.00	Y	\$2.00	14.29%
Meeting Rooms 1 and 2	Per Hour	\$25.00	\$28.00	Y	\$3.00	12.00%
Office	Per Hour	\$12.00	\$13.00	Y	\$1.00	8.33%
<b>MULTIPURPOSE CENTRE</b>						
Activity space 1- Main Hall	Per Hour	New Fee	\$52.00	Y	New Fee	New Fee
Activity space 1- Seniors and non-for-profits	Per Hour	New Fee	\$31.50	Y	New Fee	New Fee
Activity space 1- Main Hall (Function)	Per Hour	New Fee	\$92.00	Y	New Fee	New Fee
Activity space 2A	Per Hour	New Fee	\$21.00	Y	New Fee	New Fee
Activity space 2B	Per Hour	New Fee	\$17.00	Y	New Fee	New Fee
Activity space 2A&B	Per Hour	New Fee	\$34.00	Y	New Fee	New Fee
Activity space 3	Per Hour	New Fee	\$21.00	Y	New Fee	New Fee
Squash Courts	Per Hour	\$16.00	\$17.00	Y	\$1.00	6.25%
<b>AIMEE SEEBECK HALL</b>						
Hall - Day rate (before 5pm)	Per Hour	\$34.50	\$36.00	Y	\$1.50	4.35%
Hall - Evening rate (after 5pm)	Per Hour	\$34.50	\$36.00	Y	\$1.50	4.35%
Function Hire - Friday night (5pm - 12am)	Per 7 Hours	\$260.00	\$271.00	Y	\$11.00	4.23%
Function Hire - Saturday night (5pm - 12am)	Per 7 Hours	\$315.00	\$328.00	Y	\$13.00	4.13%
Hall - Day rate (before 5pm) - Community	Per Hour	New Fee	\$29.00	Y	New Fee	New Fee
Hall - Evening rate (after 5pm) - Community	Per Hour	New Fee	\$29.00	Y	New Fee	New Fee
Function Hire - Friday night (5pm - 12am) - Community	Per 7 Hours	New Fee	\$208.00	Y	New Fee	New Fee
Function Hire - Saturday night (5pm - 12am) - Community	Per 7 Hours	New Fee	\$260.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Indoor Leisure Centres - Activities</b>						
<i>The Indoor Leisure Centre co-ordinates a range of leisure activities across all Centres. The determination of fees associated with these programs considers direct and indirect costs and fees charged by competitors.</i>						
Basketball/Netball Court Hire - Single Casual Entry "Drop In"	Per Person	\$4.00	\$4.50	Y	\$0.50	12.50%
Yoga/Pilates	Per Session	\$16.00	\$16.00	Y	\$0.00	0.00%
Group Fitness Class	Per Session	\$11.50	\$12.00	Y	\$0.50	4.35%
Senior Exercise Class	Per Session	\$7.00	\$8.00	Y	\$1.00	14.29%
Senior Sports - Session (per 2 hours)	Per Session	\$5.50	\$6.00	Y	\$0.50	9.09%
Under 55yrs Sports - Session (per 2 hours)	Per Session	New Fee	\$8.50	Y	New Fee	New Fee
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$66.00	\$69.00	Y	\$3.00	4.55%
<b>Indoor Leisure Centres - Venue Hire</b>						
Clean Up Fee	Per Hour or Part Thereof	\$214.00	\$223.00	Y	\$9.00	4.21%
Delay Exit Fee	Per Hour or Part Thereof	\$214.00	\$223.00	Y	\$9.00	4.21%
Holding fee (regular hirers) for cancellation of booking within 48hours	Per Regular Booking	50% total daily booking fee	50% total daily booking fee	Y	\$0.00	0.00%
Knox City Council Staff (min 3 hours)	Per Hour	New Fee	\$83.00	Y	New Fee	New Fee
Knox City Council Umpires	Per Game	New Fee	\$40.00	Y	New Fee	New Fee
Speakers Hire only	Per Item Per Day	New Fee	\$30.00	Y	New Fee	New Fee
Speakers/Microphone set Hire	Per Item Per Day	New Fee	\$50.00	Y	New Fee	New Fee
Projector/Screen set Hire	Per Item Per Day	New Fee	\$30.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>KNOX COMMUNITY ARTS CENTRE</b>						
<b>Not for Profit / Community Group Rates:</b>						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Supper / Meeting Room (6 hours plus)	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Theatre - Bump in/rehearsal - minimum 4 hour booking. (Includes biobox , compulsory venue technician, kitchen, green room. Excludes Supper/Meeting Room)	Per Hour	New Fee	\$118.00	Y	New Fee	New Fee
Entire Facility - Bump In/rehearsal - minimum 4 hour booking (Includes Theatre bump in/rehearsal plus use of supper/meeting room)	Per Hour	New Fee	\$156.00	Y	New Fee	New Fee
Theatre - Production - Minimum 4 hour booking (Includes a bio box and compulsory venue technician, kitchen, green room and audience access to foyer. Excludes Supper/Meeting Room)	Per Hour	\$126.00	\$142.00	Y	\$16.00	12.70%
Entire Facility - Production - Min 4 hour booking (Exclusive access to all areas. Includes bio box and one compulsory technician. )	Per Hour	\$159.00	\$176.00	Y	\$17.00	10.69%
<b>Commercial Hire Rates</b>						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$65.00	\$68.00	Y	\$3.00	4.62%
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$57.00	\$60.00	Y	\$3.00	5.26%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$70.00	\$73.00	Y	\$3.00	4.29%
Theatre - Bump in/rehearsal - minimum 4 hour booking (Includes biobox, compulsory venue technician, kitchen, green room. Excludes Supper/Meeting Room)	Per Hour	New Fee	\$149.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Entire Facility - Bump In/rehearsal -minimum 4 hour booking (Includes Theatre bump in/rehearsal plus use of supper/meeting room)	Per Hour	New Fee	\$214.00	Y	New Fee	New Fee
Theatre - Production - Minimum 4 hour booking (Includes biobox, compulsory venue technician, kitchen, green room and audience access to foyer. Excludes Supper/Meeting Room)	Per Hour	\$211.00	\$230.00	Y	\$19.00	9.00%
Entire Facility - Production - Min 4 hour booking (Exclusive access to all areas. Includes bio box and one compulsory technician.)	Per Hour	\$264.00	\$285.00	Y	\$21.00	7.95%
<b>COMMUNITY SERVICES FACILITIES</b>						
Internal Hire Charge (all Centres if available)	Per Hour	New Fee	50% of community hire rates	Y	New Fee	New Fee
Community Services Facilities - Bonds (Refundable) This is a fee paid to managers of Council Community Facilities by casual hirers as security against damage and/or cleaning as a result of use of the facility. For more information about the applicable level of bond, please refer to Council's Casual Hire of Community Facilities Policy.						
Level 3 Security Bond	Per Function	\$1,222.00	\$1,271.00	N	\$49.00	4.01%
Level 2 Security Bond	Per Function	\$728.00	\$758.00	N	\$30.00	4.12%
Level 1 Security Bond	Per Function	\$375.00	\$390.00	N	\$15.00	4.00%

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Customer and Performance - Governance and Risk</b>						
<b>OFFICE ACCOMMODATION</b>						
<i>The Civic Centre meeting rooms are available for business and community functions at a competitive fee. The fee includes hall keeper and building costs to ensure cost recovery is achieved. Discounts and concessions apply under the policy for community and charitable organisations. Amounts have been rounded up to the nearest dollar as a practical fee for quoting and administering room bookings.</i>						
<b>Non Profit / Charitable</b>						
<u>Meeting Rooms 1 or 2</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$70.00	\$73.00	Y	\$3.00	4.29%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$117.00	\$122.00	Y	\$5.00	4.27%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
<b>Commercial</b>						
<u>Meeting Rooms 1 or 2</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$720.00	\$749.00	Y	\$29.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$366.00	\$381.00	Y	\$15.00	4.10%
Monday to Friday After 5.00pm	Per Day	\$1,279.00	\$1,331.00	Y	\$52.00	4.07%
- Half Day Rate - 3 Hours or Less	Half Day	\$640.00	\$666.00	Y	\$26.00	4.06%
Saturday or Sunday	Per Day	\$1,704.00	\$1,773.00	Y	\$69.00	4.05%
- Half Day Rate - 3 Hours or Less	Half Day	\$857.00	\$892.00	Y	\$35.00	4.08%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Non Profit / Charitable</b>						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$101.00	\$106.00	Y	\$5.00	4.95%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$207.00	\$216.00	Y	\$9.00	4.35%
<b>Commercial</b>						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,132.00	\$1,178.00	Y	\$46.00	4.06%
- Half Day Rate - 3 Hours or Less	Half Day	\$570.00	\$593.00	Y	\$23.00	4.04%
Monday to Friday After 5.00pm	Per Day	\$1,704.00	\$1,773.00	Y	\$69.00	4.05%
- Half Day Rate - 3 Hours or Less	Half Day	\$852.00	\$887.00	Y	\$35.00	4.11%
Saturday or Sunday	Per Day	\$2,258.00	\$2,349.00	Y	\$91.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,133.00	\$1,179.00	Y	\$46.00	4.06%
<b>Non Profit / Charitable</b>						
<u>Meeting Rooms - Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$202.00	\$211.00	Y	\$9.00	4.46%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$298.00	\$310.00	Y	\$12.00	4.03%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$356.00	\$371.00	Y	\$15.00	4.21%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Commercial</b>						
<u>Meeting Rooms – Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$2,257.00	\$2,348.00	Y	\$91.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,132.00	\$1,178.00	Y	\$46.00	4.06%
Monday to Friday After 5.00pm	Per Day	\$3,420.00	\$3,557.00	Y	\$137.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,710.00	\$1,779.00	Y	\$69.00	4.04%
Saturday or Sunday	Per Day	\$3,974.00	\$4,133.00	Y	\$159.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,988.00	\$2,068.00	Y	\$80.00	4.02%
<b>FREEDOM OF INFORMATION (FOI)</b>						
<i>The Freedom of Information Act 1982 sets an application fee at two fee units under the Monetary Units Act 2004. For detailed and complex requests additional charges can be made based on a fee for service basis.</i>						
F.O.I. Requests - Complex Requests	Per Application Per Request	Charge based on Service	Charge based on Service	N		

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Infrastructure - Community Infrastructure</b>						
<b>CHARGEABLE WORKS</b>						
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i.e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>						
Chargeable Works (Total direct costs + 50%)	Per Job	1.5 x (total direct cost)	1.5 x (total direct cost)	N	\$0.00	0.00%
<b>Road Opening Inspections:</b>						
Nature strip opening	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Connection to Council Drain or Kerbing	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Road Opening	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Concrete Crossing	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
General Concrete Works	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Weekend Supervision up to 3 hours	Per Hour	\$180.00	\$188.00	N	\$8.00	4.44%
Weekend Supervision greater than 3 hours	Per Hour	\$203.00	\$212.00	N	\$9.00	4.43%
Asset Protection Fees	Per Permit	\$260.00	\$270.00	N	\$10.00	3.85%
Information Request	Per Request	\$37.00	\$39.00	N	\$2.00	5.41%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>COUNCIL RESERVES</b>						
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i.e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>						
<b>Bonds (refundable)</b>						
All access permits	Per Application	\$1,612.00	\$1,677.00	N	\$65.00	4.03%
Temporary on - site storage material bonds	Per Application	\$806.00	\$839.00	N	\$33.00	4.09%
<b>Infrastructure - Sustainable Infrastructure</b>						
<b>REFUSE DISPOSAL</b>						
<b>GARBAGE, WASTE &amp; RECYCLE COLLECTION</b>						
<b>Residential:</b>						
Residential Waste Charge - Standard Services (80L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	\$298.00	\$434.90	N	\$136.90	45.94%
Residential Waste Charge - Reduced Services (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	New Fee	\$296.86	N	New Fee	New Fee
Residential Waste Charge - Additional bin exempt (80L+120L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	New Fee	\$434.90	N	New Fee	New Fee
Residential Waste Charge - Multi unit services (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	New Fee	\$296.86	N	New Fee	New Fee
Additional Food and Organics Bin 240 litre (previously green waste only)	Per Bin	\$100.00	\$138.04	N	\$38.04	38.04%
Garbage Bin upgrade surcharge 120 litre	Per Bin	\$96.00	\$61.70	N	(\$34.30)	(35.73%)
Additional Recycle Bin 240 litre	Per Bin	\$117.00	\$91.03	N	(\$25.97)	(22.20%)
Additional Garbage Bin 120 litre	Per Bin	\$431.00	\$166.50	N	(\$264.50)	(61.37%)

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Industrial / Commercial 240 litre bin:</b>						
Garbage weekly service, includes recycle weekly	Per Service	\$516.00	\$735.81	N	\$219.81	42.60%
Garbage 5 weekday service, includes recycle weekly	Per Service	\$1,970.00	\$2,433.76	N	\$463.76	23.54%
Garbage weekly service, waste only	Per Service	New Fee	\$538.02	N	New Fee	New Fee
Garbage 5 weekday service, waste only	Per Service	New Fee	\$2,217.98	N	New Fee	New Fee
Additional 240 litre Recycle Bin	Per Bin	\$125.00	\$276.11	N	\$151.11	120.89%
<b>Dorset Square Service:</b>						
Office based premises	Annual	\$356.00	\$520.80	N	\$164.80	46.29%
Retail based premises	Annual	\$1,059.00	\$1,340.50	N	\$281.50	26.58%
Food based premises less than 200 square metres floor area	Annual	\$3,174.00	\$3,806.59	N	\$632.59	19.93%
Food based premises greater than 200 square metres floor area	Annual	\$7,401.00	\$8,735.27	N	\$1,334.27	18.03%
<b>Non- Rateable Properties 240 litre bin with 240 litre recycle:</b>						
Garbage weekly service, includes recycle fortnightly	Per Service	\$400.00	\$498.36	N	\$98.36	24.59%
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$1,894.00	\$2,109.34	N	\$215.34	11.37%
Additional 240 litre Recycle Bin	Per Bin	\$117.00	\$91.03	N	(\$25.97)	(22.20%)
<b>Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:</b>						
Garbage weekly service, includes recycle fortnightly	Per Service	\$294.00	\$331.86	N	\$37.86	12.88%
Additional 240 litre Recycle Bin	Per Bin	\$117.00	\$91.03	N	(\$25.97)	(22.20%)
<b>MISCELLANEOUS WASTE CHARGES</b>						
<b>Hard Waste services</b>						
Additional Hard Waste Service	Per Booked Service	\$115.00	\$120.00	N	\$5.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Adopted 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Infrastructure - Operations</b>						
<b>OPEN SPACE MANAGEMENT</b>						
<b>Tree Removal</b>						
Removal of tree due to installation of new crossover	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Y		

**2023-24 DECLARATION OF RATES, CHARGES AND REBATES**

With respect to the 2023-24 financial and rating year and in accordance with Sections 158 and 169 of the *Local Government Act 1989*, Knox City Council declares:

1. That an amount of \$149,377,628 is intended to be raised by General Rates and Service Rates Charges, calculated as follows:
 

a. General Rates	\$118,154,834
b. Residential Garbage Charge	\$26,168,981
c. Optional Garbage Charges	\$5,053,813
  
2. General Rates will be raised by the application of differential rates.
  
3. Council considers that differential rates will contribute to the equitable and efficient delivery of Council functions that:
  - a. The respective objectives of each differential rate be those as specified in the schedule to this declaration;
  - b. The respective types or classes of land which are subject to each differential rate be those as defined in the schedule to this declaration;
  - c. The respective uses and levels of each differential rate in relation to those respective types or classes of land be those as described in the schedule to this declaration; and
  - d. The relevant use of, geographical locations of, planning scheme zonings of and types of buildings on the respective types or classes of land be those as identified in the schedule to this declaration.
  
4. That the General Rates will be raised by the application of the differential rates to the Capital Improved Value of each rateable land.
  
5. That seven (7) differential rating categories be declared for the rateable land have the characteristics specified below, which will form the criteria for the differential rate so declared:
  - a. **Vacant Land (refer Schedule A)**  
Any Land on which there is no building.
  
  - b. **Derelict Land (refer Schedule A)**  
Any land that contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.
  
  - c. **Retirement Village Land (refer Schedule A)**  
Any Land which is used primarily for the purposes of a retirement village.
  
  - d. **Commercial Land (refer Schedule A)**  
Any Land which is used primarily for commercial purposes.
  
  - e. **Industrial Land (refer Schedule A)**

Any Land which is used primarily for industrial purposes.

**f. Recreation Land (refer Schedule A)**

Any Land as defined as Cultural and Recreational Land in accordance with the *Cultural and Recreational Lands Act 1963*.

**g. Residential Land (refer Schedule A)**

Any Land which is not Vacant Land, Derelict Land, Retirement Village Land, Commercial Land, Industrial Land or Recreation Land.

6. The rates to apply to the differential categories declared are as follows:

<b>Differential Category</b>	<b>Cents in the Dollar of Capital Improved Value</b>
Vacant Land	0.45686
Derelict Land	0.45686
Retirement Village Land	0.11422
Commercial Land	0.38072
Industrial Land	0.40356
Residential Land	0.15229
Recreational Land	0.15229

7. No municipal charge to be declared.

8. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$434.90 in respect of each separate parcel of Rateable Residential Land.

9. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$434.90 in respect of each separate parcel of Rateable Residential Land, including an additional 120 litre bin for the collection of domestic waste where there are extra medical waste needs, or two or more children in disposable nappies.

10. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$296.86 in respect of each separate parcel of Rateable Residential Land where it is shown that a food organics and garden organics bin is not required.

11. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$296.86 in respect of each separate parcel of Rateable Residential Land where a multi unit service shows that a food organics and garden organics bin is not required.

12. Declare an annual service charge for the collection and disposal of refuse in the sum of, and based on the criteria, as follows:

a. Any land within Council's municipal district which is used primarily for residential purposes:

i. \$61.70 per service for each land, where the service is for the optional 120 litre bin used for the collection of domestic waste.

- ii. \$138.04 for each additional 240 litre bin supplied in respect of the land for the collection of food and organic waste.
  - iii. \$166.50 for each additional 120 litre bin supplied in respect of the land for the collection of domestic waste.
  - iv. \$91.03 for each additional 240 litre recycling bin supplied in respect of the land.
  - v. \$120.00 for each additional hard waste service in respect of the land.
- b. Any land within Council's municipal district which is used primarily for commercial or industrial purposes:
- i. \$735.81 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a bin at the frequency of once per week.
  - ii. \$2,433.76 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of a bin at the frequency of five (5) times per week.
  - iii. \$538.02 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a bin at the frequency of once per week – waste only.
  - iv. \$2,217.98 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of a bin at the frequency of five (5) times per week – waste only.
  - v. \$276.11 for each additional 240 litre recycling bin supplied in respect of the land.
  - vi. \$520.80 per annum for each office based premise, where the access to a waste removal service is requested by the owner of the land (or the agent of the owner) at Dorset Square, Boronia.
  - vii. \$1,340.50 per annum for each retail based premise, where the access to a waste removal service is requested by the owner of the land (or agent of the owner) at Dorset Square, Boronia.
  - viii. \$3,806.59 per annum for each food based premise less than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
  - ix. \$8,735.27 per annum for each food based premise greater than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
- c. Any land within Council's municipal district which is not rateable land:
- i. \$498.36 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the

- collection and disposal of the contents of a 240 litre bin at the frequency of once per week.
- ii. \$2,109.34 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 240 litre bin at the frequency of five (5) times per week.
  - iii. \$331.86 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 120 litre bin at the frequency of once per week.
  - iv. \$91.03 for each additional 240 litre recycling bin supplied in respect of the land.
  - v. \$120.00 for each additional hard waste service in respect of the land.
13. Declare a rebate to each owner of rateable land who is an eligible recipient within the meaning of the *State Concessions Act 2004*. The rebate in respect of each rateable land so owned is a maximum of \$100.00. This rebate is beneficial to the community as a whole in that it eases the rates burden of vulnerable ratepayers.
14. Declare a rebate, to be known as the Cultural and Recreational Community Land Rebate (refer Schedule A), to each owner of rateable Recreation Land. The rebate in respect of each rateable land so owned is a maximum of 35% of the general rates payable.
15. Declare a rebate, to be known as the Community Benefit Land Rebate (refer Schedule A) to each owner of eligible Community Benefit Land. The rebate in respect of each rateable land so owned is a maximum of 75% of the general rates payable.
16. Subject to Sections 171, 171A, 172 of the *Local Government Act 1989*, Council will require a person to pay interest on any rates and charges which:
- a. That person is liable to pay; and
  - b. Have not been paid by the date specified for their payment.
17. An interest rate of 10.00% per annum be charged on all outstanding rates and debtor accounts.
18. The dates for payments of rates and charges being as follows:
- a. Payment in Full in a lump sum on or before 15 February 2024; or
  - b. Payment made by four (4) instalments, with instalments due as follows:
 

i. 1 <sup>st</sup> Instalment	30 September 2023
ii. 2 <sup>nd</sup> Instalment	30 November 2023
iii. 3 <sup>rd</sup> Instalment	29 February 2024
iv. 4 <sup>th</sup> Instalment	31 May 2024; or
  - c. Payment made by nine (9) instalments, with instalments due as follows:
 

i. 1 <sup>st</sup> Instalment	30 September 2023
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- ii. 2<sup>nd</sup> Instalment 31 October 2023
- iii. 3<sup>rd</sup> Instalment 30 November 2023
- iv. 4<sup>th</sup> Instalment 31 December 2023
- v. 5<sup>th</sup> Instalment 31 January 2024
- vi. 6<sup>th</sup> Instalment 29 February 2024
- vii. 7<sup>th</sup> Instalment 31 March 2024
- viii. 8<sup>th</sup> Instalment 30 April 2024
- ix. 9<sup>th</sup> Instalment 31 May 2024

**SCHEDULE A****Vacant Land****Definition/Characteristics:**

Any land on which there is no building.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Encouragement of development/and or improvement of land; and
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health & community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

## **Derelict Land**

### **Definition/Characteristics:**

Any land that contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

### **Dilapidated buildings**

An owner or occupier of land:

- a) must not allow a building located on that private land to:
  - i. become dilapidated; or
  - ii. become dilapidated further; and
- b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Promotion of the property to be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area; and
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health & community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

## **Retirement Village Land**

### **Definitions/Characteristics:**

Any land which is used primarily for the purposes of a retirement village.

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council on behalf of the retirement village sector.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

## **Commercial Land**

### **Definitions/Characteristics:**

Any land which is used primarily for the purposes of a commercial land.

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

## **Industrial Land**

### **Definitions/Characteristics:**

Any land which is used primarily for the purposes of an industrial land.

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

## Recreational Land

### Definitions/Characteristics:

Any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities, in accordance with the Cultural and Recreational Lands Act 1963.

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council in cultural and recreational sporting programs and infrastructure.

### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

## **Residential Land**

### **Definitions/Characteristics:**

Any land which is not Vacant Land or Derelict Land, Retirement Village Land, Industrial Land, Commercial Land, or Cultural and Recreational Land.

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

### Community Land Rebates

In accordance with Section 169 of the *Local Government Act 1989*, Knox City Council declares the following rebates, to be known as Community Land Rebates.

1. A Cultural and Recreational Community Land Rebate will be granted under Section 169 of the *Local Government Act 1989* for all land that is:
  - a. Recreational Land as defined by the *Cultural and Recreational Lands Act 1963*; and
  - b. Subject to Council's Recreational Land Rate.

The rebate in respect of each rateable land so owned is a maximum of 35% of the general rates payable.

2. A Community Benefit Land Rebate will be considered under Section 169 of the *Local Government Act 1989* for all Community Benefit Land. Community Benefit Land, for the purposes of considering a rebate under Section 169 of the *Local Government Act 1989* is all land that:
  - a. Is vested in or occupied by a body corporate or unincorporate which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives, and is bound by its constitution or rules of association to apply its profits in promoting its objectives and prohibits the payment of any dividend or amount to its members;
  - b. Is subject to Council's Commercial Land Rate or Industrial Land Rate; and
  - c. Does not generate income from the operation of electronic gaming machines.

The owner of Community Benefit Land must apply for the Community Benefit Land Rebate each financial year. An application for a Community Land Rebate, submitted to the Chief Executive Officer for consideration, must include:

- d. A copy of the body's rules or constitution where incorporated, or evidence of the body's purposes where not incorporated;
- e. Audited financial statements;
- f. A statement outlining the community services delivered or to be delivered and/or community benefits provided or to be provided during the year in which the Community Benefit Land Rebate was/will be granted.

Where granted, the rebate in respect of each rateable land so owned is a maximum of 75% of the general rates payable.



# Revenue and Rating Plan 2021-2025



Updated 11 April 2023

## Contents

1. Purpose.....	3
2. Introduction .....	5
3. Community Engagement.....	6
4. Rates and Charges .....	7
4.1 Rating Legislation.....	8
4.2 Rating Principles.....	9
4.3 Rates and Charges Revenue Principles.....	11
4.4 Determining which Valuation Base to Use .....	11
4.5 Property Valuations.....	14
4.6 Supplementary Valuations .....	15
4.7 Objections to Property Valuations.....	15
4.8 Rating Differentials.....	15
4.9 Municipal Charge.....	21
4.10 Special Rates and Charges.....	22
4.11 Service Rates and Charges.....	23
4.12 Collection and Administration of Rates and Charges.....	24
5. Other Revenue Items .....	28
5.1 User Fees and Charges.....	28
5.2 Statutory Fees and Charges .....	29
5.3 Grants .....	30
5.4 Contributions.....	30
5.5 Interest on Investments.....	30
5.6 Sale of Assets.....	31

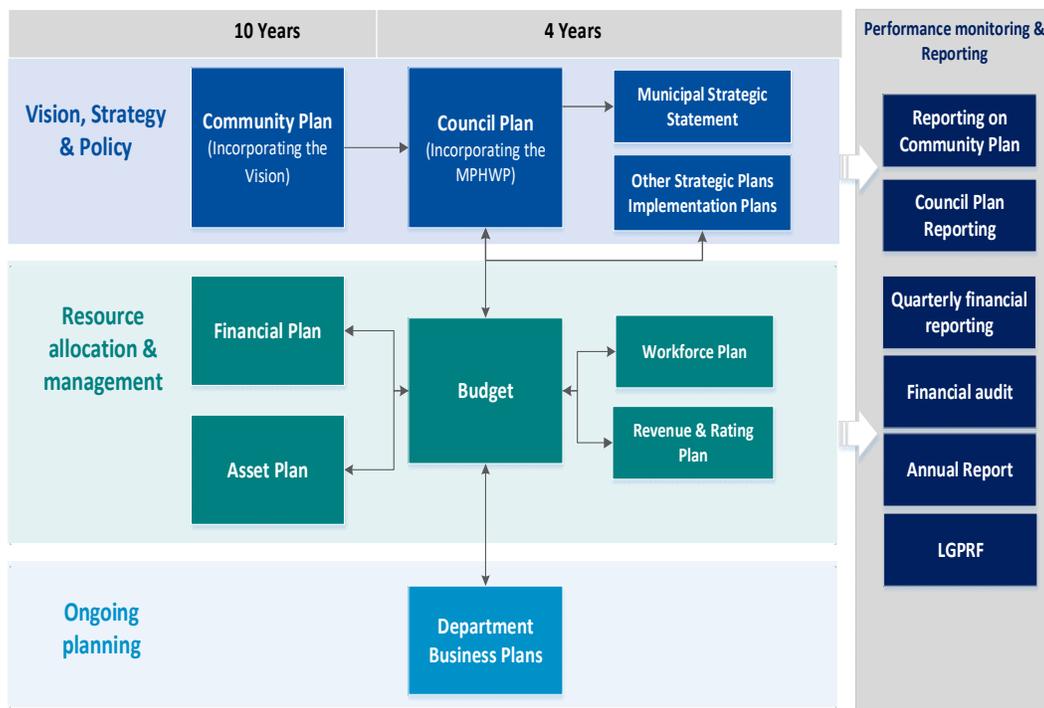
# 1. Purpose

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council which, in conjunction with other income sources, will adequately finance the objectives in the Council Plan.

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

This plan is an important part of Council’s integrated planning framework, all of which is created to help Council achieve its community vision: *“Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive”*.

Strategies outlined in this plan align with the key directions contained in the Community and Council Plans and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council’s strategic planning and reporting framework.



This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 1989* and *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

## 2. Introduction

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.

Council's revenue sources include:

- Rates and Charges
- Waste and garbage charges
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (ie developers, community groups)
- Interest from investments
- Sale of Assets

Rates are the most significant revenue source for Council and make up over 70% of total annual revenue, with 14% of income from grants and 8% raised through user fees, statutory fees and fines and 6% from contributions and other income.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise rate revenue above the rate cap unless application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council. This strategy will address Council's reliance on rate income and provide options to actively reduce that reliance.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

### 3. Community Engagement

During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plans.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and members of Council's Advisory Committees took part in various engagement activities to:

- Gain an understanding of the community's aspirations for the future of Knox.
- Test the data gathered through research.
- Gain feedback on the goals in the current plan.
- Identify priority areas for the community and Council.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the work of Council.

Council and the community will work together, focusing on these Key Directions over the next 10 years to achieve our vision:

- **Opportunity and Innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities. It's a place where people and business can thrive.
- **Neighbourhoods, Housing and Innovation** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- **Natural Environment and Sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- **Connection, Resilience and Wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- **Civic Engagement and Integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard

## 4. Rates and Charges

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of two key elements. These are:

- General Rates – Based on property values (using the Capital Improved Valuation methodology), which are indicative of perceived capacity to pay and form the central basis of rating under the *Local Government Act 1989*; and
- Service Charges – A ‘user pays’ component for council services to reflect benefits provided by Council to ratepayers who benefit from a service.

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, commercial / industrial, or if the land is vacant or property derelict. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

The Knox City Council rating structure comprises seven differential rates:

- Residential
- Retirement village
- Commercial
- Industrial
- Recreational
- Vacant land
- Derelict land

These rates are structured in accordance with the requirements of Section 161 ‘Differential Rates’ of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council’s annual budget.

Rates and charges are an important source of revenue, accounting for around 70% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community

sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

#### 4.1 Rating Legislation

Following the introduction of the *Local Government Act 2020*, council operates under provisions in the *Local Government Act 1989* and the *Local Government Act 2020*.

The legislative framework set out in the *Local Government Act 1989* determines council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157(1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) the total amount that the Council intends to raise by rates and charges;
- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c) a description of any fixed component of the rates, if applicable;
- d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*; and
- e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*.

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement:

- a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual Knox City Council budget.

In seeking to achieve its primary objective, Council must have regard to the following objectives:

- a) Promote the social, economic and environmental viability and sustainability of the municipal district;
- b) Ensure resources are used efficiently and effectively;
- c) Improve the overall quality of life of the people in the local community;
- d) Promote appropriate business and employment opportunities;
- e) Ensure services and facilities provided are accessible and equitable
- f) Ensure the equitable imposition of rates and charges; and
- g) Ensure transparency and accountability in Council decision making.

The issue of equity must therefore be addressed in the Revenue and Rating Strategy, and this strategy has paid careful attention to this aspect.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

### Exemptions from Rating

Section 154 of the *Local Government Act 1989* declares that all land is rateable with a number of exceptions including land occupied for municipal purposes, land used exclusively for charitable purposes, land used exclusively for religious or religious education purposes, and land used exclusively for certain clubs or memorials under the *Veterans Act 2005*, Returned Services Leagues and related associations as defined.

## 4.2 Rating Principles

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, it is a much more vexed question in terms of how to define and determine what is in fact equitable in the view of Council.

In considering what rating approaches are equitable, Council needs to have regard to the principles of taxation which are:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

### Wealth Tax

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

### Equity

Equity is a subjective concept that is difficult to define. What is considered fair for one person may be considered unfair for another. There are two main equity concepts used to guide the development of rating strategies (and taxation more generally):

*Horizontal equity* – refers to justice or fairness in the treatment of like properties. In other words, ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

*Vertical equity* – refers to the justice or fairness in the treatment of properties in different circumstances. Those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden). In the case of property rates, it may be considered equitable for one type of property to have to bear more or less of the rates burden than another type of property. In achieving vertical equity in its Revenue and Rating Strategy, Council must consider the valuation base it chooses to adopt to apply property rates and the application of the various rating tools available to it under the Act (e.g. differential rates).

### Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

### Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

### Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden. One of the more misunderstood elements of the rating system is that residents seek to equate the level of rates paid with the amount of benefit they individually achieve. The reality is however property rates are a system of taxation not dissimilar to P.A.Y.G tax. In paying a tax on salaries, it is rarely questioned what benefit is received with it being acknowledged that tax payments are required to pay for critical services such as health, education and social support. Local Government is not dissimilar, with rates being required to subsidise the delivery of services and capital works that would otherwise be unaffordable if charged on a case by case basis.

### Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates. The valuation of property is an imperfect system in which to assess a resident’s capacity to pay annual rates but one which Council is restricted to under the Act. A frequently raised example is in relation to pensioners who may live in their family home which carries a high value, but live on a pension. The equity question for consideration however, is should Council support residents in this situation with lower rates that will eventually be to the financial benefit of estate beneficiaries? Or alternatively should the ability to defer rates (in total or in part) represent a more equitable outcome for all ratepayers?

### Diversity

The capacity of ratepayers within a group to pay rates. Despite the “likeness” of members of property classes, there will also be considerable diversity with each class.

### Summary

Simultaneously applying all of these criteria it is imperative to ensure a balanced approach as possible. The rating challenge for Council therefore is to determine the appropriate balancing of competing

considerations.

### 4.3 Rates and Charges Revenue Principles

Property rates will:

- be reviewed annually;
- not change dramatically from one year to next; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating should be applied as equitably as is practical and will comply with the *Ministerial Guidelines for Differential Rating 2013*.

### 4.4 Determining which Valuation Base to Use

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- Capital Improved Value (CIV) – Value of land and improvements upon the land.
- Site Value (SV) – Value of land only.
- Net Annual Value (NAV) – Rental valuation based on CIV.

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

#### Capital Improved Value (CIV)

Capital Improved Value is the most commonly used valuation base by local government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Under the CIV method Councils also have the ability to apply differential rates.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if:

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

#### Advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.

- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows council to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.
- The Fire Services Property Levy is calculated on the CIV and continued use of this reinforces the principle of calculating rates based on CIV.

#### Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

#### Site Value (SV)

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Knox City Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector, and would hinder council's objective of a fair and equitable rating system.

In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Knox City Council.

#### Advantages of Site Value

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm-land and residential use land.

#### Disadvantages of using Site Value

- There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks.
- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. Farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.
- The Fire Services Property Levy is calculated on the CIV and use of different valuations could also cause confusion as this levy is shown on the Rates Notice.

- SV may not necessarily reflect the income level/capacity to pay of the property owner.

### Net Annual Value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

### Summary Valuation Base

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Knox City Council will apply Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements. This application is for the following reasons:

- CIV is considered to be the closest approximation to an equitable basis for distribution of the rating burden.
- CIV provides Council with the option to levy a full range of differential rates if required. Limited differential rating is available under the other rating bases.
- It should be noted that most of the 79 Victorian Councils apply CIV as their rating base and as such, it has a wider community acceptance and understanding than the other rating bases.

Differential rating allows (under the CIV method) council to shift part of the rate burden from some groups of ratepayers to others, through different "rates in the dollar" for each class of property.

The perceived advantages of utilising a differential system are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises;
- Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector;
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome; and
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community.

The perceived disadvantage in applying differential rating is the justification of the differential rate can at times be difficult for the various rating groups to accept. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups. This gives rise to queries, objections and complaints where the differentials may seem to be excessive. Section 161(1) of the *Local Government Act 1989* outlines the requirements relating to differential rates, which include:

- a) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
- b) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Council's functions and must include the following:
  - i. A definition of the types or classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.
  - ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).
  - iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rates;
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act 1989*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

All three types of valuation method have a common basis in that rates are based on the property value which may not necessarily reflect the annual income of the ratepayer for example pensioners and low income earners.

#### 4.5 Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. Knox City Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

There is a common misconception that if a property's valuation rises then Council receives a "windfall gain" with additional income. Any increase to total valuations of the municipality is offset by a reduction to the rate in dollar (ad valorem rate) used to calculate the rate for each property. The implementation of the Fair Go Rates System (also known as Rate Capping) places a cap on the average rates per assessment.

## 4.6 Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

## 4.7 Objections to Property Valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to the Knox City Council. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).

## 4.8 Rating Differentials

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

### Residential Land

#### Definitions/Characteristics:

Any land which is not Vacant Land or Derelict Land, Retirement Village Land, Industrial Land, Commercial Land, or Cultural and Recreational Land.

#### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

#### Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

**Retirement Village Land**

**Definitions/Characteristics:**

Any land which is used primarily for the purposes of a retirement village.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council on behalf of the retirement village sector.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

**Commercial Land**

**Definitions/Characteristics:**

Any land which is used primarily for the purposes of a commercial land.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year

**Industrial Land**

**Definitions/Characteristics:**

Any land which is used primarily for the purposes of an industrial land.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred

to in the relevant Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2023-24 financial year.

**Recreational Land**

**Definitions/Characteristics:**

Any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities, in accordance with the *Cultural and Recreational Lands Act 1963*.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council in cultural and recreational sporting programs and infrastructure.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Vacant Land**

**Definition/Characteristics**

Any land on which there is no building.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Encouragement of development/and or improvement of land; and
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health and community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory, and service provision obligations.

#### **Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

#### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

#### **Geographic Location:**

Wherever located within the municipal district.

#### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

#### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

## **Derelict Land**

#### **Definition/Characteristics**

Any land that contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

Dilapidated buildings

An owner or occupier of land:

(a) must not allow a building located on that private land to:

(i) become dilapidated; or

(ii) become dilapidated further; and

(b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Promote the property be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area.
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health and community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory, and service provision obligations.

**Types and Classes:**

Rateable land having the relevant characteristics described in the definition/characteristics.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

## 4.9 Municipal Charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of council's administrative costs can be seen as an equitable method of recovering these costs.

The argument against a municipal charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges than they would if it was removed. The equity objective in levying rates against property values is reduced by using a municipal charge as it is levied uniformly across all assessments.

Knox City Council's strategy position is that it will not apply a Municipal Charge.

#### 4.10 Special Rates and Charges

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- a. the wards, groups, uses or areas for which the special rate or charge is declared; and
- b. the land in relation to which the special rate or special charge is declared;
- c. the manner in which the special rate or special charge will be assessed and levied; and
- d. details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied.

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge, Section 163 of the *Local Government Act 1989* enables Council to declare a special rate or charge or a combination of both for the purposes of:

- Defraying any expenses; or
- Repaying with interest any advance made or debt incurred or loan raised by Council.

There are detailed procedural requirements that Council needs to follow to introduce a special rate or charge, including how Council can apply funds derived from this source.

Section 185 of the *Local Government Act 1989* provides appeal rights to VCAT in relation to the imposition of

a special rate or charge. The Tribunal has wide powers, which could affect the viability of the special rate or charge. It can set the rate or charge completely aside if it is satisfied that certain criteria are not met. Council should be particularly mindful of the issue of proving that a special benefit exists to those that are being levied the rate or charge.

Differential rates are much simpler to introduce and less subject to challenge. There may be instances however where a special charge is desirable due to the raising of the levy by use of CIV not being equitable.

Special rates for retail associations are an effective tool utilised across the sector to assist in delivering the business development and employment strategies within the particular business district. The special rates collected from the businesses operating in these shopping centres/ business districts are utilised for projects endorsed by business district retail associations and provided to Council.

Special rates schemes are reviewed at their expiry and not during the budget process. Special charges are subject to consultation and resolution of Council for a charge to be declared.

Council's position is that it may consider the use of special rates and charges in instances that fit the following circumstances:

- Funding of narrowly defined capital projects (e.g. streetscape works) where special benefit can be shown to exist to a group of property owners.
- Raising funds for a dedicated purpose where the use of CIV is not the most equitable method of calculating property owner contributions.
- Covering the cost of an expense relating to a specific group of ratepayers (e.g. Business precincts).

Knox City Council does not have in place any special rates and charges.

#### 4.11 Service Rates and Charges

Section 162 of the *Local Government Act 1989* provides council with the opportunity to raise service rates and charges for any of the following services:

- a. The provision of a water supply;
- b. The collection and disposal of refuse;
- c. The provision of sewage services;
- d. Any other prescribed service.

Council currently applies a Residential Garbage Service Charge for the collection and disposal of residential waste to all residential land properties eligible for a Council waste service. The Residential Garbage Charge provides for the collection and disposal of general waste, recyclables, food organics and green organics (FOGO), kerbside bundled green waste and kerbside hard rubbish.

For declared residential service areas, the service composition is an 80L general waste bin, a 240L recycling bin and a 240L green FOGO bin. In addition, kerbside bundled green waste and kerbside hard waste services are provided.

Residents may apply for an upgraded 120L general waste bin, a secondary 120L general waste bin, a secondary 240L recycling bin or a secondary 240L FOGO bin. These secondary bins all incur additional charges, except for where a valid exemption applies..

Timely delivery of these bins is dependent on the property owner making contact with Council and

requesting a new or changed service.

Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of the waste services. Waste services recovered in the waste charge are:

- Garbage collection service
- Kerbside recycling collection service
- Hard rubbish collection service
- Litter bin collection service
- Street cleaning service
- Landfill remediation
- Bundled green waste service
- Food organics and green organics (FOGO) waste collection service (from July 2023)

When determining the annual financial year waste service charge, Council will set the charge/fee levels through its annual budget and will determine value/movement in these charges with reference to changes in the cost of service delivery. The residential waste charge setting will be included as part of the budget engagement process annually.

Waste charges will be calculated on a full economic operating and capital replacement expenses cost recovery basis. This includes passing-on any cost increases resulting from State Government fees, legislation or levies associated with waste collection and disposal.

The garbage service charge is not capped under the Fair Go Rates System, and Council will allocate any surplus funds from this charge towards the provision of waste services.

User fees and charges are in place for the provision of commercial waste disposal and collection, industrial waste disposal and collection, and secondary residential services above those covered by the Residential Garbage Service Charge.

It is recommended that council retain the existing Residential Garbage Service Charge.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

#### **4.12 Collection and Administration of Rates and Charges**

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

##### **Payment Options**

Rates and charges can be paid in full or by instalments on or before the following dates.

Payments in full must be paid by 15 February.

In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Knox City Council also offer payment by nine instalments, with due dates as follows:

- 1st Instalment: 30 September
- 2nd Instalment: 31 October
- 3rd Instalment: 30 November
- 4th Instalment: 31 December
- 5th Instalment: 31 January
- 6th Instalment: 28 February
- 7th Instalment: 31 March
- 8th Instalment: 30 April
- 9th Instalment: 31 May

Council offers a range of payment options including:

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash);
- online via Council's ratepayer portal, direct debit (available for in full, four and nine monthly instalment payments);
- BPAY;
- Telephone (credit card);
- Australia Post (over the counter); or
- by mail (cheques and money orders only).

The *Local Government Act 1989* provides that incentives for prompt payment may be offered. Discounts for early payment should be based on cash flow benefit to council.

Council does not offer incentives for prompt payment primarily as:

- It would only benefit cash rich ratepayers;
- Council already provides a number of payment options and methods for ratepayers to pay their rates; and
- It would be administratively cumbersome and costly.

#### Interest on Arrears and Overdue Rates

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

#### Pensioner Rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

In addition to the State Government pensioner rebate, Knox City Council offers a further flat rebate for each eligible property (currently \$100) which supplements the State rebate.

#### Community Land rebates

Council will declare two Community Land Rebates to acknowledge the contribution to Knox by community groups and bodies:

- Cultural and Recreational Community Land Rebate – a maximum rebate of 35% of the general rates payable will be applied to all rateable Recreational Land properties.
- Community Benefit Rebate – a maximum rebate of 75% of the general rates payable for all rateable Commercial Land or Industrial Land properties that apply and are successful in recognition as Community Benefit Land.

### Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to apply for a payment plan or extension via the Council website. If an online application cannot be made, Council can be contacted directly on 03 9298 8000.

### Payment Assistance Policy

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. The purpose of the Payment Assistance Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. Ratepayers seeking to apply for such provision will be required to apply for a payment plan or extension via the Council website. If an online application cannot be made, Council can be contacted directly on 03 9298 8000.

Council does not waive rates and charges levied on a property. Council assesses each case on its merits when considering assistance.

### Debt recovery

Council makes every effort to contact ratepayers at their notified address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires the buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

**Fire Services Property Levy**

In 2013 the Victorian State Government passed legislation (the *Fire Services Property Levy Act 1989*) requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

The pensioner concession for the Fire Services Property Levy applies to those who are eligible to receive a pensioner concession from their local council for rates. The pensioner concession is currently a \$50 reduction for the eligible pensioner's property, which is used exclusively as the owners' principal place of residence.

Property owners who currently receive a council rates concession for their principal place of residence automatically receive the Fire Services Property Levy concession.

## 5. Other Revenue Items

### 5.1 User Fees and Charges

Knox City Council provides a wide range of services, for which users pay a fee or charge which covers at least part of the cost of supply. The level of some fees and charges are statutorily set, however many are at the discretion of Council. Legislation provides for local governments to levy fees and charges.

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Sound financial management of community service delivery requires fees and charges to reflect the cost of providing a service of a particular quality, moderated by considerations of affordability, accessibility and equity, as well as community expectations and values.

Council's financial resources are limited. The majority of Council's revenue comes from rates. Although a relatively small proportion; fees and charges are an important source of income and increasingly so in a rate-capped environment.

Examples of user fees and charges include:

- Kindergarten and Childcare fees
- Waste Management fees
- Aged and Health Care service fees
- Leases, recreational reserve and facility hire fees

The provision of infrastructure and services form a key part of council's role in supporting the local community and enhancing community wellbeing. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a. Market Price
- b. Full Cost Recovery Price
- c. Subsidised Price

#### Market pricing (A)

This includes services that provide discretionary activities not mandated by legislation or agency agreements. These activities may provide revenue support and complement other social policy actions.

Ideally, the price should achieve full cost recovery and be at a level similar to those charged in the market as a whole. If a price less than full cost recovery is contemplated, Council may consider a review of whether it

should provide the service, or whether there is a community service obligation that warrants a public interest test.

Council is required to price services that compete in the open market on a 'level playing field' basis and to make any decision to depart from a commercial basis for pricing of services transparent. Any Council service that competes in the open market may be subject to competitive neutrality requirements if it is a significant business activity as determined by market share or sales volume.

### Full cost recovery price (B)

Full cost recovery price aims to recover all direct and overhead costs incurred by Council. This pricing should be used in particular where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

### Subsidised pricing (C)

Subsidised pricing is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. council provides the service free of charge) to partial subsidies, where council provides the service to the user with a discount. The subsidy can be funded from council's rate revenue or other sources such as Commonwealth and state funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

Council will develop a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

## 5.2 Statutory Fees and Charges

Where fees are set by State Government statute (Statutory Fees); Council has no ability to alter the fee. These fees are fixed and result in a growing cost to the general ratepayer to provide services as the level of cost recovery is diminished over time. Fees will be amended in line with any increases should one be determined by State Government over the course of the year.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

### Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

### Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the Supreme Court registrar of probates is 1.6 fee units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

## 5.3 Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

## 5.4 Contributions

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements;
- Monies collected under developer contribution plans and infrastructure contribution plans;
- Contributions from user groups towards the upgrade of facilities;
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements

## 5.5 Interest on Investments

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per council's

Investment Policy, which seeks to invest public funds in a manner which will provide the highest investment return with the maximum security of invested capital while meeting the daily cash flow demands of Council.

## 5.6 Sale of Assets

Council's Asset Management Policy states that decisions to rationalise assets will be aligned with service planning requirements and relevant Council policies. Disposal of surplus assets shall be based on a lifecycle costs assessment and service planning demand data.

The purpose of council's Sale of Land and Buildings Policy is to:

- optimise the value of property assets to the community, including the evaluation of unused or redundant assets and realising the funds tied up in these assets in order to acquire, develop or improve other assets;
- guide the strategic management of its property portfolio for the long-term best interests of the community; and
- define the process for identifying and proceeding with the sale of any Council owned land (with or without improvements) and to identify how the proceeds from land sales are to be allocated.

The decision to sell Council owned land is made carefully, considering the current and future needs of the municipality, and maximising public value (both financial and non-financial).

**KNOX**  
your city



**Financial Plan  
2023 - 2033**

## Contents

1. Executive Summary .....	3
2. Legislative Requirements .....	4
2.1. Strategic Planning Principles .....	5
2.2. Financial Planning Principles .....	5
2.3. Community Engagement .....	5
2.4. Service Performance Principles .....	6
2.5. Asset Plan Integration .....	6
2.6. Financial Risk Management .....	7
3. Financial Plan Context .....	8
3.1. Financial Policy Statements .....	8
3.2. Strategic Actions .....	9
3.3. Assumptions to the Financial Plan Statements .....	9
4. Financial Plan Statements .....	13
4.1. Comprehensive Income Statement .....	14
4.2. Balance Sheet .....	15
4.3. Statement of Changes in Equity .....	16
4.4. Statement of Cash Flows .....	18
4.5. Statement of Capital Works .....	20
4.6. Statement of Human Resources .....	22
4.7. Planned Human Resources Expenditure .....	23
5. Financial Performance Indicators .....	27
6. Strategies and Plans .....	30
6.1. Borrowing Strategy .....	30
6.2. Reserves Strategy .....	30

# 1. Executive Summary

## Purpose of the Long Term Financial Plan

Knox City Council's Long Term Financial Plan (LTFP) is the key financial planning document that is governed by a series of financial strategies and accompanying performance indicators that Council considers and adopts. It establishes the financial framework upon which sound financial decisions are made.

The LTFP covers a 10-year period from 2023-24 to 2032-33. The LTFP is a decision making tool and is not intended to be a document that specifically indicates what services/proposals or funds should be allocated; rather it identifies Council's current and projected financial capacity to continue delivering quality services, facilities and infrastructure, whilst living within our means.

This document outlines the key performance indicators, key assumptions and an overview of each key element of the Plan. Each year the 10-Year Financial is reviewed and updated to reflect the current circumstances of Council.

The Plan effectively takes the assumptions and budget parameters that have been applied to the 2023-24 budget (which covers a four-year period) and extends these out into years 5-10 to give a longer term view of Council's financial viability and outcomes.

## Key Financial Challenges

The introduction of rate capping in the 2016-17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. The rate cap is often much lower than inflation. For Knox City Council rate revenue represents over 70% of our total revenue. The State Government rate cap has a compounding impact on Council's rate revenue annually.

A major challenge Council faces is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths in areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

For Councils finances to remain sustainable and our services to remain affordable for the community, Council will need to continually assess the performance and future for current services to understand whether they are relevant and whether Council needs to continue to deliver them or whether there is a role for an alternative delivery model.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

In addition, Council has obligations under a defined benefit superannuation scheme (operated by Vision Super) that may result in the need to make additional contributions to ensure that the liabilities of the fund are covered by its assets.

In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

## 2. Legislative Requirements

Knox’s integrated strategic planning and reporting framework (pictured below) illustrates the medium and long term plans that guide and manage our city.

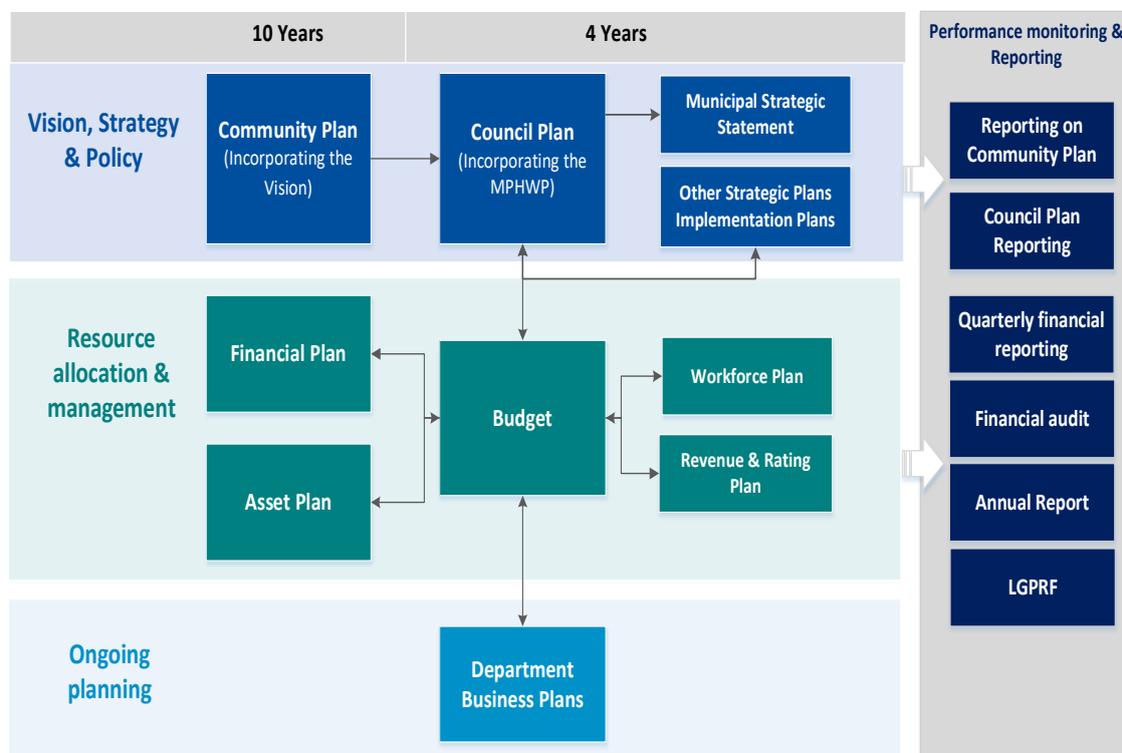
The Knox Community Plan 2021-2031 incorporates a Community Vision statement and describes our community’s aspirations for the future. It sets out Key Directions which articulate what we, as a collective, need to focus on to achieve our vision.

Knox’s Council Plan 2021-2025 provides direction to our organisation, describes how we’re going to contribute to the achievement of the Community Vision and shows how we’re going to measure our success. It also demonstrates our commitment to the health and wellbeing of our community by incorporating Knox’s Municipal Public Health & Wellbeing Plan (MPHWP).

There are also a number of other plans that guide our work. They include plans about how we’re going to manage our financial resources (the Financial Plan, Budget and Revenue and Rating Plan), how we’re going to manage and maintain our assets (the Asset Plan) and how we can make sure we have the right staff to deliver our services and initiatives (the Workforce Plan).

This plan was a new requirement of the *Local Government Act 2020*, and is an important part of Council’s integrated planning framework, all of which is created to help Council achieve its community vision:

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



## 2.1 Strategic Planning Principles

The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is developed in the context of the following strategic planning principles:

- a) Council has an integrated approach to planning, monitoring and performance reporting.
- b) Council's financial plan addresses the Community Vision by funding the aspirations of the Council Plan. The Council Plan aspirations and actions are formulated in the context of the Community Vision.
- c) The Financial Plan statements articulate the 10-year financial resources necessary to implement the goals and aspirations of the Council Plan to achieve the Community Vision.
- d) Council's strategic planning principles identify and address the risks to effective implementation of the Financial Plan. The financial risks are included at section 2.6 below.
- e) The Financial Plan provides for the strategic planning principles of progress, monitoring of progress and reviews to identify and adapt to changing circumstances.

## 2.2 Financial Management Principles

The Financial Plan demonstrates the following financial management principles:

- 2.2.1 Revenue, expenses, assets, liabilities, investments and financial transactions are managed in accordance with Council's financial policies and strategic plans.
- 2.2.2 Management of the following financial risks:
  - a) the financial viability of the Council (refer to section 3.1 Financial Policy Statements).
  - b) the management of current and future liabilities of the Council. The estimated 10 year liabilities are disclosed in section 4.2 Balance Sheet projections.
- 2.2.3 Financial policies and strategic plans are designed to provide financial stability and predictability to the community.
- 2.2.4 Council maintains accounts and records that explain its financial operations and financial position.

## 2.3 Community Engagement

During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plans.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and members of Council's Advisory Committees took part in various engagement activities to:

- gain an understanding of the community's aspirations for the future of Knox;
- test the data gathered through research;
- gain feedback on the goals in the current plan; and
- identify priority areas for the community and Council.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the work of Council.

Council and the community will work together, focusing on these Key Directions over the next 10 years to achieve our vision:

-  **Opportunity and Innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities. It's a place where people and business can thrive.
-  **Neighbourhoods, Housing and Innovation** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
-  **Natural Environment and Sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
-  **Connection, Resilience and Wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
-  **Civic Engagement and Integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

In addition to the community engagement activities undertaken above, in late 2022 we asked our community to share their thoughts on the services and assets they think Council should prioritise. This information will help Council make important decisions about finances and assets, balance current and future community need, and ensure we achieve our Community Vision by delivering on our plans.

## 2.4 Service Performance Principles

Council services are designed to be purposeful, targeted to community needs and value for money. The service performance principles are listed below:

- a) Services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the key services and projects to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded.
- b) Services are accessible to the relevant users within the community.
- c) Council provides quality services that provide value for money to the community. The Local Government Performance Reporting Framework (LGPRF) is designed to communicate council's performance regarding the provision of quality and efficient services.

## 2.5 Asset Plan Integration

Integration to the Asset Plan is a key principle of Council's strategic financial planning principles. The purpose of this integration is designed to ensure that future funding is allocated in a manner that supports service delivery in terms of the plans and the effective management of Council's assets into the future.

The Asset Plan identifies the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. The Asset Plan, and associated asset management policies, provide council with a sound base to understand the risk associated with managing its assets for the community's benefit.

The Asset Plan is designed to inform the 10-year Financial Plan by identifying the amount of capital renewal, backlog and maintenance funding that is required over the life of each asset category. The level of funding will incorporate knowledge of asset condition, the risk assessment issues as well as the impact of reviewing and setting intervention and service levels for each asset class.

In addition to identifying the operational and strategic practices that ensure that Council manages assets across their life cycle in a financially sustainable manner, the Asset Plan quantifies the asset portfolio and the financial implications of those practices. Together the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.

## 2.6 Financial Risk Management

Knox City Council uses the VAGO sustainability ratios and other ratios specific to Councils operating environment to assess risk whilst also utilising a Risk Management framework to document strategic and operational risks. Through the assessment of the internal and external environment that impacts the Council, Financial Sustainability has been assessed as a strategic risk. There are a number in controls in place to manage this risk.

Below is a summary of causes and controls around the City's financial sustainability strategic risk.

*Strategic Risk: Unable to fund services and capital investment initiatives of the type / quality expected by the community.*

### Risk causes

- Change in fiscal policy (State or Federal grants)
- Inability to be resilient when faced with a disaster
- Inability to sufficiently fund the renewal of the asset base or reduce the asset base
- Inability to scale operational capability / reduce costs within funding envelope
- Lack of ongoing reviews for service effectiveness, or introduction of transformational efficiencies
- Interest rate rises; labour costs are not controlled; further rate capping
- Increasing and mixed expectations from Community. There are conflicting demands; some seeking increased and diverse services, others seeking a return to more traditional services
- Poor financial and/ or resource management, poor project management, poor compliance.

### Controls in place

- 10 year financial plan and 4 year Revenue & Rating Plan which focuses on maintaining good working capital; appropriate reserves and surplus positions
- Procurement and delegations framework
- Advocacy and long term relationships across government and Local Government sector
- Service reviews where appropriate
- Strong focus on Asset Management and funding of renewals
- Relevant training and inductions for staff and Councillors

### 3. Financial Plan Context

This section describes the context and external / internal environment and consideration in determining the 10-year financial projections and assumptions.

#### 3.1 Financial Policy Statements

This section defines the policy statements, and associated measures, that demonstrates Council’s financial sustainability to fund the aspirations of the Community Vision and the Council Plan.

Policy Statement	Measure	Target	Forecast	Budget									
			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Consistent underlying surplus results	Adjusted underlying result greater than 2.50%	>2.50%	-15.04%	9.37%	2.89%	5.51%	4.82%	10.13%	11.46%	12.90%	14.17%	15.52%	13.57%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due	Current Assets / Current Liabilities greater than 1.00	>1.00	1.44	1.27	1.19	1.09	1.02	1.19	1.29	1.39	1.49	1.74	1.92
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life	Asset Renewal and Upgrade Expenses / Depreciation above 1.00	>1.00	2.26	2.74	2.36	1.66	1.92	1.88	1.48	1.71	1.73	1.74	1.75
That Council applies loan funding to new capital and maintains total borrowings in line with rate and fee income and growth of the municipality	Total Interest Bearing Liabilities/Own Source Revenue (excluding Open Space) to remain below 60.00%	<60.00%	47.97%	52.66%	58.60%	56.49%	58.69%	57.33%	47.45%	40.27%	30.66%	21.09%	15.91%
Council can repay interest on outstanding interest bearing loans and borrowings	EBITDA / Interest Expense greater than 2.00	>2.00	7.09	15.83	12.45	11.07	10.60	13.29	14.95	18.33	22.86	32.14	41.14
Council could repay its borrowings commitment from the rate income	Interest and Principal Repayments on Interest Bearing Loans / Rate Revenue is less than 10.00%	<10.00%	5.07%	8.14%	9.47%	10.42%	11.24%	12.20%	12.43%	12.26%	12.05%	10.90%	8.22%
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required	(Current Assets less Restricted Reserves) / Current Liabilities greater than 1.00	>1.00	1.06	1.03	1.06	1.08	1.00	1.16	1.25	1.34	1.44	1.70	1.90

### 3.2 Strategic Actions

Following a series of community engagement activities, Council has identified the following strategic actions that will support the community's aspirations identified in the Community Plan 2021-2031 and delivery of the Council Plan 2021-2025.

- That council adopt the budgeted statement of financial performance (Comprehensive Income Statement) as an integral part of the budget setting process for current and future budgets.
- That Council adopt the budgeted statement of financial position (Balance Sheet) as being an integral part of the budget setting process for current and future budgets.
- That Council adopt the budgeted statement of cash flows as being an integral part of the budget setting process for current and future budgets.
- That the working capital ratio be targeted to remain above a ratio of 1.0.
- That capital expenditure on asset renewal projects (and upgrades that have a significant renewal component) to exceed depreciation expense, and that the asset renewal gap be reduced.
- That debt funding be applied to growth infrastructure where necessary.
- That Council consider the most appropriate fees and charges strategy so that adequate funds are recovered to offset operational expenses in annual and future budgets.

### 3.3 Assumptions to the Financial Plan Statements

This section presents information regarding the assumptions to the Comprehensive Income Statement for the 10 years from 2023-24 to 2032-33. The assumptions comprise the annual escalations / movement for each item of the Comprehensive Income Statement.

Escalation Factors % Movements	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000
CPI	1.75%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Growth in Properties (number)	600	600	600	600	600	600	600	600	600	600	600
Rates and Charges	1.75%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Supplementary Rates (\$'000)	250	500	500	500	500	500	500	500	500	500	500
Statutory Fees and Fines	1.75%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
User Fees	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Grants - Operating (excluding VGC)	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Grants - Operating (VGC)	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Grants - Capital (excluding VGC)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grants - Capital (VGC and Roads to Recovery)	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Contributions - Monetary	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Contributions - Non-Monetary (\$'000)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Income	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Employee Costs	2.61%	3.91%	2.91%	2.91%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Materials and Services	1.75%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Utilities	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Contributions and Donations	1.75%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other Expenses	1.75%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

### 3.3.1 Rates and Charges

Planning for future rate increases has been an important component of the Financial Plan process. The State Government has introduced the *Fair Go Rates System* which sets out the maximum amount councils may increase rates in a year. The Financial Plan assumes a rate increase of 3.50 percent in 2023-24. The rates in 2024-25 and beyond have been based on the Department of Treasury and Finance CPI projections of 2.50 percent in October 2022.

The Financial Plan assumes an additional 600 property assessments per annum, while supplementary rates are anticipated to be \$0.500 million per annum. The average Rates per Assessment for 2023-24 is estimated at \$1,703.

Waste management charges are levied on the basis of cost recovery. This is consistent with the position of the majority of councils given that waste charges are outside the Minister's Rate Cap. The budget reflects both an increase in Waste and Recycling Charges as well as increased contractor expenses.

More information can be found in *Council's Revenue and Rating Plan 2021-2025*.

### 3.3.2 User Fees

User fees relate mainly to the recovery of service delivery costs from Council's extensive and highly diversified range of services provided to the community. Examples of user fees include:

- Childcare fees
- Waste Management fees
- Aged and Health Care service fees
- Leases, recreational reserve and facility hire fees

Council endeavours, as much as possible, to be a full cost recovery service provider.

### 3.3.3 Statutory Fees and Fines

Statutory fees are fees and fines levied in accordance with legislation. Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Increases in the Financial Plan have been based on the projected CPI.

### 3.3.4 Grants

Council receives tied operating grant funding from State and Federal sources, with these operating grants budgeted to increase by 2 percent per annum.

Council receives untied Financial Assistance Grants via the Victorian Local Government Grants Commission. These grants are composed of an operating and capital component, and are anticipated to increase by 1 percent per annum. The Roads to Recovery grant is also anticipated to increase by 1 percent.

Council does not budget for capital grants for specific projects that have not been confirmed. However Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

### 3.3.5 Contributions

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects. Contributions can be made to council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements;
- Monies collected under developer contribution plans and infrastructure contribution plans;
- Contributions from user groups towards the upgrade of facilities;
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

Developer contributions are statutory contributions and are transferred to a restricted reserve until utilised for a specific purpose through the capital works program or delivered as works in kind by developers. Income of this nature is unpredictable and is directly contingent on developer activities in the municipality.

### 3.3.6 Other Income

Revenue from other income mainly comprises investment income plus the recovery of income from a variety of sources and rental income received from the hire or lease of Council buildings.

### 3.3.7 Employee Costs

Increases for employee costs reflect the salary increase for all staff pursuant to Council's Enterprise Bargaining Agreement. The increase in the Superannuation Guarantee of 0.5 percent each year through to 2025-26 has been factored in to the employee cost increases.

### **3.3.8 Materials and Services**

Material costs include items required for the maintenance and repairs of Council buildings, roads, drains and footpaths which are governed more by market forces based on availability rather than CPI. Other associated costs included under this category are utilities, waste management, materials for the supply of community meals, and consumable items for a range of services. Council also utilises external expertise on a range of matters, including legal services and audit. Discretionary material costs are budgeted to increase by CPI. Non-discretionary costs such as utility costs are budgeted to increase by 5 percent.

### **3.3.9 Contributions and Donations**

Contributions and donations includes Council's annual contribution to the Eastern Regional Libraries Corporation. Council also offer a range of grants and funding to community members, organisations and businesses across a range of areas.

### **3.3.10 Depreciation and Amortisation**

Depreciation estimates have been based on the projected life of Council's existing property, infrastructure, plant and equipment, together with the projected capital spending contained in this Financial Plan.

### **3.3.11 Borrowing Costs**

Borrowing costs comprise the interest expense to service Council's loan portfolio that is described in Section 6.1 Borrowing Plan.

### **3.3.12 Other Expenses**

Other expenses includes administration costs such as Councillor allowances, operating lease rentals and audit expenses.

## 4. Financial Plan Statements

This section presents information regarding the budgeted Financial Plan Statements for the 10 years from 2023-24 to 2032-33.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

#### 4.1 Comprehensive Income Statement

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000
<b>INCOME</b>											
Rates and charges	134,352	146,056	149,708	154,765	159,485	165,527	171,760	178,188	184,819	191,660	198,718
User fees	15,748	11,226	11,466	11,825	11,917	12,424	13,153	13,705	14,080	14,680	15,506
Statutory fees and fines	3,317	4,373	4,661	4,751	4,942	5,066	5,193	5,323	5,456	5,592	5,732
Grants - operating	19,258	27,608	23,548	23,976	24,423	24,837	25,259	25,689	26,126	26,571	27,024
Grants - capital	9,968	4,821	10,898	2,230	2,252	3,074	2,297	2,321	2,345	2,369	2,393
Contributions - monetary	10,783	9,931	7,940	7,958	8,003	8,023	8,043	8,064	8,085	8,107	8,129
Contributions - non-monetary	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Share of net profits (losses) of associates	0	0	0	0	0	0	0	0	0	0	0
Other income	1,641	1,314	998	1,007	1,022	1,499	1,638	1,729	1,811	1,904	1,980
<b>TOTAL INCOME</b>	<b>197,067</b>	<b>207,329</b>	<b>211,219</b>	<b>208,512</b>	<b>214,044</b>	<b>222,450</b>	<b>229,343</b>	<b>237,019</b>	<b>244,722</b>	<b>252,883</b>	<b>261,482</b>
<b>EXPENSES</b>											
Employee costs	76,263	79,703	81,304	83,587	85,656	87,797	89,992	92,242	94,548	96,912	99,335
Materials and services	76,302	78,031	76,650	75,435	77,568	77,553	78,746	79,682	80,977	82,299	84,701
Contributions and donations	5,927	5,728	5,972	6,054	6,205	6,360	6,519	6,682	6,849	7,020	7,196
Depreciation	23,193	23,206	24,376	25,059	25,541	25,996	26,583	27,137	27,488	27,963	28,466
Amortisation - intangible assets	893	893	893	893	893	893	893	893	893	893	893
Amortisation - right of use assets	630	1,171	1,174	1,170	1,172	1,193	1,172	1,174	1,179	1,179	1,177
Borrowing costs	1,773	3,058	3,488	3,735	3,882	4,101	3,888	3,404	2,860	2,171	1,549
Finance costs - leases	30	293	262	288	265	223	178	147	157	108	139
Bad and doubtful debts	308	311	314	317	321	329	337	345	354	363	372
Net loss (gain) on disposal of property, infrastructure, plant and equipment	24,788	(10,223)	(417)	(2,117)	(417)	(7,801)	(7,801)	(7,801)	(7,801)	(7,801)	(417)
Other expense	692	716	713	717	736	755	774	793	813	833	854
<b>TOTAL EXPENSES</b>	<b>210,799</b>	<b>182,887</b>	<b>194,729</b>	<b>195,138</b>	<b>201,822</b>	<b>197,399</b>	<b>201,281</b>	<b>204,698</b>	<b>208,317</b>	<b>211,940</b>	<b>224,265</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>	<b>(13,732)</b>	<b>24,442</b>	<b>16,490</b>	<b>13,374</b>	<b>12,222</b>	<b>25,051</b>	<b>28,062</b>	<b>32,321</b>	<b>36,405</b>	<b>40,943</b>	<b>37,217</b>
<b>TOTAL COMPREHENSIVE RESULT</b>	<b>(13,732)</b>	<b>24,442</b>	<b>16,490</b>	<b>13,374</b>	<b>12,222</b>	<b>25,051</b>	<b>28,062</b>	<b>32,321</b>	<b>36,405</b>	<b>40,943</b>	<b>37,217</b>
<b>LESS</b>											
Grants - capital - non recurrent	8,876	1,919	8,690	0	0	800	0	0	0	0	0
Contributions and donations - capital	2,959	1,625	0	0	0	0	0	0	0	0	0
Contributions - non-monetary	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>(27,567)</b>	<b>18,898</b>	<b>5,800</b>	<b>11,374</b>	<b>10,222</b>	<b>22,251</b>	<b>26,062</b>	<b>30,321</b>	<b>34,405</b>	<b>38,943</b>	<b>35,217</b>

## 4.2 Balance Sheet

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000
<b>CURRENT ASSETS</b>											
Cash and cash equivalents	41,243	41,339	40,248	37,315	36,019	48,605	56,468	65,655	72,288	82,519	87,781
Other financial assets	5,000	0	0	0	0	0	0	0	0	0	0
Trade and other receivables	18,542	19,909	20,482	21,203	21,898	22,539	23,199	23,880	24,581	25,305	26,051
Non-current assets classified as held for sale	0	0	0	0	0	0	0	0	0	0	0
Prepayments	850	880	902	924	947	971	995	1,020	1,046	1,072	1,099
Other assets	259	268	275	282	289	296	303	311	319	327	335
Inventories	14	14	14	14	14	14	14	14	14	14	14
<b>TOTAL CURRENT ASSETS</b>	<b>65,908</b>	<b>62,410</b>	<b>61,921</b>	<b>59,738</b>	<b>59,167</b>	<b>72,425</b>	<b>80,979</b>	<b>90,880</b>	<b>98,248</b>	<b>109,237</b>	<b>115,280</b>
<b>NON CURRENT ASSETS</b>											
Investments in associates	3,469	3,469	3,469	3,469	3,469	3,469	3,469	3,469	3,469	3,469	3,469
Property, infrastructure, plant and equipment	2,173,308	2,210,838	2,241,465	2,257,218	2,278,172	2,293,782	2,300,298	2,312,758	2,325,904	2,339,645	2,358,591
Right-of-use assets	1,059	4,670	3,656	4,166	3,844	2,811	2,039	2,221	2,272	1,493	5,100
Intangible assets	2,152	2,152	2,152	2,152	2,152	2,152	2,152	2,152	2,152	2,152	2,152
<b>TOTAL NON CURRENT ASSETS</b>	<b>2,179,988</b>	<b>2,221,129</b>	<b>2,250,742</b>	<b>2,267,005</b>	<b>2,287,637</b>	<b>2,302,214</b>	<b>2,307,958</b>	<b>2,320,600</b>	<b>2,333,797</b>	<b>2,346,759</b>	<b>2,369,312</b>
<b>TOTAL ASSETS</b>	<b>2,245,896</b>	<b>2,283,539</b>	<b>2,312,663</b>	<b>2,326,743</b>	<b>2,346,804</b>	<b>2,374,639</b>	<b>2,388,937</b>	<b>2,411,480</b>	<b>2,432,045</b>	<b>2,455,996</b>	<b>2,484,592</b>
<b>CURRENT LIABILITIES</b>											
Trade and other payables	17,410	18,011	18,457	18,909	19,376	19,859	20,351	20,855	21,366	21,897	22,440
Trust funds and deposits	2,540	2,629	2,695	2,762	2,831	2,902	2,975	3,049	3,125	3,203	3,283
Unearned income	0	0	0	0	0	0	0	0	0	0	0
Provisions	18,428	19,136	19,683	20,247	20,745	21,256	21,779	22,315	22,865	23,429	24,007
Interest-bearing loans and borrowings	6,849	8,425	10,593	11,851	13,981	16,002	16,802	17,972	17,322	13,398	9,370
Lease liabilities	539	1,058	808	912	1,127	1,071	891	1,053	1,246	932	984
<b>TOTAL CURRENT LIABILITIES</b>	<b>45,766</b>	<b>49,259</b>	<b>52,236</b>	<b>54,681</b>	<b>58,060</b>	<b>61,090</b>	<b>62,798</b>	<b>65,244</b>	<b>65,924</b>	<b>62,859</b>	<b>60,084</b>
<b>NON CURRENT LIABILITIES</b>											
Provisions	2,991	3,037	3,072	3,108	3,140	3,173	3,207	3,242	3,277	3,313	3,350
Interest-bearing loans and borrowings	67,107	73,526	83,836	81,574	86,483	87,166	72,281	60,063	43,700	30,302	20,933
Lease liabilities	526	3,769	3,081	3,568	3,088	2,125	1,504	1,463	1,270	706	4,192
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>70,624</b>	<b>80,332</b>	<b>89,989</b>	<b>88,250</b>	<b>92,711</b>	<b>92,464</b>	<b>76,992</b>	<b>64,768</b>	<b>48,247</b>	<b>34,321</b>	<b>28,475</b>
<b>TOTAL LIABILITIES</b>	<b>116,390</b>	<b>129,591</b>	<b>142,225</b>	<b>142,931</b>	<b>150,771</b>	<b>153,554</b>	<b>139,790</b>	<b>130,012</b>	<b>114,171</b>	<b>97,180</b>	<b>88,559</b>
<b>NET ASSETS</b>	<b>2,129,506</b>	<b>2,153,948</b>	<b>2,170,438</b>	<b>2,183,812</b>	<b>2,196,034</b>	<b>2,221,085</b>	<b>2,249,147</b>	<b>2,281,468</b>	<b>2,317,874</b>	<b>2,358,816</b>	<b>2,396,033</b>
<b>EQUITY</b>											
Accumulated surplus	705,446	731,060	752,913	771,650	783,231	807,642	835,061	866,238	902,499	944,294	982,363
Reserves	1,424,060	1,422,888	1,417,525	1,412,162	1,412,803	1,413,443	1,414,086	1,415,230	1,415,375	1,414,522	1,413,670
<b>TOTAL EQUITY</b>	<b>2,129,506</b>	<b>2,153,948</b>	<b>2,170,438</b>	<b>2,183,812</b>	<b>2,196,034</b>	<b>2,221,085</b>	<b>2,249,147</b>	<b>2,281,468</b>	<b>2,317,874</b>	<b>2,358,816</b>	<b>2,396,033</b>

### 4.3 Statement of Changes in Equity

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2023 FORECAST</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,143,238</b>	<b>702,718</b>	<b>1,400,350</b>	<b>40,170</b>
Surplus/(deficit) for the year	(13,732)	(13,732)	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,518)	0	7,518
Transfer from other reserves	0	23,978	0	(23,978)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,129,506</b>	<b>705,446</b>	<b>1,400,350</b>	<b>23,710</b>
<b>2024 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,129,506</b>	<b>705,446</b>	<b>1,400,350</b>	<b>23,710</b>
Surplus/(deficit) for the year	24,442	24,442	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(10,941)	0	10,941
Transfer from other reserves	0	12,113	0	(12,113)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,153,948</b>	<b>731,060</b>	<b>1,400,350</b>	<b>22,538</b>
<b>2025 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,153,948</b>	<b>731,060</b>	<b>1,400,350</b>	<b>22,538</b>
Surplus/(deficit) for the year	16,490	16,490	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,485)	0	11,485
Transfer from other reserves	0	16,848	0	(16,848)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,170,438</b>	<b>752,913</b>	<b>1,400,350</b>	<b>17,175</b>
<b>2026 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,170,438</b>	<b>752,913</b>	<b>1,400,350</b>	<b>17,175</b>
Surplus/(deficit) for the year	13,374	13,374	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,528)	0	11,528
Transfer from other reserves	0	16,891	0	(16,891)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,183,812</b>	<b>771,650</b>	<b>1,400,350</b>	<b>11,812</b>
<b>2027 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,183,812</b>	<b>771,650</b>	<b>1,400,350</b>	<b>11,812</b>
Surplus/(deficit) for the year	12,222	12,222	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,575)	0	11,575
Transfer from other reserves	0	10,934	0	(10,934)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,196,034</b>	<b>783,231</b>	<b>1,400,350</b>	<b>12,453</b>
<b>2028 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,196,034</b>	<b>783,231</b>	<b>1,400,350</b>	<b>12,453</b>
Surplus/(deficit) for the year	25,051	25,051	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,620)	0	11,620
Transfer from other reserves	0	10,980	0	(10,980)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,221,085</b>	<b>807,642</b>	<b>1,400,350</b>	<b>13,093</b>

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2029 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,221,085</b>	<b>807,642</b>	<b>1,400,350</b>	<b>13,093</b>
Surplus/(deficit) for the year	28,062	28,062	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,667)	0	11,667
Transfer from other reserves	0	11,024	0	(11,024)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,249,147</b>	<b>835,061</b>	<b>1,400,350</b>	<b>13,736</b>
<b>2030 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,249,147</b>	<b>835,061</b>	<b>1,400,350</b>	<b>13,736</b>
Surplus/(deficit) for the year	32,321	32,321	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,714)	0	11,714
Transfer from other reserves	0	10,570	0	(10,570)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,281,468</b>	<b>866,238</b>	<b>1,400,350</b>	<b>14,880</b>
<b>2031 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,281,468</b>	<b>866,238</b>	<b>1,400,350</b>	<b>14,880</b>
Surplus/(deficit) for the year	36,405	36,405	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,761)	0	11,761
Transfer from other reserves	0	11,616	0	(11,616)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,317,873</b>	<b>902,498</b>	<b>1,400,350</b>	<b>15,025</b>
<b>2032 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,317,873</b>	<b>902,498</b>	<b>1,400,350</b>	<b>15,025</b>
Surplus/(deficit) for the year	40,943	40,943	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,809)	0	11,809
Transfer from other reserves	0	12,662	0	(12,662)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,358,816</b>	<b>944,294</b>	<b>1,400,350</b>	<b>14,172</b>
<b>2033 BUDGET</b>				
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>2,358,816</b>	<b>944,294</b>	<b>1,400,350</b>	<b>14,172</b>
Surplus/(deficit) for the year	37,217	37,217	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(11,857)	0	11,857
Transfer from other reserves	0	12,709	0	(12,709)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>2,396,033</b>	<b>982,363</b>	<b>1,400,350</b>	<b>13,320</b>

### 4.4 Statement of Cash Flows

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000
	Inflows (Outflows)	<b>Inflows (Outflows)</b>	Inflows (Outflows)								
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>											
Rates and charges	134,352	144,900	149,348	154,266	159,020	165,134	171,358	177,776	184,396	191,227	198,274
User fees	15,748	11,080	11,316	11,670	11,755	12,250	12,972	13,518	13,885	14,477	15,295
Statutory fees and fines	3,317	4,310	4,597	4,685	4,873	4,991	5,116	5,243	5,372	5,505	5,641
Grants - operating	17,612	27,608	23,548	23,976	24,423	24,837	25,259	25,689	26,126	26,571	27,024
Grants - capital	7,251	4,821	10,898	2,230	2,252	3,074	2,297	2,321	2,345	2,369	2,393
Contributions - monetary	10,783	9,931	7,940	7,958	8,003	8,023	8,043	8,064	8,085	8,107	8,129
Interest received	567	550	275	275	275	752	891	982	1,064	1,157	1,233
Other receipts	1,074	764	723	732	747	747	747	747	747	747	747
Net movement in trust deposits	33	89	66	67	69	71	73	74	76	78	80
Employee costs	(76,263)	(78,950)	(80,721)	(82,987)	(85,126)	(87,253)	(89,435)	(91,671)	(93,963)	(96,312)	(98,720)
Materials and services	(76,443)	(77,751)	(76,544)	(75,321)	(77,447)	(77,429)	(78,618)	(79,552)	(80,844)	(82,162)	(84,561)
Contributions and donations	(5,927)	(5,728)	(5,972)	(6,054)	(6,205)	(6,360)	(6,519)	(6,682)	(6,849)	(7,020)	(7,196)
Short-term, low value and variable lease payments	(71)	(27)	(11)	0	0	0	0	0	0	0	0
Other payments	(621)	(689)	(702)	(717)	(736)	(755)	(774)	(793)	(813)	(833)	(854)
<b>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</b>	<b>31,412</b>	<b>40,907</b>	<b>44,760</b>	<b>40,779</b>	<b>41,903</b>	<b>48,083</b>	<b>51,410</b>	<b>55,716</b>	<b>59,627</b>	<b>63,911</b>	<b>67,485</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>											
Proceeds from sale of property, infrastructure, plant and equipment	5,035	17,687	1,167	2,867	1,167	13,167	13,167	13,167	13,167	13,167	1,167
Payments for property, infrastructure, plant and equipment	(60,557)	(67,093)	(54,646)	(40,455)	(46,138)	(45,865)	(37,358)	(43,854)	(44,894)	(45,962)	(47,055)
Payments for investments	(5,000)	0	0	0	0	0	0	0	0	0	0
Proceeds from sale of investments	5,000	5,000	0	0	0	0	0	0	0	0	0
<b>NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES</b>	<b>(55,522)</b>	<b>(44,406)</b>	<b>(53,479)</b>	<b>(37,588)</b>	<b>(44,971)</b>	<b>(32,698)</b>	<b>(24,191)</b>	<b>(30,687)</b>	<b>(31,727)</b>	<b>(32,795)</b>	<b>(45,888)</b>

	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	<b>Inflows (Outflows)</b>	Inflows (Outflows)								
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>											
Finance costs	(1,779)	(3,065)	(3,493)	(3,741)	(3,888)	(4,101)	(3,893)	(3,411)	(2,867)	(2,177)	(1,553)
Proceeds from borrowings	29,312	15,480	21,800	10,000	19,700	17,400	2,000	6,000	1,000	0	0
Repayment of borrowings	(4,263)	(7,485)	(9,321)	(11,005)	(12,661)	(14,696)	(16,084)	(17,049)	(18,013)	(17,322)	(13,398)
Interest paid - lease liability	(30)	(293)	(262)	(288)	(265)	(223)	(178)	(147)	(157)	(108)	(139)
Repayment of lease liabilities	(739)	(1,042)	(1,097)	(1,090)	(1,114)	(1,179)	(1,201)	(1,234)	(1,230)	(1,278)	(1,245)
<b>NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES</b>	<b>22,501</b>	<b>3,595</b>	<b>7,627</b>	<b>(6,124)</b>	<b>1,772</b>	<b>(2,799)</b>	<b>(19,356)</b>	<b>(15,841)</b>	<b>(21,267)</b>	<b>(20,885)</b>	<b>(16,335)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<b>(1,609)</b>	<b>96</b>	<b>(1,092)</b>	<b>(2,933)</b>	<b>(1,296)</b>	<b>12,586</b>	<b>7,863</b>	<b>9,188</b>	<b>6,633</b>	<b>10,231</b>	<b>5,262</b>
Cash and cash equivalents at the beginning of the financial year	42,852	41,243	41,339	40,248	37,315	36,019	48,605	56,468	65,655	72,288	82,519
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>41,243</b>	<b>41,339</b>	<b>40,248</b>	<b>37,315</b>	<b>36,019</b>	<b>48,605</b>	<b>56,468</b>	<b>65,655</b>	<b>72,288</b>	<b>82,519</b>	<b>87,781</b>

#### 4.5 Statement of Capital Works

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000
<b>PROPERTY</b>											
Land and Buildings	14,593	16,038	16,146	7,715	10,284	10,542	5,305	9,888	10,135	10,389	10,649
<b>TOTAL PROPERTY</b>	<b>14,593</b>	<b>16,038</b>	<b>16,146</b>	<b>7,715</b>	<b>10,284</b>	<b>10,542</b>	<b>5,305</b>	<b>9,888</b>	<b>10,135</b>	<b>10,389</b>	<b>10,649</b>
<b>PLANT AND EQUIPMENT</b>											
Plant, machinery and equipment	1,310	3,120	2,760	1,999	2,455	2,516	1,946	1,995	2,045	2,096	2,148
Computers and telecommunications	3,942	8,138	4,366	3,676	4,377	5,762	5,081	5,133	5,186	5,241	5,297
Artworks	204	348	283	285	288	295	302	309	317	325	333
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>5,456</b>	<b>11,606</b>	<b>7,409</b>	<b>5,960</b>	<b>7,120</b>	<b>8,573</b>	<b>7,329</b>	<b>7,437</b>	<b>7,548</b>	<b>7,662</b>	<b>7,778</b>
<b>INFRASTRUCTURE</b>											
Roads	8,474	8,239	10,245	8,947	9,361	9,595	9,834	11,777	12,071	12,373	12,682
Bridges	857	340	385	397	407	417	427	438	449	460	472
Footpaths and cycleways	3,975	4,713	6,319	5,101	5,538	5,677	5,818	5,964	6,112	6,266	6,423
Drainage	3,720	6,637	4,659	5,401	4,310	4,418	3,778	3,874	3,971	4,070	4,172
Recreational, leisure and community facilities	28,571	23,610	12,473	9,224	11,970	9,618	6,860	7,030	7,207	7,386	7,571
Off street car parks	956	1,764	1,953	1,245	1,408	1,444	1,479	1,517	1,555	1,594	1,634
Other infrastructure	812	2,714	1,326	643	630	646	663	679	696	713	730
<b>TOTAL INFRASTRUCTURE</b>	<b>47,365</b>	<b>48,017</b>	<b>37,360</b>	<b>30,958</b>	<b>33,624</b>	<b>31,815</b>	<b>28,859</b>	<b>31,279</b>	<b>32,061</b>	<b>32,862</b>	<b>33,684</b>
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>	<b>50,930</b>	<b>41,493</b>	<b>48,604</b>	<b>49,744</b>	<b>50,913</b>	<b>52,111</b>
<b>REPRESENTED BY</b>											
Asset renewal	30,596	42,508	36,343	33,414	37,594	35,884	27,646	36,535	37,447	38,383	39,342
Asset upgrade	21,778	21,164	21,217	8,060	11,469	13,032	11,782	9,953	10,127	10,305	10,488
Asset new	9,090	7,660	3,355	3,159	1,965	2,014	2,064	2,116	2,170	2,225	2,281
Asset expansion	5,950	4,329	0	0	0	0	0	0	0	0	0
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>	<b>50,930</b>	<b>41,493</b>	<b>48,604</b>	<b>49,744</b>	<b>50,913</b>	<b>52,111</b>

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000
<b>CAPITAL WORKS FUNDING SOURCE</b>											
<b>EXTERNAL</b>											
Loan proceeds	29,312	15,480	21,800	10,000	19,700	17,400	2,000	6,000	1,000	0	0
Grants - capital	9,968	4,821	10,898	2,230	2,252	2,322	1,537	1,553	1,569	1,585	1,601
Contributions - capital	2,959	1,625	0	0	0	0	0	0	0	0	0
<b>TOTAL EXTERNAL FUNDING</b>	<b>42,239</b>	<b>21,926</b>	<b>32,698</b>	<b>12,230</b>	<b>21,952</b>	<b>19,722</b>	<b>3,537</b>	<b>7,553</b>	<b>2,569</b>	<b>1,585</b>	<b>1,601</b>
<b>INTERNAL</b>											
Proceeds from sale of fixed assets	2,107	17,687	1,167	2,867	1,167	13,167	13,167	13,167	13,167	13,167	1,167
Movement in reserve funds	19,120	12,113	13,223	13,230	7,237	7,245	7,252	6,760	7,768	8,776	8,784
Rate funding	3,948	23,935	13,827	16,306	20,672	10,796	17,537	21,124	26,240	27,385	40,559
<b>TOTAL INTERNAL FUNDING</b>	<b>25,175</b>	<b>53,735</b>	<b>28,217</b>	<b>32,403</b>	<b>29,076</b>	<b>31,208</b>	<b>37,956</b>	<b>41,051</b>	<b>47,175</b>	<b>49,328</b>	<b>50,510</b>
<b>TOTAL CAPITAL WORKS FUNDING SOURCES</b>	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>	<b>50,930</b>	<b>41,493</b>	<b>48,604</b>	<b>49,744</b>	<b>50,913</b>	<b>52,111</b>
<b>LESS OPERATING PROJECTS EXPENDITURE</b>											
Operating Projects Expenditure	6,857	8,568	6,269	4,178	4,890	5,065	4,135	4,750	4,850	4,951	5,056
<b>NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)</b>	<b>60,557</b>	<b>67,093</b>	<b>54,646</b>	<b>40,455</b>	<b>46,138</b>	<b>45,865</b>	<b>37,358</b>	<b>43,854</b>	<b>44,894</b>	<b>45,962</b>	<b>47,055</b>

**4.6 Statement of Human Resources**

	Forecast	Budget	Budget	Budget							
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE								
<b>STAFF EXPENDITURE</b>											
Employee costs - operating	76,263	79,703	81,304	83,587	85,656	87,797	89,992	92,242	94,548	96,912	99,335
Employee costs - capital	3,248	4,875	4,935	5,073	5,203	5,317	5,434	5,554	5,676	5,801	5,929
<b>TOTAL STAFF EXPENDITURE</b>	<b>79,511</b>	<b>84,578</b>	<b>86,239</b>	<b>88,660</b>	<b>90,859</b>	<b>93,114</b>	<b>95,426</b>	<b>97,796</b>	<b>100,224</b>	<b>102,713</b>	<b>105,264</b>
<b>STAFF NUMBERS</b>											
Full time equivalent (FTE) employees	699.92	723.41	723.41	723.41	723.41	723.41	723.41	723.41	723.41	723.41	723.41
<b>TOTAL STAFF NUMBERS</b>	<b>699.92</b>	<b>723.41</b>	<b>723.41</b>	<b>723.41</b>							

### 4.7 Planned Human Resource Expenditure

	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000
<b>CEO</b>										
<b>Permanent - Full Time</b>	6,466	6,643	6,833	7,004	7,179	7,358	7,542	7,731	7,924	8,122
Female	5,468	5,618	5,779	5,923	6,071	6,223	6,379	6,538	6,702	6,869
Male	998	1,025	1,054	1,081	1,108	1,135	1,164	1,193	1,223	1,253
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	1,343	1,380	1,420	1,455	1,491	1,529	1,567	1,606	1,646	1,687
Female	1,136	1,167	1,201	1,231	1,261	1,293	1,325	1,358	1,392	1,427
Male	207	213	219	224	230	236	242	248	254	260
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CEO</b>	<b>7,809</b>	<b>8,023</b>	<b>8,253</b>	<b>8,459</b>	<b>8,670</b>	<b>8,887</b>	<b>9,109</b>	<b>9,337</b>	<b>9,570</b>	<b>9,810</b>
<b>CITY LIVEABILITY</b>										
<b>Permanent - Full Time</b>	11,827	12,278	12,633	12,947	13,270	13,602	13,942	14,291	14,648	15,014
Female	6,438	6,683	6,876	7,047	7,223	7,404	7,589	7,778	7,973	8,172
Male	5,389	5,595	5,757	5,900	6,047	6,198	6,353	6,512	6,675	6,842
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	3,076	3,194	3,286	3,367	3,452	3,538	3,626	3,717	3,810	3,905
Female	1,674	1,738	1,788	1,833	1,879	1,926	1,974	2,023	2,074	2,126
Male	1,402	1,455	1,497	1,535	1,573	1,612	1,653	1,694	1,736	1,780
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CITY LIVEABILITY</b>	<b>14,903</b>	<b>15,472</b>	<b>15,919</b>	<b>16,314</b>	<b>16,722</b>	<b>17,140</b>	<b>17,569</b>	<b>18,008</b>	<b>18,458</b>	<b>18,919</b>
<b>CONNECTED COMMUNITIES</b>										
<b>Permanent - Full Time</b>	13,867	14,015	14,390	14,742	15,111	15,489	15,876	16,273	16,680	17,097
Female	12,820	12,958	13,304	13,630	13,971	14,320	14,678	15,045	15,421	15,807
Male	1,047	1,058	1,086	1,112	1,140	1,169	1,198	1,228	1,259	1,290
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	12,940	13,079	13,429	13,758	14,102	14,454	14,816	15,186	15,566	15,955
Female	11,963	12,092	12,415	12,720	13,038	13,364	13,698	14,040	14,391	14,751
Male	977	987	1,013	1,038	1,064	1,091	1,118	1,146	1,175	1,204
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CONNECTED COMMUNITIES</b>	<b>26,807</b>	<b>27,095</b>	<b>27,818</b>	<b>28,500</b>	<b>29,213</b>	<b>29,943</b>	<b>30,692</b>	<b>31,459</b>	<b>32,245</b>	<b>33,052</b>

	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000
<b>CUSTOMER PERFORMANCE</b>										
<b>Permanent - Full Time</b>	8,850	9,102	9,359	9,591	9,830	10,076	10,328	10,586	10,851	11,122
Female	6,206	6,382	6,563	6,725	6,893	7,066	7,242	7,423	7,609	7,799
Male	2,644	2,719	2,796	2,865	2,937	3,011	3,086	3,163	3,242	3,323
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	1,999	2,056	2,114	2,167	2,221	2,276	2,333	2,391	2,451	2,512
Female	1,402	1,442	1,483	1,519	1,557	1,596	1,636	1,677	1,719	1,762
Male	597	614	632	647	663	680	697	715	732	751
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CUSTOMER PERFORMANCE</b>	<b>10,849</b>	<b>11,158</b>	<b>11,474</b>	<b>11,757</b>	<b>12,051</b>	<b>12,352</b>	<b>12,661</b>	<b>12,978</b>	<b>13,302</b>	<b>13,635</b>
<b>INFRASTRUCTURE</b>										
<b>Permanent - Full Time</b>	15,836	16,005	16,473	16,885	17,307	17,740	18,183	18,638	19,104	19,581
Female	3,896	3,937	4,052	4,154	4,257	4,364	4,473	4,585	4,699	4,817
Male	11,940	12,068	12,421	12,731	13,049	13,376	13,710	14,053	14,404	14,764
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	1,257	1,270	1,307	1,340	1,373	1,408	1,443	1,479	1,516	1,554
Female	309	312	322	330	338	346	355	364	373	382
Male	948	958	986	1,010	1,036	1,061	1,088	1,115	1,143	1,172
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INFRASTRUCTURE</b>	<b>17,093</b>	<b>17,275</b>	<b>17,781</b>	<b>18,225</b>	<b>18,680</b>	<b>19,147</b>	<b>19,626</b>	<b>20,117</b>	<b>20,620</b>	<b>21,135</b>
Casuals, temporary and other expenditure	2,241	2,281	2,343	2,401	2,460	2,523	2,586	2,650	2,717	2,784
Capitalised labour costs	4,875	4,935	5,073	5,203	5,317	5,434	5,554	5,676	5,801	5,929
<b>TOTAL STAFF EXPENDITURE</b>	<b>84,578</b>	<b>86,239</b>	<b>88,660</b>	<b>90,859</b>	<b>93,114</b>	<b>95,427</b>	<b>97,796</b>	<b>100,225</b>	<b>102,713</b>	<b>105,264</b>

	Budget 2022-23 FTE	Budget 2023-24 FTE	Budget 2024-25 FTE	Budget 2025-26 FTE	Budget 2026-27 FTE	Budget 2027-28 FTE	Budget 2028-29 FTE	Budget 2029-30 FTE	Budget 2030-31 FTE	Budget 2031-32 FTE
<b>CEO</b>										
<b>Permanent - Full Time</b>	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00
Female	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Male	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	12.69	12.69	12.69	12.69	12.69	12.69	12.69	12.69	12.69	12.69
Female	10.73	10.73	10.73	10.73	10.73	10.73	10.73	10.73	10.73	10.73
Male	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CEO</b>	<b>53.69</b>									
<b>CITY LIVEABILITY</b>										
<b>Permanent - Full Time</b>	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
Female	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
Male	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	39.69	39.69	39.69	39.69	39.69	39.69	39.69	39.69	39.69	39.69
Female	21.60	21.60	21.60	21.60	21.60	21.60	21.60	21.60	21.60	21.60
Male	18.09	18.09	18.09	18.09	18.09	18.09	18.09	18.09	18.09	18.09
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CITY LIVEABILITY</b>	<b>129.69</b>									
<b>CONNECTED COMMUNITIES</b>										
<b>Permanent - Full Time</b>	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00
Female	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00
Male	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	122.69	122.69	122.69	122.69	122.69	122.69	122.69	122.69	122.69	122.69
Female	113.43	113.43	113.43	113.43	113.43	113.43	113.43	113.43	113.43	113.43
Male	9.26	9.26	9.26	9.26	9.26	9.26	9.26	9.26	9.26	9.26
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CONNECTED COMMUNITIES</b>	<b>252.69</b>									

	Budget 2022-23 FTE	Budget 2023-24 FTE	Budget 2024-25 FTE	Budget 2025-26 FTE	Budget 2026-27 FTE	Budget 2027-28 FTE	Budget 2028-29 FTE	Budget 2029-30 FTE	Budget 2030-31 FTE	Budget 2031-32 FTE
<b>CUSTOMER PERFORMANCE</b>										
<b>Permanent - Full Time</b>	74.00	74.00	74.00	74.00	74.00	74.00	74.00	74.00	74.00	74.00
Female	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00
Male	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	26.27	26.27	26.27	26.27	26.27	26.27	26.27	26.27	26.27	26.27
Female	18.42	18.42	18.42	18.42	18.42	18.42	18.42	18.42	18.42	18.42
Male	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CUSTOMER PERFORMANCE</b>	<b>100.27</b>									
<b>INFRASTRUCTURE</b>										
<b>Permanent - Full Time</b>	171.00	171.00	171.00	171.00	171.00	171.00	171.00	171.00	171.00	171.00
Female	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00
Male	129.00	129.00	129.00	129.00	129.00	129.00	129.00	129.00	129.00	129.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Permanent - Part Time</b>	8.10	8.10	8.10	8.10	8.10	8.10	8.10	8.10	8.10	8.10
Female	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99
Male	6.11	6.11	6.11	6.11	6.11	6.11	6.11	6.11	6.11	6.11
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INFRASTRUCTURE</b>	<b>179.10</b>									
Casuals, temporary and other expenditure	7.97	7.97	7.97	7.97	7.97	7.97	7.97	7.97	7.97	7.97
<b>TOTAL STAFF NUMBERS</b>	<b>723.41</b>									

## 5. Financial Performance Indicators

The following table highlights Council’s projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council’s 10-year financial projections and should be interpreted in the context of the organisation’s objectives and financial management principles.

Indicator	Measure	Notes	Forecast 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Budget 2032-33	Trend + / o / -
<b>Operating Position (measures whether a council is able to generate an underlying surplus)</b>														
Adjusted Underlying Result	$\frac{\text{Adjusted Underlying Surplus (Deficit)}}{\text{Adjusted Underlying Revenue}}$	1	(15.04%)	9.37%	2.89%	5.51%	4.82%	10.13%	11.46%	12.90%	14.17%	15.52%	13.57%	+
<b>Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)</b>														
Working Capital	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	2	1.44	1.27	1.19	1.09	1.02	1.19	1.29	1.39	1.49	1.74	1.92	o
Unrestricted Cash	$\frac{\text{Unrestricted Cash}}{\text{Current Liabilities}}$	3	60.95%	57.59%	62.97%	64.90%	57.63%	75.35%	85.48%	95.26%	104.79%	129.00%	148.76%	+
<b>Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)</b>														
Loans and Borrowings	$\frac{\text{Interest Bearing Loans and Borrowings}}{\text{Rate Revenue}}$	4	55.05%	56.11%	63.08%	60.37%	62.99%	62.33%	51.86%	43.79%	33.02%	22.80%	15.25%	+
Loans and borrowings	$\frac{\text{Interest and Principal Repayments}}{\text{Rate Revenue}}$	4	4.50%	7.22%	8.56%	9.53%	10.38%	11.36%	11.63%	11.48%	11.30%	10.17%	7.52%	o
Indebtedness	$\frac{\text{Non Current Liabilities}}{\text{Own Source Revenue(Excluding Open Space)}}$	5	45.16%	48.75%	53.64%	50.92%	51.98%	49.84%	39.94%	32.38%	23.28%	15.97%	12.77%	+
Asset Renewal	$\frac{\text{Asset Renewal and Upgrade Expenditure}}{\text{Depreciation}}$	6	2.26	2.74	2.36	1.66	1.92	1.88	1.48	1.71	1.73	1.74	1.75	o
<b>Stability (measures whether a council is able to generate revenue from a range of sources)</b>														
Rates Concentration	$\frac{\text{Rate Revenue}}{\text{Adjusted Underlying Revenue}}$	7	73.32%	72.38%	74.66%	74.94%	75.21%	75.36%	75.55%	75.82%	76.14%	76.39%	76.58%	o
Rates Effort	$\frac{\text{Rate Revenue}}{\text{Property Values (CIV)}}$	8	0.22%	0.24%	0.24%	0.25%	0.25%	0.26%	0.27%	0.27%	0.28%	0.29%	0.30%	o
<b>Efficiency (measures whether a council is using resources efficiently)</b>														
Expenditure Level	$\frac{\text{Total Expenditure}}{\text{No. of Assessments}}$		\$3,066	\$2,648	\$2,795	\$2,777	\$2,847	\$2,762	\$2,793	\$2,817	\$2,843	\$2,869	\$3,011	o
Revenue Level	$\frac{\text{Residential Rate Revenue}}{\text{No. of Residential Assessments}}$		\$1,766	\$1,776	\$1,825	\$1,877	\$1,931	\$1,974	\$2,019	\$2,065	\$2,113	\$2,163	\$2,214	o
Workforce Turnover	$\frac{\text{No. of Resignations \& Terminations}}{\text{Average No. of Staff}}$		10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	o

#### Key to Forecast Trend

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicators

#### Notes on indicators

##### 5.1 Adjusted underlying results

Adjusted underlying result is the net surplus or deficit for the year (per Australian Accounting Standards) adjusted for non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure other than grants and non-monetary asset contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period. The significant decrease in 2021-22 is largely driven by the net loss anticipated on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government. This transfer will be carried forward from the 2020-21 financial year.

##### 5.2 Working capital

Working capital (current assets / current liabilities) is the proportion of current liabilities represented by current assets. It is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. The working capital ratio is anticipated to remain around 1.00 for the ten-year period, with an increase in the current year forecast due the carry-forward of capital works and the early payment of Victorian Grants Commission funding.

##### 5.3 Unrestricted cash

Unrestricted cash means all cash and cash equivalents other than restricted cash, including cash that will be used to fund capital expenditure from the previous financial year. Restricted cash means cash and cash equivalents, within the meaning of Accounting Standard *AASB 107 Statement of Cash Flows*, that are not available for use other than for a purpose for which it is restricted. The decline from the current year forecast demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program. Council will continue to review and strengthen this position in future budgets.

##### 5.4 Debt compared to rates

Loans and borrowings means interest bearing loans and borrowings compared to rates and charges revenue. The balance of interest bearing loans and borrowings is shown as a percentage of rates revenue. Loans and borrowings also refers to interest and principal repayments compared to rate revenue. The ratio describes Council's cash flow debt repayment capacity through the inclusion of interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue. The trend indicates an increased reliance on debt against annual rate revenue over to fund major initiatives in the Capital Works Program, with this debt then being progressively paid down over the ten-year period.

### 5.5 Indebtedness

Indebtedness compares non-current liabilities to own source revenue (excluding open space reserve). Own source revenue is defined as adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Interest-bearing borrowings will increase between 2021-22 to 2027-28 followed by decreases for the remainder of the ten-year period, funding a component of the Capital Works Program.

### 5.6 Asset renewal

Asset renewal is calculated as asset renewal expenditure as a percentage of depreciation. This indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). An greater than 1.00 indicates Council is maintaining its existing assets, while a percentage less than 1.00 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council's asset renewal indicator is greater than 1.00 through the ten-year outlook.

Council will continue to improve asset renewal and upgrade decisions based on asset performance (condition, risk-criticality, utilisation, capacity and maintenance history) when better data becomes available.

Through asset management improvement actions, we will progressively improve the selection and timing of renew and upgrade options of our assets as they reach the end of their useful lives. We will continue to improve decision-making capability and transparency of decisions through use of tools and robust processes.

Annual renewal programs are prioritised by condition and remaining life, with consideration to functional hierarchy.

### 5.7 Rates concentration

Rates concentration is measured as rate revenue compared to adjusted underlying revenue. Adjusted underlying revenue is defined as total income excluding non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Rates concentration reflects the extent of reliance on rate revenues to fund all of Council's on-going services. The trend is relatively steady for rates concentration.

### 5.8 Rates effort

Rates effort, which is intended to examine the community's capacity to pay, presents rate revenue as a percentage of the capital improved value of rateable properties in the municipality. The trend is relatively steady for rates effort.

## 6. Strategies and Plans

### 6.1 Borrowing Strategy

#### 6.1.1 Current Debt Position

Council is expecting to have borrowings of \$73.956M as at 30 June 2023.

Council has budgeted to access further debt funding to complete a range of major infrastructure projects.

#### 6.1.2 Future Borrowing Requirements

The following table highlights Council's projected loan balance, including new loans and loan repayments for the 10 years of the Financial Plan.

	Forecast 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Budget 2032-33
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>OPENING BALANCE</b>	<b>48,907</b>	<b>73,956</b>	<b>81,951</b>	<b>94,430</b>	<b>93,425</b>	<b>100,464</b>	<b>103,168</b>	<b>89,084</b>	<b>78,035</b>	<b>61,022</b>	<b>43,700</b>
Plus new loans	29,312	15,480	21,800	10,000	19,700	17,400	2,000	6,000	1,000	0	0
Less principal repayment	(4,263)	(7,485)	(9,321)	(11,005)	(12,661)	(14,696)	(16,084)	(17,049)	(18,013)	(17,322)	(13,398)
<b>CLOSING BALANCE</b>	<b>73,956</b>	<b>81,951</b>	<b>94,430</b>	<b>93,425</b>	<b>100,464</b>	<b>103,168</b>	<b>89,084</b>	<b>78,035</b>	<b>61,022</b>	<b>43,700</b>	<b>30,302</b>
Interest payment	1,779	3,065	3,493	3,741	3,888	4,101	3,893	3,411	2,867	2,177	1,553

#### 6.1.3 Performance Indicators

The following table highlights Council's projected performance across a range of debt management performance indicators.

Performance Indicator	Target	Forecast 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Budget 2032-33
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Total Borrowings / Rate Revenue	Below 60%	55.05%	56.11%	63.08%	60.37%	62.99%	62.33%	51.87%	43.79%	33.02%	22.80%	15.25%
Debt Servicing / Rate Revenue	Below 5%	1.32%	2.10%	2.33%	2.42%	2.44%	2.48%	2.27%	1.91%	1.55%	1.14%	0.78%
Debt Commitment / Rate Revenue	Below 10%	4.50%	7.22%	8.56%	9.53%	10.38%	11.36%	11.63%	11.48%	11.30%	10.17%	7.52%
Indebtedness / Own Source Revenue	Below 60%	43.36%	46.90%	51.49%	48.94%	50.01%	48.02%	38.54%	31.29%	22.52%	15.46%	12.38%

### 6.2 Reserves Strategy

#### 6.2.1 Current Reserves

##### HACC capital grant reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

##### Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**Aged care reserve**

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

**Basketball stadium infrastructure reserve**

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

**Blue Hills reserve**

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

**City futures fund**

The purpose of this reserve is to construct major facilities within the Knox municipality.

**Knox Regional Sports Park - Football pitch replacement fund**

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

**Library reserve**

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

**Mountain Gate reserve**

The purpose of this reserve is to enhance community facilities within Mountain Gate.

**Revegetation net gain reserve**

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

**Revolving energy fund**

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

**Scoresby Recreation reserve**

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

**Stamford Park reserve**

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

**State basketball centre asset renewal fund**

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

**Unexpended grants reserve**

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

### 6.2.2 Reserve Usage Projections

The table below discloses the balance and annual movement for each reserve over the 10-year life of the Financial Plan. Total amount of reserves, for each year, is to align with the Statement of Changes in Equity.

Reserves	Statutory / Discretionary	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000
<b>HACC Capital Reserve</b>	<b>Statutory</b>											
Opening balance		545	545	545	545	545	545	545	545	545	545	545
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>
<b>Open Space Reserve</b>	<b>Statutory</b>											
Opening balance		17,313	16,813	11,313	5,813	313	813	1,313	1,813	2,813	2,813	1,813
Transfer to reserve		6,500	6,500	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Transfer from reserve		(7,000)	(12,000)	(12,500)	(12,500)	(6,500)	(6,500)	(6,500)	(6,000)	(7,000)	(8,000)	(8,000)
<b>Closing balance</b>		<b>16,813</b>	<b>11,313</b>	<b>5,813</b>	<b>313</b>	<b>813</b>	<b>1,313</b>	<b>1,813</b>	<b>2,813</b>	<b>2,813</b>	<b>1,813</b>	<b>813</b>
<b>Statutory Reserves Summary</b>	<b>Total Statutory</b>											
Opening balance		17,858	17,358	11,858	6,358	858	1,358	1,858	2,358	3,358	3,358	2,358
Transfer to reserve		6,500	6,500	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Transfer from reserve		(7,000)	(12,000)	(12,500)	(12,500)	(6,500)	(6,500)	(6,500)	(6,000)	(7,000)	(8,000)	(8,000)
<b>Closing balance</b>		<b>17,358</b>	<b>11,858</b>	<b>6,358</b>	<b>858</b>	<b>1,358</b>	<b>1,858</b>	<b>2,358</b>	<b>3,358</b>	<b>3,358</b>	<b>2,358</b>	<b>1,358</b>
<b>Aged Care Reserve</b>	<b>Discretionary</b>											
Opening balance		3,160	3,091	3,020	3,020	3,020	3,020	3,020	3,020	3,020	3,020	3,020
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(69)	(71)	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>3,091</b>	<b>3,020</b>									
<b>Basketball Stadium Infrastructure Reserve</b>	<b>Discretionary</b>											
Opening balance		100	100	100	100	100	100	100	100	100	100	100
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Blue Hills Reserve</b>	<b>Discretionary</b>											
Opening balance		3	3	3	3	3	3	3	3	3	3	3
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>City Futures Reserve</b>	<b>Discretionary</b>											
Opening balance		246	246	246	246	246	246	246	246	246	246	246
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>	<b>246</b>

	Statutory /	Forecast	Budget									
Reserves	Discretionary	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Knox Regional Sports Park - Football Renewal</b>	<b>Discretionary</b>											
Opening balance		612	0	0	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(612)	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>0</b>										
<b>Library Reserve</b>	<b>Discretionary</b>											
Opening balance		2,000	2,429	2,429	2,429	2,429	2,429	2,429	2,429	2,429	2,429	2,429
Transfer to reserve		924	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(495)	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>2,429</b>										
<b>Mountain Gate Reserve</b>	<b>Discretionary</b>											
Opening balance		140	140	140	140	140	140	140	140	140	140	140
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>140</b>										
<b>Revegetation Net Gain Reserve</b>	<b>Discretionary</b>											
Opening balance		476	88	153	218	283	348	413	478	543	608	673
Transfer to reserve		65	65	65	65	65	65	65	65	65	65	65
Transfer from reserve		(453)	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>88</b>	<b>153</b>	<b>218</b>	<b>283</b>	<b>348</b>	<b>413</b>	<b>478</b>	<b>543</b>	<b>608</b>	<b>673</b>	<b>738</b>
<b>Revolving Energy Fund</b>	<b>Discretionary</b>											
Opening balance		12	12	12	12	12	12	12	12	12	12	12
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>12</b>										
<b>Scoresby Recreational Reserve</b>	<b>Discretionary</b>											
Opening balance		173	202	230	259	288	318	349	381	414	448	483
Transfer to reserve		29	28	29	29	30	31	32	33	34	35	36
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>202</b>	<b>230</b>	<b>259</b>	<b>288</b>	<b>318</b>	<b>349</b>	<b>381</b>	<b>414</b>	<b>448</b>	<b>483</b>	<b>519</b>
<b>Stamford Park Reserve</b>	<b>Discretionary</b>											
Opening balance		8,923	42	0	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(8,881)	(42)	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>42</b>	<b>0</b>									
<b>State Basketball Centre Asset Renewal</b>	<b>Discretionary</b>											
Opening balance		624	0	0	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(624)	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>0</b>										

		Forecast	Budget									
	Statutory /	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Reserves	Discretionary	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Unexpended Grants Reserve</b>	<b>Discretionary</b>											
<b>Opening balance</b>		5,844	0	4,348	4,391	4,434	4,480	4,524	4,570	4,616	4,662	4,709
Transfer to reserve		0	4,348	4,391	4,434	4,480	4,524	4,570	4,616	4,662	4,709	4,756
Transfer from reserve		(5,844)	0	(4,348)	(4,391)	(4,434)	(4,480)	(4,524)	(4,570)	(4,616)	(4,662)	(4,709)
<b>Closing balance</b>		0	4,348	4,391	4,434	4,480	4,524	4,570	4,616	4,662	4,709	4,756
<b>Discretionary Reserves Summary</b>	<b>Total Discretionary</b>											
<b>Opening balance</b>		22,313	6,353	10,681	10,818	10,955	11,096	11,236	11,379	11,523	11,668	11,815
Transfer to reserve		1,018	4,441	4,485	4,528	4,575	4,620	4,667	4,714	4,761	4,809	4,857
Transfer from reserve		(16,978)	(113)	(4,348)	(4,391)	(4,434)	(4,480)	(4,524)	(4,570)	(4,616)	(4,662)	(4,709)
<b>Closing balance</b>		6,353	10,681	10,818	10,955	11,096	11,236	11,379	11,523	11,668	11,815	11,963
<b>Total Reserves Summary</b>	<b>Statutory &amp; Discretionary</b>											
<b>Opening balance</b>		40,171	23,711	22,539	17,176	11,813	12,454	13,094	13,737	14,881	15,026	14,173
Transfer to reserve		7,518	10,941	11,485	11,528	11,575	11,620	11,667	11,714	11,761	11,809	11,857
Transfer from reserve		(23,978)	(12,113)	(16,848)	(16,891)	(10,934)	(10,980)	(11,024)	(10,570)	(11,616)	(12,662)	(12,709)
<b>Closing balance</b>		23,711	22,539	17,176	11,813	12,454	13,094	13,737	14,881	15,026	14,173	13,321

## 8.2 Eastern Regional Libraries Corporation - Transition to a Beneficial Enterprise Update

**SUMMARY:**        **Manager Community Wellbeing, Petrina Dodds Buckley and  
Chief Financial Officer, Navec Lorkin**

**With significant implications for Regional Library Corporations under the Local Government Act 2020, the Eastern Regional Libraries Corporation (ERLC) will be wound up and a new Beneficial Enterprise established to provide library services which deliver economies of scale, for the three Member Councils, Knox, Maroondah, and Yarra Ranges.**

**Council resolved on 27 June 2022 that pursuant to Section 110(1) of the Local Government Act 2020, to participate in the formation of, and become a founding member of, Your Library Ltd. (a public company limited by guarantee) on the terms of the Your Library Ltd. Constitution (refer Attachment 1).**

**In 2021, each Member Council received a distribution of \$2 million from ERLC's Accumulated Surplus, in advance of any winding up of the Corporation which saw the equity share changing.**

**Over recent months, the ERLC Board has considered options and obtained legal advice regarding equity share and treatment of accumulated surpluses on transition to the new entity. At the ERLC Board meeting on 4 April 2023, the Board resolved to proceed with the original equity share resulting in a further distribution to Knox City Council of \$0.924 million and Yarra Ranges Council of \$1.012 million. After considerable discussion, the ERLC Board considered the ongoing Member contribution and resolved that Council member's annual contributions are based on the percentage of direct costs.**

**This report presents Council with an opportunity to view the final draft "Library Agreement" (refer Attachment 2) to formally proceed with the establishment of "Your Library Ltd" as a beneficial enterprise and to appoint Council's current ERLC Board members as initial Directors of Your Library Ltd.**

### **RECOMMENDATION**

**That Council:**

- 1. Note that the draft Your Library Agreement which will govern the relationship between the Member Councils and Your Library Limited has been finalised by Officers from the member Councils and the Eastern Regional Libraries Corporation.**
- 2. Approve the draft Your Library Agreement as set out in Attachment 2.**
- 3. Authorise the Chief Executive Officer to execute the Your Library Agreement on behalf of Council.**
- 4. Affirm the June 2022 appointment of Councillor Marcia Timmers-Leitch and Cr Susan Laukens as Knox's inaugural Directors of Your Library Ltd and the Chief Executive Officer, Mr. Bruce Dobson as its Corporate Representative.**
- 5. Note that the Council has received the additional payment of \$0.924 million held in the Library Reserve Account as set out in the report**

## **1. INTRODUCTION**

At the Council Meeting held on 27 June 2022, Council resolved to wind up the Eastern Regional Library Corporation and establish a Beneficial Enterprise. It was agreed that the ERLC will continue to provide library services under the current model, while officers from the Member Councils and ERLC negotiate and finalise the terms of the Your Library Agreement which will govern the relationship between the Member Councils and Your Library Limited, and this would be presented to a future Council meeting for approval. The Library Agreement has now been finalised and is presented to the Council in this report. Once approved, it is envisaged that the Your Library Limited new entity will be established as of the 1 July 2023.

## **2. DISCUSSION**

### **2.1 27 June 2022 Ordinary Meeting of Council Resolution**

At the Ordinary Meeting of Council held on the 27 of June 2022, Council resolved to:

1. Note the proposal that the Eastern Regional Library Corporation (ERLC) be wound up in accordance with Section 330(4) of the Local Government Act 2020 (LGA) and a Beneficial Enterprise be established in accordance with Section 110 of the LGA to deliver library services on behalf of the Knox, Maroondah, and Yarra Ranges City Councils.
2. Note that officers have assessed the proposal to participate in a beneficial enterprise and are satisfied that Council has met, and can continue to meet, the requirements of Sections 110(1) and 111 of the LGA.
3. Note the risk assessment, management, and mitigation strategies to address these risks set out in Attachments 4 and 5.
4. Pursuant to Section 110(1) of the LGA, resolve to participate in the formation of, and become a founding member of, Your Library Ltd (a public company limited by guarantee) on the terms of the Your Library Ltd Constitution as set out in Attachment 2 and:
  - a. Appoints the following two natural persons as inaugural Directors of Your Library Ltd.:
    - Councillor Marcia Timmers-Leitch; and
    - Councillor Yvonne Allred.
  - b. Appoints the following natural person as its Corporate Representative:
    - Chief Executive Officer, Mr. Bruce Dobson.
5. Note that the ERLC will continue to provide library services under the current model, while officers from the Member Councils and ERLC negotiate and finalise the terms of the Your Library Agreement which will govern the relationship between the Member Councils and Your Library Limited, which will be presented to a future Council meeting for approval.

### **2.2 Transition Plan and Next Steps**

There are three stages in setting up the beneficial enterprise. Councils confirmed their support to progress Stages 1 and 2.

#### **2.2.1 Stage 1 – Register Company Limited by Guarantee called “Your Library Ltd”**

This Stage allowed ERLC to register a company limited by guarantee under the Corporations Act 2001. The new entity is currently a “shelf company,” which is a company that is registered but will not trade or conduct business nor hold assets or liabilities. The company will not trade until after 1 July 2023 when the transition from Eastern Regional Libraries Corporation to Your Library Ltd takes place (pending Member Council approval).

The registration with the Australian Securities and Investment Commission (ASIC) has allowed time for the CEO to establish bank accounts, new finance and payroll systems, etc., and initiate Stage 2. To initiate Stage 1, the Member Councils were required to approve the draft constitution, consent to be Members of “Your Library Ltd” and appoint their Board members as the initial Directors.

The following Knox Councillors have been appointed as initial Directors:

- Cr Marcia Timmers- Leitch (original Board member as per Council report 27 June 2022);
- Cr Susan Laukens (new Board member in 2023, replacing former member Cr Allred).

### **2.2.2 Stage 2 – Establish Charitable and Tax – Exempt Status of Your Library**

This is the Stage where the charitable and tax-exempt status of Your Library Ltd was established under the Australian Charities and Not-for-Profits Commission Act 2012. This Stage ensures that the company remains exempt from Corporation and Payroll Tax and retains its Deductible Gift Recipient status.

### **2.2.3 Stage 3 – Finalise “Your Library Agreement” and Transfer Equity, Assets and Liabilities**

This is the final Stage where the transfer of equity, assets, and liabilities from ERLC to the new entity occurs in accordance with a transfer of business agreement titled “Your Library Agreement” to start operating on 1 July 2023.

### **2.3 Draft Library Agreement**

The Library Agreement governs the relationship between the Member Councils with respect to the contribution of assets and ongoing support and details the requirement of a Corporate Plan as well as a Budget and Strategic Resource Plan to identify the financial and other resource requirements of the Corporation. The Agreement also talks to the Financial Contributions of Member Councils and details processes regarding Reporting, Accounts and Membership.

The draft “Your Library” Agreement has been provided to each of the Member Councils for consideration and input. This document has been provided to Maddocks to review on behalf of Knox Council. The Legal advice obtained from Maddocks was considered at the Board level and incorporated into the document.

### **2.4 Equity Share in the new entity**

In 2021, distributions were made to the Member Councils (Knox \$2m, Maroondah \$2m and Yarra Ranges \$2.1m) which impacted Members equity share in ERLC without a further distribution. To ensure an equitable distribution to all members the ERLC Board resolved to undertake a further distribution to Knox Council of \$0.924m and Yarra Ranges Council of \$1.012m to restore the equity share of members.

This decision was based on consideration of the financial position of ERLC and the Victorian Auditor General (VAGO) Indicators for Financial Sustainability including risk to the organisation, as well as member preferences. The extra payment of \$924,066 is held in the Knox Library Reserve fund, to be used specifically to support library services and infrastructure in Knox.

## **3. CONSULTATION**

The transition to the beneficial enterprise has been underway for nearly two years. Knox Council Officers have engaged with Officers from both Yarra Ranges and Maroondah to consider the Library Agreement and understand the implications for each Council. Knox Officers have also

consulted with Council's Governance, Chief Financial Officer and Risk teams and sought independent legal advice from Maddocks.

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

Implementation of the recommendation is considered to have positive direct implications upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

As cultural entities that serve all members of society, including children, young adults, adults, and the elderly alike, libraries can contribute to sustainable education through teaching, raising awareness and providing leadership in sustainability practices. Libraries can also lead to sustainable practices through upgrading of existing infrastructure or inclusion in new buildings.

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

There are no environmental or amenity implications.

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

Establishing a new Beneficial Enterprise will enable Member Councils to pool their resources and take advantage of economies of scale. Following ERLC advice from Maddocks Lawyers, each Member Council in 2021 received a distribution, in advance of any winding up of the Corporation, of \$2.000 million from ERLC's Accumulated Surplus, in accordance with its Budget Report 2021-2022, primarily resulting from the impacts of the COVID-19 Pandemic on service provision. These funds were allocated to a reserve fund specifically for the purpose of major capital expenditure for acquiring, refurbishing, or redeveloping library premises as standalone premises, or as part of community hubs for all five Knox Library Branches. The subsequent distribution of \$0.924 million less the \$0.495 million resolved by Council to be allocated for the purchase of furniture for the Knox Library leaves a total of \$2.429 million available in the reserve.

Council contributes funds to ERLC to deliver its library service. Since 2016-17, Member Councils agreed to an annual increase in line with the rate cap. The contribution ERLC has budgeted to receive from Knox in 2023-24 is \$4,312,000. This reflects the budget allocation in the 2023-24 Proposed Budget.

Costs to transition to a beneficial enterprise will be funded through ERLC and does not carry additional financial implications for Council.

#### **7. SOCIAL IMPLICATIONS**

Public libraries receive over 30 million visitors annually and are a vital community asset. They provide free and equal access to services and programs that contribute to lifelong literacy and learning. Libraries help both children and adults with study, education, workforce participation, social connections, and community wellbeing. Libraries offer safe community spaces, formal meeting spaces and informal opportunities to connect with other people.

As cost-of-living pressures continue to rise, libraries are offering an ever-expanding range of free activities, events, and programs for communities to enjoy. There has been a steady increase in attendance at cultural, literacy and skill development programs run by Victoria's public libraries. In 2021-2022 across the Knox Libraries, we have over 96,352 members, 228,589 visits and over 1 million loans.

The new Beneficial Enterprise will enable ERLC to align with Member Councils with regards to legislative requirements such strategic plans so that service planning and delivery for local communities are streamlined and connected thus enhancing social and wellbeing outcomes for residents.

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

### **Opportunity & Innovation**

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

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

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

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

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

### **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. CONFIDENTIALITY**

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

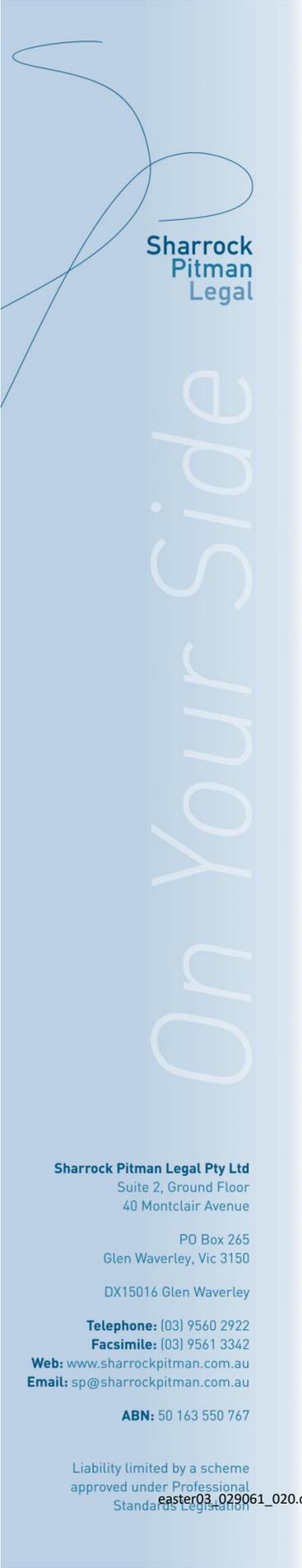
**Report Prepared By:**                   **Manager Community Wellbeing, Petrina Dodds Buckley**

**Report Authorised By:**           **Director Connected Communities, Judy Chalkley**

### **Attachments**

1. Attachment 1 - CM - Your Library Ltd - Constitution [8.2.1 - 28 pages]
2. Attachment 2 - CM - Your Library Ltd - Agreement [8.2.2 - 15 pages]

## Attachment 1



Sharrock  
Pitman  
Legal

### Your Library Ltd

**A Public Company Limited by Guarantee**

On Your Side

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## Contents

<b>1</b>	<b>Preamble</b> .....	<b>5</b>
<b>2</b>	<b>Name of Corporation</b> .....	<b>5</b>
<b>3</b>	<b>Status of the Constitution and replaceable rules</b> .....	<b>5</b>
<b>4</b>	<b>Interpretation</b> .....	<b>5</b>
	4.1 Definitions .....	5
	4.2 Interpretation.....	7
	4.3 Operation of Corporations Act .....	7
	4.4 Signing.....	7
<b>5</b>	<b>Objects and purpose</b> .....	<b>7</b>
	5.1 Objects and purpose .....	7
	5.2 Limitation of Powers .....	8
	5.3 Non profit .....	8
	5.4 Payment in good faith.....	8
	5.5 Conduit Policy.....	8
<b>6</b>	<b>Amendment of this Constitution</b> .....	<b>8</b>
	6.1 Amendment by Special Resolution .....	8
	6.2 Date of effect of amendment .....	8
	6.3 Notification to the ACNC.....	8
<b>7</b>	<b>Member's Liability</b> .....	<b>8</b>
	7.1 Liability to contribute .....	8
	7.2 Limited liability .....	9
<b>8</b>	<b>Membership</b> .....	<b>9</b>
	8.1 Founding Members.....	9
	8.2 Categories of membership .....	9
	8.3 Admission as a Member .....	9
	8.4 Becoming a Member .....	9
	8.5 Eligibility for Membership.....	9
	8.6 Application for Membership .....	9
	8.7 Consideration for application for Membership .....	10
	8.8 Membership fees .....	10
	8.9 Registration as a Member .....	10
<b>9</b>	<b>Rights of Members are non-transferable</b> .....	<b>10</b>
<b>10</b>	<b>Cessation of Membership</b> .....	<b>10</b>
	10.1 Cessation of Membership .....	10
	10.2 Resignation of Member .....	10
	10.3 Termination of membership.....	10
<b>11</b>	<b>Maintenance of Register</b> .....	<b>11</b>
	11.1 Register of Members .....	11
	11.2 Inspection of Register of Members.....	11
<b>12</b>	<b>General Meetings</b> .....	<b>12</b>
	12.1 Annual general meetings .....	12
	12.2 Business at annual general meeting .....	12
	12.3 Director and Chief Executive Officer convening a general meeting .....	12
	12.4 Meetings requested by Members .....	12
	12.5 Notice of general meeting.....	12
	12.6 Shorter notice of general meeting .....	12
	12.7 Notice of resumption of an adjourned meeting.....	12
	12.8 Use of technology.....	13

12.9	Postponement or cancellation of general meeting .....	13
12.10	Notice of change, postponement or cancellation of meeting .....	13
12.11	Omission to give notice relating to general meeting.....	13
<b>13</b>	<b>Proceedings at general meetings .....</b>	<b>13</b>
13.1	Quorum.....	13
13.2	Chairing general meetings.....	14
13.3	Conduct of general meetings.....	14
13.4	Adjournment .....	14
<b>14</b>	<b>Proxy .....</b>	<b>15</b>
<b>15</b>	<b>Body Corporate Representative.....</b>	<b>15</b>
15.1	Appointment of a Corporate Representative .....	15
15.2	Authority to act as a Representative .....	15
15.3	Instrument to be received by the Company.....	15
15.4	Revocation of appointment of Representative .....	16
<b>16</b>	<b>Voting.....</b>	<b>16</b>
16.1	Entitlement to vote.....	16
16.2	No Casting vote .....	16
16.3	Voting on resolution.....	16
16.4	Objection to right to vote.....	16
16.5	Written resolutions.....	16
16.6	Minutes .....	16
16.7	Disputes to be resolved by the chair .....	17
<b>17</b>	<b>Poll.....</b>	<b>17</b>
17.1	Chair may determine to take a poll.....	17
17.2	Right to demand a poll.....	17
17.3	Procedure for demanding a poll .....	17
<b>18</b>	<b>Appointment and removal of Directors.....</b>	<b>17</b>
18.1	Number and Composition of Directors.....	17
18.2	Retirement or Vacancy .....	18
18.3	Qualifications of Directors.....	18
18.4	Terms and retirement of Directors.....	18
18.5	Reappointment of Directors .....	18
18.6	Casual vacancy or additional Director.....	18
18.7	Vacation of office of Director .....	19
<b>19</b>	<b>Powers and duties of Board.....</b>	<b>19</b>
<b>20</b>	<b>ACNC governance standards .....</b>	<b>20</b>
<b>21</b>	<b>Delegation.....</b>	<b>20</b>
<b>22</b>	<b>Committees .....</b>	<b>20</b>
22.1	Delegation to committees .....	20
22.2	Meetings of committees.....	20
22.3	Chairperson of a committee .....	20
22.4	Determination of questions .....	20
<b>23</b>	<b>Negotiable instruments.....</b>	<b>20</b>
<b>24</b>	<b>Remuneration and reimbursement for expenses .....</b>	<b>21</b>
24.1	Remuneration of Director.....	21
24.2	Reimbursement of expenses.....	21
<b>25</b>	<b>Board meetings .....</b>	<b>21</b>
25.1	Convening meetings .....	21
25.2	Notice of meetings .....	21

25.3	Omission to give notice.....	21
25.4	Use of technology .....	21
25.5	Quorum at meetings .....	21
25.6	Chair of meetings.....	22
25.7	Passing resolutions at meetings .....	22
25.8	No Casting vote .....	22
25.9	Conduct of meetings.....	22
25.10	Written resolutions .....	22
25.11	Minutes of meetings .....	22
<b>26</b>	<b>Director's conflict of interests .....</b>	<b>23</b>
26.1	Declaration of interest .....	23
26.2	Voting by interested Directors .....	23
<b>27</b>	<b>Appointment of Secretary and Chief Executive Officer.....</b>	<b>23</b>
27.1	Secretary .....	23
<b>28</b>	<b>Removal and remuneration of Auditor.....</b>	<b>23</b>
28.1	Appointment of Auditor .....	24
28.2	Remuneration of Auditor .....	24
28.3	Removal of Auditor .....	24
28.4	Auditor's attendance at general meetings.....	24
<b>29</b>	<b>Execution of documents .....</b>	<b>24</b>
<b>30</b>	<b>Financial records .....</b>	<b>24</b>
30.1	Member's access to financial records .....	24
30.2	Directors' access to financial records .....	24
30.3	Access to financial records after ceasing to be a Director .....	24
<b>31</b>	<b>Notices .....</b>	<b>24</b>
31.1	General .....	24
31.2	How to give a communication.....	24
31.3	Communications by post .....	25
31.4	Communications by email .....	25
31.5	After hours communication .....	25
<b>32</b>	<b>Indemnity and insurance .....</b>	<b>25</b>
32.1	Indemnity .....	25
32.2	Documenting indemnity .....	25
32.3	Insurance .....	26
<b>33</b>	<b>Winding up and revocation.....</b>	<b>26</b>
33.1	Winding up of the Company .....	26
33.2	Transfer of surplus assets – deductible gift recipients .....	26
<b>34</b>	<b>Dispute resolution .....</b>	<b>26</b>
34.1	Handling a dispute .....	26
34.2	Urgent interlocutory relief .....	27
<b>Schedule 1</b>	<b>.....</b>	<b>28</b>
	Appointment of Representative at a General Meeting.....	28

## 1 Preamble

- (a) The Founding Member Councils first established the Eastern Regional Libraries Corporation (ABN 67 990 548 408) on or about 14 June 1996 by an agreement made under section 196 of the Local Government Act 1989 (Vic).
- (b) In accordance with section 330(4) of the Local Government Act 2020 (Vic), as an existing regional library, the Eastern Regional Libraries Corporation must be wound up by 1 July 2031.
- (c) Section 110(1) of the Local Government Act 2020 (Vic) allows the Founding Member Councils to become members of and participate in the formation of a corporation and appoint directors.
- (d) Therefore, on the 27th and 28th June 2022, the Founding Member Councils resolved to apply section 110 of the Local Government Act 2020 (Vic) to establish the Company as a new not-for-profit, public library, registered as a company limited by guarantee under the Corporations Act.
- (e) The Founding Member Councils will record their initial contribution and transfer of assets, licences, operations and activities from the Eastern Regional Libraries Corporation to the Company under a separate agreement.

## 2 Name of Corporation

The name of the company is **Your Library Ltd**.

## 3 Status of the Constitution and replaceable rules

This is the Constitution of the Company. The provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and accordingly do not apply to the Company.

## 4 Interpretation

### 4.1 Definitions

In this Constitution unless the contrary intention appears:

**Auditor** means the person appointed for the time being as the auditor of the Company.

**ABN** means Australian Business Number.

**ACNC** means the Australian Charities and Not-for-profits Commission.

**ACNC Act** means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and includes any regulations made under the ACNC Act and any rulings or requirements of the Commissioner made under the ACNC Act having application to the Company.

**ASIC** means the Australian Securities and Investments Commission.

**Appointed Board Member** means a Director appointed pursuant to clause 18.1(b) from time to time.

**Board** means the Directors present at a meeting, duly convened as a Board meeting, at which a quorum is present.

**Business Day** means a day which is not a Saturday, Sunday or bank or public holiday in Melbourne, Victoria, Australia.

**Company** means **Your Library Ltd (ACN )**.

**Constitution** means this constitution as amended from time to time.

**Corporations Act** means the *Corporations Act 2001* (Cth).

**Deductible Contributions** mean a contribution of money or property as described in item 7 or item 8 of the table in section 30-15 of the Tax Act in relation to a fundraising event held for that purpose.

**Director** means a person who is a director for the time being of the Company and **Directors** means more than one Director.

**Founding Member Councils** means the Knox City Council, Maroondah City Council and Yarra Ranges Shire Council.

**Gifts** mean gifts of money or property for the Objects of the Company.

**ITAA97** means the *Income Tax Assessment Act 1997* (Cth).

**Member** means the Member Councils and any other body corporate who is, or who is registered as, a member of the Company.

**Members** mean more than one Member.

**Membership** means being a Member of the Company.

**Member Councils** means the Knox City Council, Maroondah City Council and Yarra Ranges Shire Council, and where a subsequent Council is admitted as a Member, includes that Council.

**Objects** mean the objects of the Company set out in **clause 5.1**.

**Property** means any real, personal, tangible, intangible, moveable or immoveable property of any kind where ever situated including money and choses in action.

**Register of Members** means the register of Members maintained pursuant to the Corporations Act.

**Replaceable Rules** means the replaceable rules applicable to a public company limited by guarantee set out in the Corporations Act.

**Representative** means a body corporate or the Member Councils' representative as appointed under clause 15.

**Rule** means a rule, by-law or policy made by the Directors in accordance with clause 19(e), and includes all rules, by-laws or policies previously adopted by the Eastern Regional Libraries Corporation and which become the rules, by-laws or policies of the Company at the date of incorporation of the Company.

**Secretary** means any person appointed for the time being as, or to perform the functions of, secretary of the Company.

**Tax Act** means the *Income Tax Assessment Act 1997* (Cth) and the *Income Tax Assessment Act 1936* (Cth) as appropriate.

#### **4.2 Interpretation**

In this Constitution:

- (f) the words “including”, “include” and “includes” are to be construed without limitation;
- (g) a reference to legislation is to be construed as a reference to that legislation, any subordinate legislation, regulations and instruments made under it, and that legislation and subordinate legislation, regulations and instruments, as amended, re-enacted or replaced from time to time;
- (h) a reference to a “person” includes a corporate representative appointed pursuant to section 250D of the Corporations Act;
- (i) headings are used for convenience only and are not intended to affect the interpretation of this Constitution;
- (j) a reference to a meeting includes a meeting by digital or other technology where all attendees have reasonable opportunity to participate;
- (k) a reference to a person being present in person includes an individual participating in a meeting as described in clause 4.2(e);
- (l) a reference to a person being present includes an individual participating in a meeting in person or through a Representative; and
- (m) a word or expression defined in the Corporations Act and used, but not defined, in this Constitution has the same meaning given to it in the Corporations Act when used in this Constitution.

#### **4.3 Operation of Corporations Act**

While the Company is a registered charity under the ACNC Act the provisions of the Corporations Act in Part 2G.2 and Part 2G.3<sup>1</sup> apply as if section 111L(1) of the Corporations Act was not enacted and if one of those provisions includes a reference to lodging documents with or notifying ASIC that requirement does not apply to the Company.

#### **4.4 Signing**

Where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions, or in any other manner approved by the Directors.

### **5 Objects and purpose**

#### **5.1 Objects and purpose**

The Object and principal purpose of the Company is to be a charity (with charitable sub-type advancing culture) and a public library (endorsed as a deductible gift recipient under item 12.1.2 of the table of cultural organisations set out in section 30-100 of the ITAA97) pursuing the following charitable objects:

- (a) to operate a digital library, library branches and provide library services to and within the Member Councils, and to provide similar services to other Councils, Beneficial Enterprises or library corporations through a service level agreement;
- (b) provide services, resources and programs aimed at meeting the information, recreation, educational, placemaking, business, economic and cultural needs of the diverse communities of the Member Councils in an equitable, effective, efficient, responsive and forward looking manner in accordance with the values and objectives as determined by the Board;

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<sup>1</sup> Part 2G.2 and 2G.3 are provisions in relation to meetings of members and keeping minutes

- (c) to act as trustee and to perform and discharge the duties and functions incidental to acting as a trustee where this is incidental or conducive to the attainment of these Objects; and
- (d) to do such things as are incidental or ancillary to the attainment of these Objects.

## **5.2 Limitation of Powers**

The Company is prohibited from making distributions to Members and paying fees (or other remuneration) to the Directors. The Secretary must approve all other payments the Company makes to Directors and provide a report on any such payments at the first available general meeting.

## **5.3 Non profit**

The assets and income of the Company must be applied solely in furtherance of the Objects, and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members, directors or any trustees of the Company.

## **5.4 Payment in good faith**

Clause 5.3 does not prevent payment, directly or indirectly, in good faith to a Member:

- (a) of reasonable remuneration for services to the Company;
- (b) for goods supplied in the ordinary course of business;
- (c) of fair and reasonable interest on money borrowed from a Member at a rate not exceeding that fixed for the purposes of this clause 5.4(c) by the Company in a General Meeting;
- (d) of reasonable rent for premises let by a Member;
- (e) a contribution towards a grant or project in furtherance of the Objects and Purposes of the Company; or
- (f) in furtherance of the Objects and Purposes of the Company poses of the Company.

## **5.5 Conduit Policy**

Any allocation of funds or property to other persons or organisations must be made in accordance with the Objects of the Company and must not be influenced by the preference of the donor.

## **6 Amendment of this Constitution**

### **6.1 Amendment by Special Resolution**

This Constitution may be modified or repealed only by a special resolution of the Company in a general meeting.

### **6.2 Date of effect of the amendment**

Any modification or repeal of this Constitution takes effect on the date the special resolution is passed or any later date specified, or provided for, in the resolution.

### **6.3 Notification to the ACNC**

The Company will notify ASIC or, if a registered charity, the ACNC (as applicable) of any modification or repeal of this Constitution within the time specified in the ACNC Act or the Corporations Act.

## **7 Member's Liability**

### **7.1 Liability to contribute**

Each Member during the year ending on the day of the commencement of the winding up of the Company, undertakes to contribute to the property of the Company for:

- (a) payment of debts and liabilities of the Company;
- (b) payment of the costs, charges and expenses of winding up; and
- (c) any adjustment of the rights of the contributories among Members.

#### **7.2 Limited liability**

The amount that each Member or past Member is liable to contribute under clause 7.1 is not to exceed \$1.00.

### **8 Membership**

#### **8.1 Founding Members**

The Founding Member Councils are the founding Members of the Company.

#### **8.2 Categories of membership**

Additional categories and classes of members, if required, may be created by a special resolution of the Members of the Company in a general meeting.

#### **8.3 Admission as a Member**

The Company may admit a body corporate as a Member where:

- (a) The applicant is eligible under clause 8.5 and makes an application to the Directors in accordance with clause 8.6;
- (b) The Board recommends that the applicant be admitted as a member to its Member Councils; and
- (c) The existing Member Councils agree in writing to admit a new Member, which such written consent to be provided once that Council has approved the admission of a new Member at a Council meeting.

#### **8.4 Becoming a Member**

Subject to the Corporations Act, a body corporate becomes a Member on the registration of that body corporate's name in the Register of Members.

#### **8.5 Eligibility for Membership**

To be eligible to be a Member, a body corporate must:

- (a) be nominated by 1 existing Member;
- (b) consent in writing to become a Member; and
- (c) agree to be bound by this Constitution.

#### **8.6 Application for Membership**

- (a) Only a body corporate satisfying the eligibility requirements for Membership may apply for Membership.
- (b) The Board may prescribe the process, information and supporting documents required for an applicant to apply for Membership and the form in which the application for Membership is to be made.
- (c) An application for Membership must:
  - (i) be in writing signed by the applicant;
  - (ii) if the Board has prescribed the form of the application for Membership, be in that prescribed form;
  - (iii) if the Board has prescribed information and supporting

documents to be included as part of an application, include the information and supporting documents, and

- (iv) be accompanied by the membership fee, if any, determined by the Directors.

#### **8.7 Consideration for application for Membership**

- (a) At the first meeting of the Board after an application for Membership has been received by the Board, the Board must consider the application and in their discretion either accept, accept subject to conditions, defer the decision to a subsequent meeting of the Board or reject the application.
- (b) If the Board accepts the application for Membership, or accepts subject to conditions, the application must be submitted to the Member Councils for consideration;
- (c) The Member Councils may only accept an application in accordance with clause 8.3(c).
- (d) The Board and the Member Councils are not required to give reasons for refusing an application for membership.

#### **8.8 Membership fees**

The Members must pay such membership fees as prescribed from time to time by the Directors.

#### **8.9 Registration as a Member**

If the Company accepts an application for Membership, as soon as practicable, the Secretary must notify the applicant of the decision and must register the name of the body corporate in the Register of Members and record any conditions imposed on that Member's Membership.

#### **9 Rights of Members are non-transferable**

The rights and obligations of a Member are specific to that body corporate and are not transferable.

#### **10 Cessation of Membership**

##### **10.1 Cessation of Membership**

A Member ceases to be a Member:

- (a) if the Member resigns as a Member in accordance with this Constitution;
- (b) if the Member is expelled as a Member in accordance with this Constitution;
- (c) if the Member is being wound up or ceasing to exist;
- (d) if the Member is placed under external administration or becomes insolvent

unless the Member Councils (but not including a Member Council whose membership is the subject of this clause) unanimously resolve for that Member to remain a Member of the Company.

##### **10.2 Resignation of Member**

A Member may resign from the Company by giving the Board at least 12 months' notice.

##### **10.3 Termination of membership**

- (a) A Member Council may recommend to the Board that the Company terminate the membership of a Member if the Member Council is of the view that the Member is not complying with its obligations as a Member of the Company.

- (b) At the first meeting of the Board after a recommendation is received to terminate a Membership, the Board must consider termination and in their discretion and subject to clause 10.3(c) either accept, accept subject to conditions, defer until further information is provided or reject the recommendation. Any such decision must be based on one of the following substantive grounds:
  - (i) the Member has failed to pay any fee that may be prescribed by the Directors from time to time within 12 months after the fee was due and payable;
  - (ii) where the Member is a Member Council, both Appointed Board Member positions for that Council have been vacant for 12 months, or no Appointed Board Members appointed by that Member Council have attended Board meetings for 12 months;
  - (iii) where the Member is a Member Council, that Member Council has failed to attend 3 consecutive general meetings of the Company;
  - (iv) the Member refuses or neglects to comply with this Constitution; or
  - (v) the Member engages in conduct which is prejudicial to the interests of the Company.
- (c) Before deciding to accept or accept subject to conditions the recommendation the Board must provide the Member whose Membership is under consideration notice of the proposed action and provide the Member with an opportunity to respond. The Board must allow the Member at least 14 days from when the Board provides the notice to respond to the notice;
- (d) If the Board decides to accept or accept subject to conditions the recommendation must be submitted to the Member Councils for consideration;
- (e) The Board's final resolution on the termination is subject to each Member Council (but not including a Member Council whose membership is the subject of this clause) agreeing in writing to terminate the Member; and
- (f) If the Member Councils (but not including a Member Council whose membership is the subject of this clause) agree in writing to terminate the Member, the Board must terminate the Membership of that Member by giving 14 days' notice of the termination to that Member.
- (g) If a dispute arises regarding the termination of a Member's membership under this clause 10.3, the dispute resolution procedure contained in clause 34 must be followed and, for the purposes of clause 34.1, written notification under clause 10.3(a) will be the notice of the dispute (as defined in clause 34.1).

## **11 Maintenance of Register**

### **11.1 Register of Members**

The Secretary must maintain a Register of Members setting out:

- (a) the name and address of each Member;
- (b) the date on which each person became a Member;
- (c) any conditions imposed on a Member's Membership; and
- (d) in respect of each body corporate who has ceased to be a Member, the date on which that body corporate ceased to be a Member.

### **11.2 Inspection of Register of Members**

The Company must provide access to the Register of Members in accordance with the Corporations Act.

**12 General Meetings****12.1 Annual general meetings**

The Company must hold an annual general meeting:

- (a) within 6 months of incorporation; and
- (b) after the first annual general meeting, before 30 August in each calendar year.

The Board or Secretary shall convene the annual general meeting.

**12.2 Business at an annual general meeting**

The business of an annual general meeting may include any of the following, even if not referred to in the notice of meeting:

- (a) the consideration of the annual financial report, directors' report and auditor's report;
- (b) the appointment of the auditor; and
- (c) determination of auditor's remuneration.

**12.3 Director and Chief Executive Officer convening a general meeting**

Any Director or the Directors may convene a general meeting.

The Chief Executive Officer under delegation by the Board may convene a general meeting.

**12.4 Meetings requested by Members**

- (a) If the Board receives a request from a Member or Members with a right to vote at any general meeting the Board must convene a general meeting within 21 days after the date of receipt of that request.
- (b) The request must detail any proposed resolution, the names of the Members requesting the meeting and be signed by all of the Members making the request. For this purpose, the signatures of the Members may be contained in more than one document.
- (c) A general meeting requested by the Members must be held no later than two calendar months after the request is received.

**12.5 Notice of general meeting**

At least 21 days' notice of a general meeting must be given to the Members, Directors and Auditor. The notice must:

- (a) state the date, time and place (or places) of the meeting;
- (b) state the general nature of the business to be conducted at the meeting; and
- (c) state any proposed resolutions.

**12.6 Shorter notice of general meeting**

Subject to the Corporations Act, a shorter notice of a general meeting may be given if the calling of the notice of the general meeting on shorter notice is agreed to by all Members entitled to attend and vote at the meeting and any such general meeting will be treated as having been duly convened.

**12.7 Notice of resumption of an adjourned meeting**

If a general meeting is adjourned for 30 days or more, at least 30 days' notice must be given to the Members, Directors and Auditor of the day, time and place (or places) for the resumption of the adjourned general meeting.

**12.8 Use of technology**

A general meeting may be held in one place or two or more places. If a general meeting is held in two or more places, the Company must use technology that gives Members a reasonable opportunity to participate at that general meeting.

**12.9 Postponement or cancellation of a general meeting**

- (a) Subject to this Constitution and the Corporations Act, the Board may change the place (or places) of a general meeting, or postpone or cancel a general meeting.
- (b) If a general meeting is convened pursuant to a request by Members, the Board may not postpone or cancel the general meeting without the consent of the requesting Members.

**12.10 Notice of change, postponement or cancellation of a meeting**

- (a) If the Directors have convened a general meeting, the Board may change the place (or places) of the general meeting, postpone or cancel the general meeting. If a Director has convened a general meeting, only the Director who convened the general meeting may change the place (or places) of the general meeting, or postpone or cancel the general meeting.
- (b) If the Board changes the place (or places) of a general meeting, notice must be given to each Member and each person entitled to receive notice of the meeting of the new place (or places) of the meeting.
- (c) If the Board postpones a general meeting, notice must be given to each Member and each other person entitled to receive notice of the new date, time and place (or places) of the meeting.
- (d) If the Board cancels a general meeting, notice must be given to each Member and each other person entitled to receive notice of general meetings.

**12.11 Omission to give notice relating to a general meeting**

No resolution passed at or proceedings at any general meeting will be invalid because of any unintentional omission or error in giving or not giving notice of:

- (a) that general meeting;
- (b) any change of place (or places) of that general meeting;
- (c) postponement of that general meeting, including the date, time and place (or places) for the resumption of the adjourned meeting; or
- (d) resumption of that adjourned general meeting.

**13 Proceedings at general meetings****13.1 Quorum**

- (a) A quorum at a general meeting is where a simple majority of Representatives of the Member Councils is present in person, but must include a Representative of each of the Member Councils. The quorum must be present at all times during the general meeting.

Lack of Quorum

- (b) If a quorum is not present within 30 minutes after the time appointed for a general meeting (or any longer period of time as the chair may allow) or ceases to be present at any time during the general meeting, the general meeting:
  - (i) if convened by a Director or on the request of Members, is

dissolved; or

- (ii) in any other case:
  - (A) is adjourned to be resumed on a day, time and place (or places) as the chair determines or if the chair is not present as the Directors or Director at the meeting may determine; or
  - (B) if the Directors do not so determine, no Director is present or no Director present so determines:
    - (1) the date for the resumption of the adjourned general meeting will be on the same day in the next week;
    - (2) the time for the resumption of the adjourned general meeting will be at the same time as the adjourned meeting; and
    - (3) the place (or places) for the resumption of the adjourned general meeting will be at the same place (or places) as the adjourned meeting.
- (c) If a quorum is not present within 30 minutes after the time appointed for the resumption of the adjourned general meeting or ceases to be present during the meeting, the general meeting is dissolved.

### **13.2 Chairing general meetings**

- (a) The chair of the general meeting will be the Director elected for the time being as chair of the Board meetings.
- (b) If the chair is not present within 15 minutes after the time appointed for any general meeting or if the chair is unwilling or unable to act as chair for the whole or any part of that general meeting, the Directors present may elect a Director present to chair that general meeting.
- (c) If no Director is elected or if all the Directors present decline to take the chair for the whole or any part of that general meeting, or the Members present otherwise determine that they wish to appoint a different person as chair, the Members present may elect a Member present (in person) to chair for the whole or any part of that general meeting. If the Members do not so elect a chair, the meeting will be adjourned to be resumed on the same day, at the same time and the same place (or places) in the following week.

### **13.3 Conduct of general meetings**

The chair of each general meeting has charge of the conduct of that meeting, including the procedures to be adopted and the application of those procedures at that meeting.

### **13.4 Adjournment**

- (a) The chair of a general meeting may adjourn the meeting to another date, time and place (or places) if it appears to the chair that it is likely to be impracticable to hold or to continue to hold the meeting because of the number of Members who wish to attend but who are not present.
- (b) If a majority of Members present at a general meeting in person or by proxy determine that the meeting should be adjourned, the chair must adjourn the meeting to another date, time and place (or places) determined by the chair.
- (c) No business may be transacted on the resumption of an adjourned or postponed general meeting other than the business referred to in the

notice convening the adjourned or postponed general meeting.

**14 Proxy**

A Member must not appoint a proxy to attend a general meeting or vote on their behalf.

**15 Body Corporate Representative**

**15.1 Appointment of a Corporate Representative**

- (a) Each Member must appoint at least one (1), and up to two (2), natural persons as its Representative(s) to exercise on its behalf any or all of the powers it may exercise:
  - (i) at meetings of the Members;
  - (ii) at meetings of creditors or debenture holders; or
  - (iii) relating to resolutions to be passed without meetings.
- (b) In the event that a Member does not appoint any Representative, the Director(s) appointed by that Member shall be deemed to be the Member's Representative(s).
- (c) Where a Member appoints two (2) Representatives, the Representatives will have one collective vote and must vote as a block. In the event of a division between the Representatives of a Member with respect to any resolution, the vote of that Member will be in the negative.
- (d) The appointment of a Representative may be a standing one.

**15.2 Authority to act as a Representative**

- (a) An appointment of a Representative must be in writing and be signed by the body corporate or the Member Council appointing the Representative and state:
  - (i) the Member's or Member Council's name and address, or
  - (ii) the Company's name;
  - (iii) the Representative's name or the name of the office held by the Representative; and
  - (iv) the general meeting at which the Representative may act, or if the appointment is a standing one, a clear statement to that effect.
- (b) The instrument appointing the Representative may specify the manner in which the Representative(s) must vote on any particular resolution and may restrict the exercise of any power.
- (c) The Company may rely on an instrument appointing a Representative as definitive evidence that the Representative has been validly appointed in accordance with the rules and procedures of that Member for the making of such an appointment.

**15.3 Instrument to be received by the Company**

- (a) An instrument purporting to appoint the Representative is not valid unless it is received by the Company at least 48 hours before the general meeting or, in the case of an adjourned meeting, at least 48 hours before the resumption of an adjourned general meeting.
- (b) An instrument appointing a Representative must be received by the Company at any of the following:
  - (i) the registered office; or

- (ii) a place or electronic address specified for that purpose in the notice of the general meeting.

**15.4 Revocation of appointment of Representative**

The appointment of a Representative may be revoked by the Member who appointed the Representative by notice to the Company from the Member stating that the appointment of the Representative is revoked or by appointing a new Representative.

**16 Voting**

**16.1 Entitlement to vote**

Each Member entitled to vote at a general meeting may vote in person through their Representative(s). Each Member has one vote, whether on a show of hands, or a poll.

**16.2 No Casting vote**

If there is an equality of votes, either on a show of hands or on a poll, then the chairperson of the meeting is not entitled to a casting vote in addition to any votes to which the chairperson is entitled as a Member or Representative, and consequently, the resolution fails.

**16.3 Voting on resolution**

At any general meeting, a resolution put to a vote must be determined by a show of hands unless a poll is demanded in accordance with this Constitution. A resolution is taken to be carried if a simple majority of the votes cast on the resolution are in favour of it.

**16.4 Objection to right to vote**

- (a) A challenge to a right to vote at a general meeting:
  - (i) may only be made at that general meeting; and
  - (ii) must be determined by the chair.
- (b) A determination made by the chair in relation to a challenge to a right to vote is binding on all Members and is final.

**16.5 Written resolutions**

Members may pass a resolution without a general meeting being held if all the Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures of the Members may be contained in more than one document and a signature includes an electronic signature.

**16.6 Minutes**

- (a) Unless a poll is demanded in accordance with this Constitution, a declaration by the chair that a resolution has, on a show of hands, been:
  - (i) carried;
  - (ii) carried unanimously;
  - (iii) carried by a particular majority; or
  - (iv) lost or not carried by a particular majority,
 is conclusive evidence of the fact declared. An entry to that effect made in the minutes book of the Company and the minutes are adopted at the next general meeting is evidence of that fact unless the contrary is proved.
- (b) After each general meeting, the Directors must record or cause to be recorded in the minutes book:

- (i) the proceedings and resolutions of each general meeting;
- (ii) any declarations at each general meeting; and
- (iii) all resolutions passed by Members without a general meeting.
- (c) The chair, or the chair of the next meeting, must sign the minutes within one month after the general meeting.
- (d) The minute books must be kept electronically at the registered office and distributed to the Directors electronically within three months after each general meeting.
- (e) Members may inspect the minute books electronically at any time on the Company's Intranet. No amount may be charged for inspection.

**16.7 Disputes to be resolved by the chair**

The chair will determine any dispute in relation to any vote, and the determination of the chair is binding on all Members and is final.

**17 Poll**

**17.1 Chair may determine to take a poll**

The chair of a general meeting may determine that a poll be taken on any resolution.

**17.2 Right to demand a poll**

A poll may be demanded on any resolution at a general meeting other than the election of a chair or the question of an adjournment by any Member present at the meeting.

**17.3 Procedure for demanding a poll**

- (a) A poll may be demanded:
  - (i) before a vote on a show of hands is taken;
  - (ii) before the result of a vote on a show of hands is declared; or
  - (iii) immediately after the result of a vote on a show of hands is declared.
- (b) If a poll is demanded on the election of a chair or the question of an adjournment, it must be taken immediately. If a poll is demanded on any other matter, it may be taken in the manner and at the time and place (or places) as the chair directs.
- (c) Other than where a poll is demanded on the election of a chair or the question of an adjournment, a demand for a poll may be withdrawn at any time by the person or persons who demanded it. A demand for a poll which is withdrawn does not invalidate the result of a show of hands declared before the demand for the poll was made.
- (d) Other than where a poll is demanded on the election of a chair or the question of an adjournment, a demand for a poll does not prevent the general meeting from continuing for the transaction of any business.

**18 Appointment and removal of Directors**

**18.1 Number and Composition of Directors**

- (a) The Company must have six (6) Directors upon its incorporation.
- (b) The Directors shall consist of two (2) Board Members appointed by each of the Member Councils (Appointed Board Member).

- (c) Once appointed, the Appointed Board Member holds office in accordance with clause 18.4.
- (d) The Member Councils who have nominated an Appointed Board Member may withdraw their nomination at any time if the person so nominated no longer holds office with that Member Council or is no longer suitable to be nominated as the Appointed Board Member.
- (e) If an Appointed Board Member is unable to be present at a Board meeting, the Board shall allow a Senior Executive Officer of the Member Council that appointed Board Member to attend the Board meeting in the place of the absent Appointed Board Member. The Senior Executive Officer shall not have a vote and does not have the powers of a director.

### **18.2 Retirement or Vacancy**

The Company may, at a General Meeting at which:

- (a) a Director retires or otherwise vacates office; or
  - (b) a Director vacancy exists by operation of clause 18.7 or otherwise,
- request that the Board seeks a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1.

### **18.3 Qualifications of Directors**

- (a) To be eligible for the office of Director a person must consent in writing to act as a Director.
- (b) In the event that it is required under a law, regulation or guideline applicable to the Company, the Company must ensure that a majority of the Directors are persons who have the requisite level or degree of responsibility to the general public.

### **18.4 Terms and retirement of Directors**

- (a) Subject to clause 18.5, Directors are elected for terms of four (4) years.
- (b) At each Annual General Meeting, any Director who has held office for four (4) years or more since last being elected, must retire from office but subject to clauses 18.2 and 18.5 is eligible for reappointment. A retiring Director holds office until the conclusion of the meeting at which that Director retires.
- (c) The Members may by ordinary resolution increase or decrease the period of time for which a Director holds office under clause 18.4(a).
- (d) The Members may by ordinary resolution remove any Director before the expiration of that Director's period of office, and may then request that the Board seek a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1.

### **18.5 Reappointment of Directors**

Directors are entitled to seek reappointment as Directors provided that they are still nominated by the Member Councils as their Appointed Board Member and the Director's period of continuous service to the Company does not exceed a period of eight (8) years unless the Members, by ordinary resolution in General Meeting or unanimous written resolution, elect to waive this requirement for a particular Director.

### **18.6 Casual vacancy or additional Director**

- (a) The Directors may at any time request a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1 either to fill a casual vacancy or as an addition to the existing Directors, provided the total number of Directors does not exceed the maximum number of Directors appointed by that Member Council set out in clause 18.1(b).

- (b) A Director appointed under clause 18.6(a) holds office until the conclusion of the next Annual General Meeting of the Company but is eligible for appointment at that meeting.

#### **18.7 Vacation of office of Director**

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act, a person ceases to be a Director and the office of Director is vacated if the person:

- (a) is removed from office as a Director by a resolution of the Company at a general meeting;
- (b) ceases to be eligible under clause 18.3;
- (c) resigns as a Director by notice in writing to the Company;
- (d) is no longer nominated by the Member Council as its Appointed Board Member under clause 18.1(d).
- (e) if the person is subject to assessment or treatment under any mental health law and the Board resolves that the person should cease to be a Director;
- (f) dies;
- (g) is disqualified from acting as a Director under the Corporations Act;
- (h) is absent from Board meetings for a continuous period of six months without leave of absence from the Board.

#### **19 Powers and duties of Board**

- (a) The primary objective of the Board is to achieve the best library service outcomes for the communities of the Member Councils within the context of each of the Member Councils' available resources and competing demands. These outcomes include the provision of resources and programs aimed at meeting the information, recreation, educational, placemaking, business, economic and cultural needs of the diverse communities of the Members in an equitable, effective, efficient, responsive and forward looking manner in accordance with the values and objectives as determined by the Board
- (b) Subject to this Constitution and the Corporations Act, the activities of the Company are to be managed by, or under the direction of, the Board.
- (c) Subject to this Constitution and the Corporations Act, the Board may exercise all powers of the Company that are not required to be exercised by the Company in a general meeting.
- (d) The powers of the Board include the power to:
  - (i) borrow or otherwise raise money;
  - (ii) mortgage, charge (including in the form of a floating charge) any of the Company's assets (both present and future); and
  - (iii) issue debentures and other securities, and any instrument (including any bond).
- (e) Subject to this Constitution, the Directors may from time to time by resolution make and rescind or alter Rules which are binding on the Members for the management and conduct of the business of the Company.
- (f) The rules, by-laws or policies previously adopted by the Eastern Regional Libraries Corporation become the rules, by-laws or

policies of the Company at the date of incorporation of the Company.

**20 ACNC governance standards**

The Company and each Director must comply with the duties described in governance standard 5 as set out in the regulations made under the ACNC Act and such other obligations as apply under the ACNC Act and the Corporations Act from time to time.

**21 Delegation**

- (a) The Board may delegate any of its powers to:
- (i) a Director;
  - (ii) a committee in accordance with clause 21;
  - (iii) an employee of the Company; or
  - (iv) any other person.
- (b) The power may be delegated for such time as determined by the Directors and the Directors may at any time revoke or vary the delegation.
- (c) The delegate must exercise the powers delegated in accordance with any directions of the Directors, and the exercise of the power by the delegate is as effective as if the Directors had exercised it.
- (d) The Directors may continue to exercise any power they have delegated.

**22 Committees**

**22.1 Delegation to committees**

- (a) The Directors may delegate any of their powers, to a committee which may consist of one or more Directors and such other persons as they think fit.
- (b) A committee to which any powers have been delegated under clause 22.1(a) must exercise those powers in accordance with any directions of the Directors. A power so exercised is taken to have been exercised by the Directors.
- (c) Notwithstanding any delegation of authority under this clause 22.1, the Directors remain responsible for any decisions of a committee appointed by them and must ensure that the committee exercises its powers appropriately.

**22.2 Meetings of committees**

A committee may meet and adjourn as it thinks proper.

**22.3 Chairperson of a committee**

The members of a committee may elect one of their number as chairperson of their meetings. If a meeting of a committee is held and:

- (a) a chairperson has not been elected; or
- (b) the chairperson is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act;

then the committee members involved may elect one of their number to be chairperson of the meeting.

**22.4 Determination of questions**

- (a) Questions arising at a meeting of a committee are to be determined by a majority of votes of the members present and voting.
- (b) In the event of an equality of votes, the chairperson of the meeting does not have a casting vote.

**23 Negotiable instruments**

All negotiable instruments and all receipts for money paid to the Company must be signed, drawn, accepted, endorsed or otherwise executed in such manner as the Board may determine.

## **24 Remuneration and reimbursement for expenses**

### **24.1 Remuneration of Director**

The Company must not pay and a Director is not entitled to receive any fee (or other remuneration) from the Company for services performed as a Director.

### **24.2 Reimbursement of expenses**

Directors are entitled to be reimbursed by the Company for reasonable costs and expenses incurred or to be incurred in connection with attendance at meetings of the Board and committees of the Board, if approved by the Board.

## **25 Board meetings**

### **25.1 Convening meetings**

- (a) In the ordinary course, the Chief Executive Officer will convene Board meetings in accordance with the determinations of the Board.
- (b) A Director may at any time convene a Board meeting by notice to the other Directors.

### **25.2 Notice of meetings**

- (a) Reasonable notice of each Board meeting must be given to the Directors entitled to receive a notice (if any).
- (b) Each notice must state:
  - (i) the date, time and place (or places) of the Board meeting;
  - (ii) the general nature of the business to be conducted at the Board meeting; and
  - (iii) any proposed resolutions.

### **25.3 Omission to give notice**

No resolution passed at or proceedings at any Board meeting will be invalid because of any unintentional omission or error in giving or not giving notice of:

- (a) that Board meeting;
- (b) any change of place (or places) of that Board meeting;
- (c) postponement of that Board meeting; or
- (d) resumption of that adjourned Board meeting.

### **25.4 Use of technology**

A Board meeting may be held in one, two or more places using such technology as determined by the Board and set out in the notice. The Board must use technology that gives Directors a reasonable opportunity to participate at that Board meeting. The clauses relating to meetings of Directors apply to each such meeting in the usual manner.

### **25.5 Quorum at meetings**

- (a) A quorum at a Board meeting is where each Member Council has at least one Appointed Board Member present in person. The quorum must be present at all times during the Board meeting.
- (b) However, the quorum requirement shall not apply with respect to the Appointed Board Member(s) of a particular Member Council where that

Appointed Board Member(s) have failed to attend the prior two Board meetings, provided that after each Board meeting the Company advised the Member in writing that its Appointed Board Member(s) failed to attend the Board meeting.

**25.6 Chair of meetings**

- (a) At the first Board meeting a chair and deputy chair will be elected from the Directors present in person.
- (b) Subject to a vote of the Board to the contrary:
  - (i) The chair and deputy chair of the Board shall be held on an annual rotational basis;
  - (ii) A chair and deputy chair shall serve for the duration of a calendar year; and
  - (iii) At the first Board meeting of a new calendar year, a new chair and deputy chair shall be elected from the Directors appointed by the Member whose turn it is to hold the chair and deputy chair.
- (c) The Directors may elect a Director to chair a Board meeting by a majority vote.
- (d) If the chair is not present within 15 minutes after the time appointed for a Board meeting or if the chair is unwilling or unable to act as chair for the whole or any part of that Board meeting, the Directors present may elect a Director present to chair that Board meeting.

**25.7 Passing resolutions at meetings**

- (a) A resolution of the Board must be passed by a majority of the votes cast by the Directors entitled to vote on the resolution.
- (b) Each Director present in person is entitled to vote and has one vote.

**25.8 No Casting vote**

If on any resolution an equal number of votes is cast for and against a resolution, the chair does not have a casting vote in addition to any vote cast by the chair as a Director and subsequently, the resolution is lost.

**25.9 Conduct of meetings**

The chair of each Board meeting has charge of the conduct of that meeting, of the procedures to be adopted and the application of those procedures at that meeting.

**25.10 Written resolutions**

The Board may pass a resolution without a Board meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures can be contained in more than one document, with each document to be identical to each other document and a signature can be an electronic signature.

**25.11 Minutes of meetings**

- (a) Within three months after each Board meeting, the Directors must record or cause to be recorded in the minute books:
  - (i) the proceedings and resolutions of each Board meeting; and
  - (ii) all resolutions passed without a Board meeting.
- (b) The chair, or the chair of the next Board meeting, must sign the minutes

within three months after the meeting.

- (c) The minute books must be kept at the registered office.
- (d) The Directors may inspect the minute books between the hours of 9.00 am and 5.00 pm on any Business Day. No amount may be charged for inspection.

## **26 Director's conflict of interests**

### **26.1 Declaration of interest**

- (a) Any Director who has a material personal interest in a contract or proposed contract of the Company, holds any office or owns any property such that the Director might have duties or interests which conflict or may conflict either directly or indirectly with the Director's duties or interests as a Director, must give the Board notice of the interest at a Board meeting.
- (b) A notice of a material personal interest must set out:
  - (i) the nature and extent of the interest; and
  - (ii) the relation of the interest to the affairs of the Company.
- (c) The notice must be provided to the Board at a Board meeting as soon as practicable.

### **26.2 Voting by interested Directors**

A Director who has a material personal interest in a matter that is being considered at a Board meeting must not:

- (a) vote on the matter at a meeting; or
- (b) be present while the matter is being considered at the meeting, and accordingly will not count for the purposes of determining whether there is a quorum.

## **27 Appointment of Secretary and Chief Executive Officer**

### **27.1 Secretary**

- (a) The Company must have at least one Secretary. The Board has the power to appoint a natural person to act as secretary on the terms and for such period as the Board may determine.
- (b) Any Secretary appointed may be removed at any time by the Board.

### **27.2 Chief Executive Officer**

- (a) The Directors may appoint a Chief Executive Officer on such terms and conditions (including as to remuneration) as they consider appropriate.
- (b) The Directors may delegate any of their powers to the Chief Executive Officer:
  - (i) on the terms and subject to any restrictions they decide; and
  - (ii) so as to be concurrent with, or to the exclusion of, the powers of the Board,

and may revoke the delegation at any time.
- (c) The Chief Executive Officer may be invited to attend all meetings of the Directors, but may not hold the office of a Director and is not entitled to vote.

## **28 Removal and remuneration of Auditor**

**28.1 Appointment of Auditor**

An Auditor will be appointed by the Company at a general meeting for a period not exceeding four years from the date that the Auditor provided a request for quote.

**28.2 Remuneration of Auditor**

The remuneration of the Auditor may be determined by the Company at a general meeting. If the remuneration is not determined at a general meeting, it may be determined by the Directors at a Board meeting.

**28.3 Removal of Auditor**

- (a) Subject to the Corporations Act, the Company may remove an Auditor by resolution at a general meeting; and
- (b) Complying with the Corporations Act requirements of 2 months' notice to the Company.

**28.4 Auditor's attendance at general meetings**

The Auditor must be notified of, and may attend, any general meeting and any Audit or Risk Advisory Committee meeting. The Auditor is entitled to be heard at any general meeting or Audit and Risk Advisory Committee it attends on any part of the business of the general meeting which concerns the Auditor.

**29 Execution of documents**

Documents executed for and on behalf of the Company must be executed by:

- (a) Directors;
- (b) a Director and the Secretary; or
- (c) the Chief Executive Officer under delegation.

**30 Financial records****30.1 Member's access to financial records**

A Member or any other person may inspect financial or any other records of the Company where such inspection is authorised by the Board or its delegate, or required by law or by order of a court with jurisdiction.

**30.2 Directors' access to financial records**

Any Director may at any time access and inspect any financial and any other record of the Company, other than those protected by privacy principles, freedom of information or other legislation.

**30.3 Access to financial records after ceasing to be a Director**

The Board may determine that any person who is to cease or has ceased to be a Director may continue to have access to and inspect any financial record and any other record of the Company relating to the time during which the person was a Director, if required by law or by order of a court.

**31 Notices****31.1 General**

Any notice, statement or other communication under this Constitution must be in writing, except that any notice convening a Board meeting does not need to be in writing.

**31.2 How to give a communication**

In addition to any other way allowed by the Corporations Act, a notice or other communication may be given by being:

- (a) personally delivered;
- (b) left at the person's current address as recorded in the Register of Members;
- (c) sent to the person's address as recorded in the Register of Members by pre-paid ordinary mail or, if the address is outside Australia, by pre-paid airmail;
- (d) sent by email to the person's current email address for notices; or
- (e) by other electronic means.

### **31.3 Communications by post**

A communication is given if posted:

- (a) within Australia to an Australian address, three Business Days after posting;
- (b) outside Australia or to an address outside Australia, ten Business Days after posting.

### **31.4 Communications by email**

A communication is taken to be given if sent by email immediately on sending the email unless the sender receives a delivery failure notification indicating that the email has not been delivered to the information system of the recipient.

### **31.5 After hours communication**

If a communication is given:

- (a) after 5.00 pm in the place of receipt; or
- (b) on a day which is a Saturday, Sunday or bank or public holiday in the place of receipt,

it is taken as having been given at 9.00 am on the next day which is not a Saturday, Sunday or bank or public holiday in that place.

## **32 Indemnity and insurance**

### **32.1 Indemnity**

- (a) To the extent permitted by the Corporations Act and subject to the Corporations Act, the Company may procure directors and officeholders insurance or pay any premium in respect of a contract of insurance between an insurer and a director or other officer or any person who has been a director or other officer of the Company in respect of the liability suffered or incurred in or arising out of the conduct of any activity of the Company and the proper performance by the director or other officer of any duty.
- (b) The indemnity in **clause 32.1(a)**:
  - (i) is enforceable without the officer first having to make a payment or incur an expense;
  - (ii) is enforceable by the officer notwithstanding that the officer has ceased to be an officer of the Company; and
  - (iii) applies to any liability, loss, damage, cost or expense incurred or suffered or to be incurred or suffered by the officer, whether incurred before or after the date of this Constitution.

### **32.2 Documenting indemnity**

The Company may enter into an agreement containing an indemnity in favour of

any officer. The Board will determine the terms of the indemnity contained in the agreement.

### **32.3 Insurance**

- (a) To the extent permitted by the Corporations Act and subject to the Corporations Act, the Company may pay any premium in respect of a contract of insurance between an insurer and an officer or any person who has been an officer of the Company in respect of the liability suffered or incurred in or arising out of the conduct of any activity of the Company and the proper performance by the officer of any duty.
- (b) If the Board determines, the Company may execute a document containing rules under which the Company agrees to pay any premium in relation to such a contract of insurance.

## **33 Winding up and revocation**

### **33.1 Winding up of the Company**

- (a) In the case of the winding-up of the Company, any surplus assets that remain after the satisfaction of all debts and liabilities, then, subject always to clause 33.2, those surplus assets must be transferred to another organisation with charitable purposes which is not carried on for the profit or gain of its individual members.
- (b) The organisation will be determined by a special resolution of the Members at or before the time of dissolution.

### **33.2 Transfer of surplus assets – deductible gift recipients**

- (a) Where the Company has been endorsed as a deductible gift recipient under Subdivision 30 BA of the Tax Act, either as an entity or in relation to a fund or an institution it operates, then where:
  - (i) the Company is wound up;
  - (ii) the fund or institution is wound up; or
  - (iii) the endorsement under Subdivision 30 BA of the Tax Act is revoked;
- (b) any surplus:
  - (i) Gifts;
  - (ii) Deductible Contributions; and
  - (iii) money received by the Company because of such Gifts or Deductible Contributions,

remaining after payment of all liabilities must be transferred to one or more organisations, funds or institutions that comply with clause 33.1 and are deductible gift recipients.

## **34 Dispute resolution**

### **34.1 Handling a dispute**

Where there is a dispute, grievance or another disagreement between a Member and the Company, or between a Member and a Member, whether arising out of the application of this Constitution or otherwise (**Dispute**), then the party raising the Dispute must, prior to the commencement of any proceedings in a Court or Tribunal or before any authority or board, notify the other party in writing of the nature of the Dispute, and the following must occur:

- (a) the parties must in the period of 14 days from the service of the notice of the Dispute (Initial Period) use their best endeavours to resolve the Dispute;
- (b) if the parties are unable to resolve the Dispute within the Initial Period, then the Dispute must be referred for mediation to a mediator agreed by the

parties;

- (c) if the disputants are unable to agree on a mediator within 7 days of the expiration of the Initial Period, the parties may request the chairperson of the Resolution Institute to nominate a mediator to whom the Dispute will be referred;
- (d) the costs of the mediation must be shared equally between the parties; and
- (e) where:
  - (i) the party receiving the notice of the Dispute fails to attend the mediation required by clause 34.1(b);
  - (ii) the mediation has not occurred within 6 weeks of the date of the notice of the Dispute; or
  - (iii) the mediation fails to resolve the Dispute;

then the party serving the notice of Dispute will be entitled to commence any proceedings in a Court or Tribunal or before any authority or board in respect of the Dispute.

#### **34.2 Urgent interlocutory relief**

The procedure in clause 34.1 will not apply in respect of proceedings for urgent or interlocutory relief.

## Schedule 1

### Appointment of Representative at a General Meeting

**Name: Your Library Ltd**

**ACN: 662 838 020**

The Member Council: ..... (name)  
of ..... (address)  
being a member of the above named Company hereby appoint  
..... (name)  
of ..... (address)  
and ..... (name)  
of ..... (address)  
as our Representative to attend and vote for us on our behalf at the meeting of the members of the Company to be held on the ..... day of ..... 20 ..... and at any adjournment of that meeting.

**[TO BE INSERTED IF DESIRED]** This form is to be used in favour of/against the resolution (Strike out whichever is not desired)

**[INSERT DETAILS OF SPECIFIC RESOLUTIONS IF DESIRED]**

Signed: .....

Name: .....

Position: .....

Dated: .....

This notice must be returned to Your Library Ltd ACN 662 838 020 at:  
[ADDRESS/EMAIL ADDRESS/FAX No]  
by [TIME] on [DATE]  
**[INSERT SPECIFIC DETAILS ENSURING THAT THE TIME IS 48 HOURS BEFORE THE TIME FOR THE MEETING]**

## Attachment 2

# YOUR LIBRARY AGREEMENT

## Your Library Ltd

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# YOUR LIBRARY AGREEMENT

made the [redacted] day of [redacted] 2023.

**BETWEEN:**

**KNOX CITY COUNCIL**

- and -

**MAROONDAH CITY COUNCIL**

- and -

**YARRA RANGES COUNCIL**

- and -

**YOUR LIBRARY LTD ACN 662 838 020**

- and -

**EASTERN REGIONAL LIBRARIES CORPORATION ABN 67 990 548 408**

## 1 Background

- 1.1 The Founding Member Councils first established the Eastern Regional Libraries Corporation (ABN 67 990 548 408) on or about 14 June 1996 by agreement made under section 196 of the Local Government Act 1989 (Vic).
- 1.2 In accordance with section 330(4) of the Local Government Act 2020 (Vic), as an existing regional library, the Eastern Regional Libraries Corporation must be wound up by 1 July 2031.
- 1.3 Section 110(1) of the Local Government Act 2020 (Vic) allows the Founding Member Councils to become members of and participate in the formation of a corporation and appoint directors.
- 1.4 Therefore, on or about 1 July 2023, the Founding Member Councils resolved to apply section 110 of the Local Government Act 2020 (Vic) to establish the Company as a new not-for-profit, public library, registered as a company limited by guarantee under the Corporations Act.
- 1.5 The Company is established as a beneficial enterprise under the Local Government Act 2020, section 110, to
  - a) provide resources and programs aimed at meeting the information, recreation, educational and cultural needs of the diverse communities of Knox, Maroondah and Yarra Ranges in an equitable, effective, efficient, responsive and forward-looking manner in accordance with the values and objectives of the Corporate Plan;
  - b) provide or ensure the provision of, subject to any conditions attached to any State government library subsidies and grants to the Company or the Member Councils, a regional library service for the Member Councils;
  - c) make By-Laws relating to the Company and perform any other functions which are conferred on Company under this Agreement or its Constitution, including defining overall policy objectives, developing strategic policy, letting tenders for the provision of services, monitoring contracts under which services are provided, and approving a corporate plan and a strategic resources plan; and
  - d) to do all things necessary or expedient in accordance with this Agreement and the Constitution for the carrying out of its functions.
- 1.6 The Founding Member Councils have agreed to record their initial contribution and transfer of assets, licences, operations and activities from the Eastern Regional Libraries Corporation to the Company pursuant to **Schedule 1** of this Agreement, which shall operate in addition to the Constitution of the Company.
- 1.7 The Company will continue to service the area comprising the Member Councils' municipal districts.
- 1.8 The Founding Member Councils have agreed to contribute certain sums of money annually for the purposes of the Company pursuant to the terms of this Agreement and the corporation's annual budget process.

## 2 Purpose of this Agreement

- 2.1 The purpose of this Agreement is to govern the relationship between the Member Councils as members of the Company, including with respect to the contribution of assets to the Company and ongoing support and contributions to be provided by the Member Councils to the Company.
- 2.2 The Member Councils and the Company have entered into their respective undertakings and agreements contained in this Agreement in consideration of the efficient and orderly conduct and management of the Company, in the interests of the Company and the Member Councils.
- 2.3 The Member Councils jointly and severally covenant that during the continuance of this Agreement, each of them will abide by the provisions of this Agreement and will exercise their rights and powers as Members of the Company, in accordance with the provisions contained in this Agreement.
- 2.4 Each of the Member Councils covenant that the provisions of this Agreement will be enforceable by or against each of them and by or against any of the other Member Councils, and in the event of an inconsistency between this Agreement and the Constitution, this Agreement shall take precedence.
- 2.5 Each of the Member Councils will act, and execute such further instruments, consents and make such decisions and vote on resolutions of meetings of the Company and exercise their powers of appointment to the Board, so as to give full effect to the provisions of this Agreement.
- 2.6 The Company acknowledges that the Member Councils have agreed to regulate their conduct in accordance with this Agreement. The Company will conduct its business and affairs by ensuring that it will act on lawful resolutions and directions given by the Member Councils in accordance with this Agreement in respect of any matter which is governed or regulated by this Agreement.
- 2.7 Eastern Regional Libraries Corporation joins this Agreement to accept the transfer of assets and liabilities to the Company pursuant to this Agreement

## 3 Duration

- 3.1 This Agreement commences on the date of this Agreement and will continue to be binding on each of the Member Councils while that Member Council remains a member of the Company and, insofar as is relevant and appropriate in respect to continuing obligations, after that Member Council has ceased to be a member of the Company.

## 4 Interpretation

### 4.1 Definitions

In this **Agreement** unless the contrary intention appears:

**Agreement** means this agreement, to be known as the “Your Library Agreement”.

**Board** means the directors of the Company present at a meeting, duly convened as a Board meeting, at which a quorum is present.

**CEO** means the Chief Executive Officer of the Company.

**Company** means **Your Library Ltd (ACN 662 838 020)**.

**Constitution** means the constitution of the Company as amended from time to time.

**Eastern Regional Libraries Corporation** means Eastern Regional Libraries Corporation (ABN 67 990 548 408) incorporated under section 196 of the Local Government Act 1989 (Vic).

**Financial Contribution** means the annual financial contribution of the Member Councils to the Company.

**Founding Member Councils** means the Knox City Council, Maroondah City Council and Yarra Ranges Council.

**Initial Contributions** means the equity transferred to the Company from the Eastern Regional Libraries Corporation for the benefit of library services within the LGAs the Founding Member Councils

**LGA** means Local Government Area.

**Member Councils** means the Knox City Council, Maroondah City Council and Yarra Ranges Shire Council and, where a subsequent Council is admitted as a Member, includes that Council.

**Premises** means the premises of the library branches occupied by the Eastern Regional Libraries Corporation at the date of this Agreement listed in the Schedule.

**Schedule** means the schedule to this Agreement.

**Specific Contribution** means specific contributions made to the Company by a Member Council for the benefit of libraries and library branches within the LGA of that Member Council.

**5 Contribution of Initial Contribution and Assets**

- 5.1 The Founding Member Councils record that the Eastern Regional Libraries Corporation holds or has the use of the Initial Contributions and assets provided by or obtained for the benefit of libraries operated by the Eastern Regional Libraries Corporation within the LGAs of the respective Founding Member Councils.
- 5.2 The parties record that:
- a) the Founding Member Councils have made available to the Eastern Regional Libraries Corporation the Premises set out in the Schedule for the purpose of the Company operating library branches; and
  - b) the Eastern Regional Libraries Corporation holds the Initial Contributions set out in the Schedule for the use of library services within the LGAs of the Founding Member Councils.
- 5.3 Legal title and ownership of assets held by the Eastern Regional Libraries Corporation as at the date of this Agreement shall be deemed to be transferred to the Company upon the execution of this Agreement, and the parties shall do all things reasonably necessary to effect the transfer of such assets.
- 5.4 The Company shall assume the rights and responsibilities of the Eastern Regional Library Corporation with respect to the Premises on the date of this Agreement.
- 5.5 The parties agree that the Company shall utilise the Initial Contributions set out in the Schedule for the benefit of library services within the LGA of the relevant Founding Member Council. In complying with this clause, the Company shall have consideration of the overall value of the Initial Contribution, including any depreciation of the value of the assets comprising the Initial Contribution, rather than any specific asset comprising a part of the Initial Contribution.

**6 Specific Contribution of Assets**

- 6.1 A Member Council may make a Specific Contribution of assets to the Company.
- 6.2 Subject to any specific agreement at the time of the Member Council making the Specific Contribution, the Company shall utilise the Specific Contribution for the benefit of libraries within the LGA of the relevant Member Council that contributed the Specific Contribution, and otherwise in accordance with the Member Council's reasonable directions.
- 6.3 In complying with this clause, the Company shall have consideration of the overall value of the Specific Contribution, including any depreciation of the value of the assets comprising the Specific Contribution, rather than any specific asset comprising a part of the Specific Contribution.

**7 Corporate Plan**

- 7.1 The Company and the Board shall be responsible for the development of a corporate plan. The corporate plan may operate for one or more years, but shall not operate for more than five years.
- 7.2 The Company and the Board shall formulate the corporate plan in consultation with the Member Councils.
- 7.3 The Board shall present the corporate plan to a general meeting of the Company for approval by the Member Councils.
- 7.4 The Company must not substantially deviate from an adopted corporate plan without first obtaining the Member Councils' written approval.

## 8 Budget and Strategic Resource Plan

- 8.1 The CEO, in collaboration with the Board, shall be responsible for developing a proposed budget and strategic resource plan each February for consultation.
- 8.2 The budget and strategic resource plan will be adopted by the Board prior to 30 June each year.
- 8.3 The budget and strategic resource plan shall identify the financial and other resource requirements of the Corporation.
- 8.4 The proposed budget shall be developed in accordance with generally accepted accounting principles and the Australian Accounting and Financial Reporting Standards, and each Member Council's obligations with respect to budgeting and financial management under the *Local Government Act 2020* (Vic), and shall include:
  - (a) Current financial reports showing the assets, liabilities and equity of the Company;
  - (b) The amount of each Member Council's proposed Financial Contribution to the Company for the financial year commencing on 1 July, calculated in accordance with clause 9;
  - (c) The amount of funds expected to be received from other sources for the financial year commencing on 1 July; and
  - (d) The expected expenses of the Company for the financial year commencing on 1 July.
- 8.5 Upon the Board approving the budget in a general meeting of the Company, the Member Councils must pay the Financial Contributions in accordance with clause 9 or as otherwise specified in the budget.
- 8.6 The Company is not responsible for specific maintenance, repair, replacement and operating costs of assets owned by any one or more of the Councils, including furniture.
- 8.7 Each Member Council will cover the maintenance, repair, replacement and operating costs of its assets, including furniture.
- 8.8 The Company must not take any step to outsource the whole of a service or major service delivery component contract that are outside the objectives and purposes of the company as defined in the Constitution (clause 5.1) without the prior written consent of all the Member Councils.

## 9 Member Council Financial Contributions

- 9.1 In developing the proposed Financial Contributions of each Member Council, the Company shall have regard to:
  - (a) The number of libraries, library services and other services provided or expected to be provided by the Company in the Member Council's LGA;
  - (b) The proportion of the Company's administrative staffing and resources that will be utilised in the Member Council's LGA;
  - (c) The State Governments' Public Library Grant made available by the Member Council to the Company; and
  - (d) The council rate cap set by the Minister for Local Government in the previous calendar year.
- 9.2 The Financial Contributions shall be calculated with the purpose of covering the ongoing operational costs of the Company, other than operational costs that can be funded by revenue generated by the Company or obtained by other external funding.
- 9.3 The amount to be contributed to the Company by each Member Council during each financial year shall be the sum of:
  - (a) the amount specified in the Company's adopted annual budget in accordance with the formula determined by the Board and formally endorsed by each Member Council during the annual budget process.
  - (b) all State Government library grants and subsidies received by the Council for library services, unless otherwise agreed by the Board;
  - (c) funds received by the Member Council from any other sources for library services to be provided by the Company; and
  - (d) funds received by the Member Council from any other sources for library services to be provided by the Company, in respect of which no provision has been made in the Company's budget.
- 9.4 Each Member Council's Financial Contribution to the Company under clause 9.1 shall be paid in quarterly instalments on the first day of July, October, January and April of each year, or, if pursuant to a contract with an external service provider, the Company is required to make payments more frequently than quarterly, with sufficient frequency to ensure that the Company is capable of observing its contractual obligations with the external service provider.
- 9.5 If the proposed annual budget has not been approved by each Member Council by 1 July, the first instalment of the Financial Contribution for that year shall be the same amount paid by the Member Council in the previous quarter and the second instalment shall include any adjustment to ensure that the two instalments together equal half of the amount to be paid by that Member Council for that financial year or as soon as reasonably practicable.
- 9.6 All other Council contributions under clause 9 shall be paid within one month of receipt of the monies by the Member Council.

**10 Reporting & Accounts**

- 10.1 The Company must ensure that the Chief Executive Officer provides each Member Council with a copy of the Company's annual report, including audited financial accounts, to ensure that they meet their reporting requirements and timelines in accordance with the Local Government Act 2020:
- (a) within three months of the end of each financial year,
  - (b) or at another date (or dates) to be agreed with the Member Councils.
- 10.2 The Company must provide each Member Council with quarterly financial reports which include a full suite of financial statements (inclusive of operating statement, balance sheet, cash flow, statement of capital works). Quarterly financial statements must also include the year-to-date position to year-to-date budget and the forecast position for the full financial year compared with the full year adopted budget.
- 10.3 The books of accounts and all other financial records of the Company shall be available for inspection at all reasonable times by any Director, a person authorised by a Member Council or any person authorised by the Secretary of the Department responsible for administering State Government library subsidies and grants from which the Company or Member Councils receive funds.
- 10.4 The audited financial accounts and quarterly financial reports will comply with the Australian Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board (AASB).

**11 Library Services and Branch Libraries**

- 11.1 The Company and a Member Council may enter into an agreement for the Member Council to provide the Company with services, including the lease or licence of a premises;
- 11.2 The Company and a Member Council may open new library branches.
- 11.3 The Company and a Member Council may expand, renovate or develop existing library branches.
- 11.4 The Company and a Member Council may enter into a funding arrangement whereby the Member Council provides the Company with Specific Contributions towards establishing a new library branch or undertaking a significant expansion, renovation or development of a library branch.
- 11.5 The occupancy of branch (including mobile) libraries may be subject to a separate agreement between the respective Member Council and the Company that sets out the obligations and the responsibilities of the parties.
- 11.6 If, in respect of any of the branch (including mobile) libraries described in the Schedule, no agreement of the type described in clause 11.5 exists as of the date of this Agreement, the Member Council that requires that there be an agreement to which clause 11.5 applies must negotiate in good faith with the Company to procure the execution of an agreement.
- 11.7 Nothing in this clause of this Agreement generally requires a Member Council to continue to provide the facilities or services provided to the Company at the commencement of this Agreement or subsequently, nor restricts a Member Council from adding to, changing or withdrawing any of the facilities provided to the Company.
- 11.8 Where a Member Council adds to, changes or withdraws any of the services provided by, or facilities provided to, the Company that leads to excess employees, then that Member Council will be liable for the redundancy costs for excess employees, whether deployed in branch libraries, the administration of the Company or otherwise. This clause is subject to every attempt first being made by the Company to redeploy the affected employees within its operations.

**12 Premises provided by a Member Council**

- 12.1 For the avoidance of doubt, the Company and a Member Council may renegotiate any agreement or enter into a new agreement with respect to any Premises listed in Schedule 1.

**13 Admission of New Member Councils**

- 13.1 The parties agree that a new Member Council shall only be admitted to membership of the Company pursuant to clause 8.3(c) of the Constitution in circumstances where the new Member Council enters into this Agreement with the Company and each existing Member Council.
- 13.2 The admission of a new Member requires the agreement of all existing Members.

**14 Distribution of Assets upon a Member Council ceasing to be a Member**

- 14.1 In the event that a Member Council ceases to be a member of the Company, the Member Council may require the Company to transfer assets held by the Company for the benefit of library branches within the LGA of that Member Council to another library corporation or other body corporate, provided that the library corporation or body corporate is an organisation which the Company could make a distribution of surplus assets to under clause 33 of the Constitution were the Company being wound up.
- 14.2 The Company may charge the Member Council its reasonable costs associated with complying with a direction under clause 14.1.
- 14.3 For the purposes of clause 14.2, the cost to the Company of a Council's withdrawal from this Agreement, shall include (but not be limited to):
- (a) redundancy costs for excess employees (whether deployed in branch libraries, the administration of the Company or otherwise);
  - (b) the cost of extracting bibliographic records for that Council's books and materials; and
  - (c) the cost of amending bibliographic records to account only for those books and materials which remain.
- 14.4 The portion of assets to which a Member Council is entitled to have directly transferred to another library corporation or body corporate under clause 14.1:
- (a) is those books and like materials housed within a branch (including mobile) library located in its municipal district; and
  - (b) may not be taken in the form of other property or cash unless the Board agrees; and
  - (c) the cost of removing the books and like materials shall be paid for by the Member Council.
- 14.5 The portion of assets (other than books and like materials) to which a Member Council is entitled to have transferred to another library corporation or body corporate under clause 14.1:
- (a) shall be calculated according to the value of the assets as disclosed by the relevant audited financial statements;
  - (b) shall be the value of the Member Council's proportionate share of the Initial Contributions and Specific Contributions, as adjusted by any increase or decrease in that value from the date of the Initial Contribution or Specific Contribution(s) and the date of the Member Council's withdrawal; and
  - (c) may be taken in such combination of property and cash as agreed between that Member Council, the other Member Councils and the Company.
- 14.6 For the purposes of clause 14.5, the increase or decrease in the value of a Member Council's Initial Contribution and Specific Contributions will be calculated in the same proportion as the Member Council's financial contribution to the Company relative to all other Member Councils' contributions to the Company between the date of the Initial Contribution or Specific Contribution(s) and the date of that Member Council's withdrawal.

**15 Contribution to liabilities upon a Member Council ceasing to be a Member**

- 15.1 A Member Council that withdraws from this Agreement shall be liable for a portion of the liabilities, including contingent liabilities, of the Company as at the date of its withdrawal from the Agreement.
- 15.2 The portion of the liabilities and contingent liabilities to which a Member Council is liable under clause 15.1:
- (a) shall be calculated according to the liabilities and contingent liabilities as disclosed by the relevant audited financial statements and reports, and any notes attached to them; and
  - (b) shall be the value of the Member's Council's proportionate share in the Initial Contributions and Specific Contributions, as adjusted by any increase or decrease in those values between the date of the Initial Contribution or Specific Contribution(s) and the date of that Member Council's withdrawal.

15.3 For the purposes of clause 15.2 (b), the increase or decrease in the value of a Member Council's Initial Contribution and Specific Contributions will be calculated in the same proportion as the Member Council's financial contribution to the Company relative to all other Member Councils' contributions to the Company between the date of the Initial Contribution or Specific Contribution(s) and the date of that Member Council's withdrawal.

#### **16 Distribution of Assets upon winding up of Company**

16.1 In the event that the Company is wound up, each Member Council may nominate a library corporation or other body corporate to receive surplus assets of the Company.

16.2 The Member Councils, in exercising their power under clause 33 of the Constitution to distribute surplus assets of the Company, shall act in a manner that is fair and reasonable to each Member Council, and in particular:

- (a) The parties shall, as far as is reasonably practicable, transfer assets held by the Company for the benefit of library branches within the LGA of a particular Member Council to the library corporation or other body corporate nominated by that Member Council; and
- (b) The calculation of the distribution of assets will be in accordance with the provisions of clause 14 *Distribution of Assets upon a Member Council ceasing to be a Member*.

#### **17 Contribution to liabilities upon winding up of Company**

17.1 The calculation of the contribution for liabilities will be in accordance with the provisions of the Constitution, clause 7, Member's Liability.

17.2 Each Member during the year ending on the day of the commencement of the winding up of the Company, undertakes to contribute to the property of the Company for:

- (a) payment of debts and liabilities of the Company;
- (b) payment of the costs, charges and expenses of winding up; and
- (c) any adjustment of the rights of the contributories among Members.

#### **18 Amendment of this Agreement**

18.1 An amendment to this Agreement has no effect unless it is:

- (a) in writing and signed by all parties to the Agreement; and
- (b) the parties agree that if a Council transfers assets to the Company or makes available additional assets for the use of the Company in accordance with the clauses 6 and 11, this does not constitute an amendment to this Agreement.

#### **19 Agreement Review**

19.1 The Member Councils shall, together with the Board, review the operation of this Agreement at least once in every four years.

#### **20 Cessation of the original agreement**

20.1 Subject to clause 20.2, the Original Regional Library Agreement ceases on the day on which this Agreement takes effect.

20.2 Any:

- (a) right accrued; or
- (b) obligation incurred

by reason of the Original Agreement will continue to exist notwithstanding the cessation of the Original Agreement.

#### **21 Dispute Resolution**

21.1 Any dispute, grievance or other disagreement between Member Councils concerning the interpretation or application of this Agreement shall be dealt with in the same manner as a dispute would be dealt with under the Constitution of the Company.

**22 Agreement Execution**

The parties execute this Agreement to evidence being bound by it:

**EXECUTED BY KNOX CITY COUNCIL** by being signed by the persons authorised to sign on behalf of the Council

.....

*(signature)*

Name of authorised officer:

.....

Position:

.....

Date: ...../...../2023

.....

*(signature)*

Name of witness:

.....

Position:

.....

**EXECUTED BY MAROONDAH CITY COUNCIL** by being signed by the persons authorised to sign on behalf of the Council

.....

*(signature)*

Name of authorised officer:

.....

Position:

.....

Date: ...../...../2023

.....

*(signature)*

Name of witness:

.....

Position:

.....

**EXECUTED BY YARRA RANGES COUNCIL** by being signed by the persons authorised to sign on behalf of the Council

.....  
(signature)

Name of authorised officer:

.....  
Position:

.....

Date: ...../...../2023

.....  
(signature)

Name of witness:

.....  
Position:

.....

**EXECUTED BY YOUR LIBRARY LTD** by being signed by the persons authorised to sign on behalf of the Company

.....  
(signature)

Name of authorised officer:

.....  
Position: Director

Date: ...../...../2023

.....  
(signature)

Name of witness:

.....  
Position: Director

**EXECUTED BY EASTERN REGIONAL LIBRARIES CORPORATION** by  
being signed by the persons authorised to sign on behalf of the  
Company

.....  
*(signature)*

Name of authorised officer:

.....  
*(signature)*

Name of witness:

.....  
Position: Director

.....  
Position: Director

Date: ...../...../2023

## SCHEDULE 1

### PREMISES & INITIAL CONTRIBUTIONS



**Your Library Ltd will occupy under licence the following premises:**

- Bayswater Library
- Boronia Library
- Ferntree Gully Library
- Knox Library
- Rowville Library

**Calculation of contribution to Your Library Ltd**

**Initial contribution to ERLC 1996:**

	\$,000	%
Member Councils' initial contributions to ERLC		
<b>Knox</b>	<b>\$1,342*</b>	<b>36.39%**</b>
Maroondah	\$918	24.89%
Yarra Ranges	\$1,429	38.72%
<b>Total Member Councils' initial contributions to ERLC</b>	<b>\$3,689</b>	<b>100.00%</b>

\* The dollar value of the Member Council's contribution will be adjusted as at the date of transition to the new entity using the following formula:

$$\begin{aligned}
 & \$1,342,000 \text{ (Initial contribution)} \\
 + & \text{ \% share (36.39\%) of the Accumulated Surpluses as at the date of transition} \\
 = & \text{ Total Equity of Knox City Council in Your Library Ltd.}
 \end{aligned}$$

\*\* The percentage equity will be the percentage distribution available to the Member Councils on withdrawal or dissolution.

## SCHEDULE 1 (cont...)

## PREMISES &amp; INITIAL CONTRIBUTIONS



Your Library Ltd will occupy under licence the following premises:

## Premises:

- Croydon Library
- Realm Library

Calculation of contribution to Your Library Ltd

## Initial contribution to ERLC 1996:

	\$,000	%
Member Councils' initial contributions to ERLC		
Knox	\$1,342	36.39%
<b>Maroondah</b>	<b>\$918*</b>	<b>24.89%**</b>
Yarra Ranges	\$1,429	38.72%
<b>Total Member Councils' initial contributions to ERLC</b>	<b>\$3,689</b>	<b>100.00%</b>

- \* The dollar value of the Member Council's contribution will be adjusted as at the date of transition to the new entity using the following formula:

$$\begin{aligned}
 & \$918,000 \text{ (Initial contribution)} \\
 + & \text{ \% share (24.89\%) of the Accumulated Surpluses as at the date of transition} \\
 = & \text{ Total Equity of Maroondah City Council in Your Library Ltd.}
 \end{aligned}$$

- \*\* The percentage equity will be the percentage distribution available to the Member Councils on withdrawal or dissolution.

**SCHEDULE 1 (cont...)**  
**PREMISES & INITIAL CONTRIBUTIONS**



Your Library Ltd will occupy under licence the following premises	Your Library Ltd will provide limited services to the following Reading Rooms
<ul style="list-style-type: none"> <li>• Belgrave Library</li> <li>• Healesville Library</li> <li>• Lilydale Library</li> <li>• Montrose Library</li> <li>• Mooroolbark Library</li> <li>• Yarra Junction</li> <li>• Flexi Vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Monbulk</li> <li>• Mt Evelyn</li> <li>• Yarra Glen</li> </ul>

**Calculation of contribution to Your Library Ltd**

**Initial contribution to ERLC 1996:**

	\$,000	%
Member Councils' initial contributions to ERLC		
Knox	\$1,342	36.39%
Maroondah	\$918	24.89%
<b>Yarra Ranges</b>	<b>\$1,429*</b>	<b>38.72%**</b>
<b>Total Member Councils' initial contributions to ERLC</b>	<b>\$3,689</b>	<b>100.00%</b>

\* The dollar value of the Member Council's contribution will be adjusted as at the date of transition to the new entity using the following formula:

$$\begin{aligned}
 & \$1,429,000 \text{ (Initial contribution)} \\
 + & \text{ \% share (38.72\%) of the Accumulated Surpluses as at the date of transition} \\
 = & \text{ Total Equity of Yarra Ranges Council in Your Library Ltd.}
 \end{aligned}$$

\*\* The percentage equity will be the percentage distribution available to the Member Councils on withdrawal or dissolution.

### 8.3 Minor Grants Program 2022-23 Monthly Report

**SUMMARY: Kylie Wilmot, Coordinator Community Partnerships**

This report summarises the grant applications recommended for approval in June for the 2022-23 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure Category 1 (General) are limited to a maximum of \$3,000.00 within the current financial year. Applications under the Minor Grants Procedure Category 2 (Food Relief Supplies) are limited to a maximum of \$5,000.00 within the current financial year.

**RECOMMENDATION**

That Council:

1. Approve five applications for a total of \$18,780.00 under Category 2 (Food Relief Supplies), as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
<b>Category 2 (Food Relief Supplies)</b>			
Temple Society Australia	CHAMPION: Meeting the needs of Knox Residents Part 2	\$4,980.00	\$4,980.00
Knox Infolink Inc.	Knox Infolink Emergency Relief	\$5,000.00	\$5,000.00
St Stephen's Anglican Church Bayswater	Winter and Christmas Hampers – Because We Care	\$2,000.00	\$2,000.00
Community Support Knox, Yarra Ranges and Surrounds	Inverness Community Pantry	\$5,000.00	\$5,000.00
Bayswater Secondary College School Council	Starting the Day with Food and Friends	\$2,000.00	\$1,800.00
<b>TOTAL</b>		<b>\$18,980.00</b>	<b>\$18,780.00</b>
<b>Remaining Budget After These Allocations</b>			<b>\$8,250.57</b>

2. Agree to reallocate the remaining \$8,250.57 available under Category 2 to support applications submitted under Category 1, noting that applications for Category 2 being discontinued after this month, in line with the end of the financial year. Following this reallocation, a total of \$31,898.62 (prior to GST adjustments) is available to fund applications under Category 1.

3. Approve 15 applications for a total of \$30,381.54 under Category 1 (General) as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
<b>Category 1 (General)</b>			
Indian Senior Citizens Association of Victoria (ISCA)	Celebration of Multicultural and Independence Day Function	\$3,000.00	\$3,000.00
Ferntree Gully Library Knitting for Charity Group	Knitting for Charity	\$500.00	\$500.00
Ferntree Gully Netball	Upskilling coaches, team managers and players	\$2,803.00	\$2,000.00
Lions Club of Knox	Club Equipment Purchase	\$1,507.00	\$1,507.00
Wantirna Tennis Club	Backpack Blower for tennis court cleaning	\$500.00	\$500.00
German Shepherd Dog Club of Victoria – Eastern Branch	Small Equipment Grant	\$819.00	\$819.00
Eastern Emergency Relief Network Inc.	Manchester/bed linen 2023/24	\$3,000.00	\$3,000.00
Knox Op Shop (Bayswater) Inc.	NBN Connection	\$1,150.00	\$1,150.00
Flamingo Pre School Inc.	Gross Motor Equipment	\$1,968.74	\$1,968.74
Boronia Parkinson's Peer Support Group	Monthly Church Hall hire	\$1,000.00	\$1,000.00
Wattleview Playgroup Inc.	Play to Grow Equipment	\$2991.80	\$2,991.80
Zomi Community Melbourne Inc.	Zomi Community Members Connecting in Knox	\$3,000.00	\$3,000.00
Knox Infolink Inc.	IT Equipment Update	\$2,945.00	\$2,945.00
Interchange Outer East Inc.	Knox Inclusive Basketball Competition	\$3,000.00	\$3,000.00
Psylaw Incorporated	Candlelight Concert by Psylaw	\$3,000.00	\$3,000.00
<b>TOTAL</b>		<b>\$31,184.54</b>	<b>\$30,381.54</b>

## 4. Refuse one application requesting \$3,000.00 under category one, as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility
Isomer Aged Care Facility	Upgrade outdoor setting	\$3,000.00	The organisation has exceeded their funding allocation, having received a total of \$5,000.00 in the 2021/22 and 2022/23 Minor Grants Programs. The group have been advised that they will next be eligible for a minor grant in 2024/25.

## 5. Defer five applications requesting a total of \$10,545.00 under Category 1, as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for deferral
Rowville Netball Club	Upgrade of coaches playing and training bags	\$3,000.00	Staff have requested that a quote be provided to support the proposed equipment purchases.
Interchange Outer East Inc.	Boronia Cooking Program	\$1,395.00	The applicant has submitted two applications this month, totalling \$4,395.00. Due to the limit of \$3,000.00 in a single financial year, the applicant has opted to defer this application until July.
Riding for the Disabled – Knox Branch	Defibrillator for the Centre Project	\$2,150.00	The applicant has received a total of \$5,000.00 in minor grants funds during the past three financial years. The application is recommended for deferral until July, when the new financial year will see this applicant again eligible for funding.
Knoxfield 55 Plus Club Inc	Knoxfield 55 Plus Club Birthday Lunch	\$1,000.00	Staff have requested further information about the proposed project. The applicant also needs to provide evidence of current public liability insurance before this application is approved. The event is planned for 5 October 2023, allowing opportunity for consideration at a future Council meeting.

Applicant Name	Project Title	Amount Requested	Reason for deferral
Little Stars Children's Choir	Mid-Autumn Festival Multicultural Celebration	\$3,000.00	Staff have requested that quotes be provided to support the expenditure outlined in the proposed budget. The event is planned for 30 September 2023, allowing opportunity for consideration at a future Council meeting.
<b>TOTAL</b>		<b>\$10,545.00</b>	

6. Note that for the 2022-23 financial year, the unspent budget is \$1,517.08 (prior to GST adjustments), to be carried forward to the 2023-24 Minor Grants budget.
7. Note that inclusive of the above recommended grants, totalling \$49,161.54, a total of \$232,097.02 has been awarded under the 2022-2023 Minor Grants Program, supporting a total of 100 community-based organisations and their programs in Knox.

## 1. INTRODUCTION

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

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

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

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

Applications are assessed against criteria specified in the Minor Grants Program Procedure (approved in November 2022), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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

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

## 2. DISCUSSION

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

Twenty-six applications have been assessed this month, requesting grants totalling \$63,709.54.

Five applications are recommended for deferral to the July Council meeting:

- Further information is sought to support applications from:
  - Rowville Netball Club (Upgrade of coaches playing and training bags);
  - Knoxfield 55 Plus Club Inc. (Knoxfield 55 Plus Club Birthday Lunch); and
  - Little Stars Children's Choir (Mid-Autumn Festival Multicultural Celebration).These applicants have been contacted by Council staff and asked to update their application details for the July meeting. There are no time sensitive issues related to these deferred applications.
- Two applications are ineligible this month, due to exceeding the funding limits set out in Clause 6.20 of the Minor Grants Procedure, which allow for a maximum allocation of \$3,000.00 in the current financial year and \$5,000.00 across the last three financial years:
  - Riding for the Disabled - Knox Branch have received \$5,000.00 over three financial years. Their application for the purchase of a defibrillator will be eligible in July, 2023 and presented to Council at that time for a decision.
  - Interchange Outer East submitted two applications this month, and have opted to defer consideration of their application for a new oven and cooktop until the new financial year. This application will also be presented to the July Council meeting for a decision.

One application is recommended for refusal:

- Isomer Aged Care Facility applied for funding to upgrade their outdoor furniture setting. This organisation has previously received minor grants funding in 2021-22 and 2022-23. The applicant has been advised that they will next be eligible for a minor grant in the 2024-25 financial year.

A summary of the recommended projects is as follows:

### Category 1 (General)

- The Indian Senior Citizens Association of Victoria (ISCA) are seeking a grant to assist with the cost of hosting a function to celebrate multiculturalism and Independence Day on 20 August, at the Australian Indian Community Centre in Rowville.
- Ferntree Gully Library Knitting for Charity Group are requesting a contribution to purchase knitting yarn, which will be used to produce items the group donates to local community groups and charities. In 2022 the group donated 1885 items to charity. This application is auspiced by the Eastern Regional Libraries Corporation.
- Ferntree Gully Netball are seeking support to upskill their coaches and team managers through first aid training and specialist coaching workshops that support player wellbeing and safety. The Club have requested \$2,803.00, however, under the eligibility criteria set out in the Minor Grant Procedure they are only eligible for up to \$2,000.00 due to previous

grants received in the past three financial years. Officers have confirmed that the Club will be able to proceed with the project if funded at \$2,000.00.

- The Lions Club of Knox are seeking funds to purchase a new laptop and printer. Updating this equipment will allow the club to continue servicing the Knox community.
- Wantirna Tennis Club are looking to purchase a backpack blower to clean their five clay courts. The blower effectively removes debris from the playing surface, making it safer for players and reducing maintenance costs over time.
- The German Shepherd Dog Club of Victoria – Eastern Branch are looking to purchase a printer and document storage unit. These purchases will support the group in providing up-to-date information and advice to members on responsible pet ownership.
- The Eastern Emergency Relief Network Inc. are seeking funding to purchase linen, blankets and pillows for distribution to clients, most of whom are residing in emergency accommodation without furniture, bedding and household items.
- The Knox Op Shop are seeking an upgrade of their IT equipment, including a new NBN connection, alongside the purchase of a new laptop, cordless phone, printer and associated software. This grant will ensure that profits from the Op Shop can continue to be donated back to the local community.
- Flamingo Pre-School Inc. are looking to purchase outdoor play equipment that supports the development of gross motor skills amongst children attending the kindergarten.
- The Boronia Parkinson's Peer Support Group are seeking a grant to cover the cost of hall hire for the next ten months. The group meet in the Boronia Uniting Church hall at a cost of \$100.00 per month. This funding would allow members to attend without paying a fee, reducing the need for cash handling and the associated risk of COVID-19 transmission.
- Wattleview Playgroup have identified toys and equipment that need replacement, particularly in the outdoor space to encourage children to learn through sharing, climbing and imaginative play.
- The Zomi Community Melbourne Inc. are seeking a grant to provide free recreation and leisure activities that support newly arrived Zomi refugee families to build social connectedness and access community facilities in their local neighbourhood.
- Knox Infolink are seeking funds to purchase a new laptop, two hybrid docking stations, two screens and cables. A review of the organisation's current IT infrastructure has identified that it is outdate and incompatible with the latest data encryption standards, posing a greater risk of a security breach.
- Interchange Outer East are seeking a grant to purchase uniforms and game balls for an inclusive basketball competition, they are establishing in Knox with the inaugural season to commence in August 2023 alongside the regular domestic basketball summer season. The competition will invite people with a disability, members of their families, disability workers and the general community to participate in an accredited and professionally-run competition.
- Psylaw Incorporated are seeking a grant to support the costs of hosting a Candlelight Concert, that will celebrate culture and build connections between the growing population of Chin community members in Knox.

### **Category 2 (Food Relief Supplies)**

- The Temple Society Australia are seeking a grant to assist with purchasing meat and eggs for distribution through their CHAMPION program. The program is seeing increasing demand and experiencing difficulty accessing meat reliably from Foodbank Vic.

- Knox Infolink Inc. are seeking funding to meet the growing demand for food hampers from community members seeking assistance due to cost of living pressures.
- St Stephen's Anglican Church Bayswater are seeking a grant to provide forty families with fresh food hampers during Winter 2023 and Christmas 2023. Hampers will be distributed through Bayswater South and Bayswater West Primary Schools and will be supplemented with donations from parishioners.
- Community Support Knox, Yarra Ranges and Surrounds are seeking funding to purchase pantry staples and pre-packaged grocery items for distribution through their pantry in The Basin. The service currently relies largely on donations of leftover food from local businesses.
- Bayswater Secondary School Council have applied for funding for a weekly breakfast program (Thursday) for students. The breakfast will be provided by the Boronia Bayswater Community Church of Christ who are an established food relief provider in Knox. Note: the application for \$2,000.00 including a contribution to gas supplies for the barbeque. As outlined in the Minor Grants Procedure, Category 2 funding can only be used for the purchase of food supplies. A reduced amount of \$1,800.00 is therefore recommended.

Application details are provided in Attachment 1.

### **3. CONSULTATION**

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

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

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

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

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

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

There are no environmental or amenity issues associated with this report.

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

The approval of Minor Grants is managed within Council's adopted budget. The 2022-23 budget provided \$221,576.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$69,483.00 carried forward from the 2021-22 Minor Grants Program, as per the Minor Grants Procedure).

Recommended applications for the June period total \$49,161,54. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$1,517.08 before GST adjustments. This amount will be carried forward to the 2023-24 Minor Grants Program budget, in line with the Minor Grants Procedure.

The draft Council budget for 2023-24 provides for a \$153,697.00 to be available in the next financial year for the Minor Grants Program (plus any carry forward of unspent or returned funds from 2022-23).

## **7. SOCIAL IMPLICATIONS**

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

Including the applications, recommended in this report, the 2022-2023 Minor Grants Program will have approved a total of 100 applications in the past 12 months. This is a significant increase on 76 successful applications for the 2021-22 Minor Grants Program.

## **8. RELEVANCE TO 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.

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

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

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

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

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

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

### **Civic Engagement & Integrity**

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator Community Partnerships, Kylie Wilmot

**Report Authorised By:** Director Connected Communities, Judy Chalkley

## **Attachments**

1. Attachment 1 - Minor Grant Applications Redacted - June - 2023-06-14 [8.3.1 - 183 pages]

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023 (Version 3 of 3)****Application No. 94-MGP-2022-23 From Indian Senior Citizens Association of Victoria (ISCA)**

Form Submitted 5 Jun 2023, 12:12PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****\* indicates a required field****Minor Grants Information****To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category****Application Amount \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 94-MGP-2022-23 From Indian Senior Citizens Association of Victoria (ISCA)**  
Form Submitted 5 Jun 2023, 12:12PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Indian Senior Citizens Association of Victoria (ISCA)

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

18 976 538 536

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 94-MGP-2022-23 From Indian Senior Citizens Association of Victoria (ISCA)**  
 Form Submitted 5 Jun 2023, 12:12PM AEST

<b>ABN</b>	18 976 538 536
<b>Entity name</b>	INDIAN SENIOR CITIZENS ASSOCIATION OF VICTORIA INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3150 VIC

*Information retrieved at 10:50am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0035727J

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Celebration of Multicultural and Independence day Function

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023 (Version 3 of 3)****Application No. 94-MGP-2022-23 From Indian Senior Citizens Association of Victoria (ISCA)**

Form Submitted 5 Jun 2023, 12:12PM AEST

**Project Start Date \***

20/08/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

20/08/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Indian Senior Citizens Association (ISCA) requests \$3000 towards lunch contribution to bring communities together to celebrate multicultural/Independence Day inviting various dignitaries and communities taking part in celebration and sharing Australian/ ethnic cultural values with various multicultural entertainment/dance activities.

The venue is - Australian Indian Community Centre

16-18 Kingsley Close

Rowville Victoria 3178

**(b) What community benefit is gained from this project / activity? \***

The community benefit would be to meet various communities and their leaders to understand, embrace, respect and share common values as Australian citizens. which is required more than before as we discuss our own voice to parliament. As we are experiencing so much unrest in the world?

Now it is, more important than ever before to bring communities together to meet, discuss and respect shared values.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

25

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

100 - 150

Must be a number

**How many of the above are Knox residents? \***

40

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$5,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 94-MGP-2022-23 From Indian Senior Citizens Association of Victoria (ISCA)**  
 Form Submitted 5 Jun 2023, 12:12PM AEST

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
sound system	\$500.00
Contribution requested for lunch	\$2,100.00
Decoratation	\$250.00
Miscellaneous/ consumable	\$150.00
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: IV00000000356\_2023-03-07-20-16.pdf

File size: 12.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Cirtificate of Currency 2023.pdf

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 94-MGP-2022-23 From Indian Senior Citizens Association of Victoria (ISCA)**  
Form Submitted 5 Jun 2023, 12:12PM AEST

File size: 724.6 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: ISCA Certificate Incorporation.pdf

File size: 1.1 MB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

15/05/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 94-MGP-2022-23 From Indian Senior Citizens Association of Victoria (ISCA)**  
Form Submitted 5 Jun 2023, 12:12PM AEST

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## Minor Grants Program - 2022 - 2023

### Minor Grants Program Application Form 2022-2023 (Version 2 of 2)

Application No. 96-MGP-2022-23 From Ferntree Gully Library Knitting for Charity Group

Form Submitted 12 May 2023, 11:03AM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

#### To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 96-MGP-2022-23 From Ferntree Gully Library Knitting for Charity Group**  
Form Submitted 12 May 2023, 11:03AM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Ferntree Gully Library Knitting for Charity Group

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

67 990 548 408

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 96-MGP-2022-23 From Ferntree Gully Library Knitting for Charity Group**  
 Form Submitted 12 May 2023, 11:03AM AEST

<b>ABN</b>	67 990 548 408
<b>Entity name</b>	EASTERN REGIONAL LIBRARIES CORPORATION
<b>ABN status</b>	Active
<b>Entity type</b>	Local Government Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3179 VIC

*Information retrieved at 1:26am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Auspice Details**

**Auspice Organisation Name \***

Eastern Regional Libraries Corporation

**Auspice ABN**

67 990 548 408

Information from the Australian Business Register	
<b>ABN</b>	67 990 548 408
<b>Entity name</b>	EASTERN REGIONAL LIBRARIES CORPORATION
<b>ABN status</b>	Active
<b>Entity type</b>	Local Government Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 96-MGP-2022-23 From Ferntree Gully Library Knitting for Charity Group**  
 Form Submitted 12 May 2023, 11:03AM AEST

<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3179 VIC
<i>Information retrieved at 1:26am today</i>	

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

[REDACTED]

**Auspice Phone Number \***

[REDACTED]

alian phone number.

**Auspice Email \***

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

**Signature of auspice representative - permission required \***

Filename: DOC090523.pdf

File size: 23.1 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Knitting for Charity

**Project Start Date \***

01/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

31/12/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Money to purchase knitting yarn for the group. Some of the charities we donate to include

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
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 Form Submitted 12 May 2023, 11:03AM AEST

- Angliss Hospital, Royal Children's Hospital auxiliaries, Eastern Health Palliative Care & Geriatric Medicine, Yooralla, Red Cross, various Aged Care facilities and Knit One Give One (KOGO).

**(b) What community benefit is gained from this project / activity? \***

Items produced by our group are donated to the local community and charities. In 2022 we donated 1885 items. We have donated just over 11,300 items in eight years.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

15 to 20  
 Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

15 to 20 Participate  
 Must be a number

**How many of the above are Knox residents? \***

15 - 20  
 Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$500.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$500.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Knitting Yran	\$500.00
	\$
	\$
	\$
	\$

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 96-MGP-2022-23 From Ferntree Gully Library Knitting for Charity Group**  
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Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$500.00

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: Lincraft.jpg

File size: 77.5 kB

Filename: spotlight.jpg

File size: 118.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

### (e) Have funds been sought / provided from other Council grants? \*

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

\* indicates a required field

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: 2022 - 2023 - Public Liability Insurance - Eastern Regional Libraries Corporation -

Certificate of Currency - August 2022.pdf

File size: 54.4 kB

### Public Liability Expiry Date \*

30/06/2023

Expiry date must extend beyond your project start and finish date

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

*No files have been uploaded*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 96-MGP-2022-23 From Ferntree Gully Library Knitting for Charity Group**  
Form Submitted 12 May 2023, 11:03AM AEST

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

09/05/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 112-MGP-2022-23 From Ferntree Gully Netball**  
 Form Submitted 16 May 2023, 12:19PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
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- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 112-MGP-2022-23 From Ferntree Gully Netball**  
Form Submitted 16 May 2023, 12:19PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**[Redacted]** \*

**Organisation Address \***

**[Redacted]**

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**[Redacted]**

**Project Contact Address \***

**[Redacted]**

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

**[Redacted]**

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

**[Redacted]**

Must be an email address.

**Committee Secretary (Second Contact Person)**

**[Redacted]**

**Secretary Mobile Phone Number \***

**[Redacted]**

Must be an Australian phone number.

**Secretary Email \***

**[Redacted]**

Must be an email address.

**Please provide your ABN**

32 011 587 498

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 112-MGP-2022-23 From Ferntree Gully Netball**  
 Form Submitted 16 May 2023, 12:19PM AEST

<b>ABN</b>	32 011 587 498
<b>Entity name</b>	FERNTREE GULLY NETBALL CLUB
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC

*Information retrieved at 7:04am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0003044V

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Upskilling coaches, team managers and players

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 112-MGP-2022-23 From Ferntree Gully Netball**  
 Form Submitted 16 May 2023, 12:19PM AEST

**Project Start Date \***

10/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

16/12/2023

Must be a date.

**(a) Briefly describe details of the request: \***

We would like to offer first aid training for coaches and team managers and a specialist training workshops for our coaches that will upskill them and enable them to improve health and safety within our club as well as improve player skills in order to play their best games! We will also require room hire to run the first out training as the training will be run outside of our normal room/ court hired times.

**(b) What community benefit is gained from this project / activity? \***

Having first aid trained coaches and team managers ensures that all players at our club train and play in a safe environment and if accidents or emergencies do occur, there will always be someone around to support them and ensure their health and safety needs are met. We believe this is essential to player safety. We are aiming to train 15 new coaches and team managers in first aid

The specialist coaching workshops aim to teach coaches the skills to teach their players how to strengthen their defensive, mid court and goal skills in netball, which directly benefits all players within our club. Having these courses funded through a grant enables us to keep our fees low which keeps netball an accessible sport for the those living in the Knox Community. In the past, accessing grants to fund courses has also enabled us to waive or reduce fees for low income families, as we have been able to use funds we would normally allocate to skill development and training to absorb this cost

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

48

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

275 (players and coaches)

Must be a number

**How many of the above are Knox residents? \***

275

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 112-MGP-2022-23 From Ferntree Gully Netball**  
 Form Submitted 16 May 2023, 12:19PM AEST

\$2,803.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,803.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
First aid training for 15 coaches	\$1,050.00
Specialist defensive workshop	\$495.00
Specialist midcourt worksop	\$495.00
Specialist goaling workshop	\$495.00
meeting room hire for first aid training	\$268.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$2,803.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: first aid training quote 15 people.pdf  
 File size: 136.8 kB

Filename: meeting room hire quote.docx  
 File size: 42.4 kB

Filename: Nardelli training quote 3 specialist sessions.pdf  
 File size: 35.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 112-MGP-2022-23 From Ferntree Gully Netball**  
 Form Submitted 16 May 2023, 12:19PM AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: certificate of currency public liability insurance.pdf  
 File size: 258.1 kB

**Public Liability Expiry Date \***

01/01/2024

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: certificate of incorporation.pdf  
 File size: 117.7 kB

---

Filename: Project plan.pdf  
 File size: 69.6 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 112-MGP-2022-23 From Ferntree Gully Netball**  
Form Submitted 16 May 2023, 12:19PM AEST

**Declaration Date \***

13/05/2023

Must be a date.

**Privacy Statement**

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 122-MGP-2022-23 From German Shepherd Dog Club of Victoria - Eastern Branch**  
 Form Submitted 31 May 2023, 5:39PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM**

\* indicates a required field

**Minor Grants Information**

**To be eligible for a Minor Grant, applying organisations must:**

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- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category**

**Application Amount \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 122-MGP-2022-23 From German Shepherd Dog Club of Victoria - Eastern Branch**  
Form Submitted 31 May 2023, 5:39PM AEST

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

German Shepherd Dog Club of Victoria - Eastern Branch

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

82 246 344 980

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023****Application No. 122-MGP-2022-23 From German Shepherd Dog Club of Victoria - Eastern Branch**

Form Submitted 31 May 2023, 5:39PM AEST

<b>ABN</b>	82 246 344 980
<b>Entity name</b>	GERMAN SHEPHERD DOG CLUB OF VICTORIA INC EASTERN BRANCH
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3437 VIC
<i>Information retrieved at 1:52am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

A0018463W

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \*** Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

Must be an email address.

**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Small Equipment Grant

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023****Application No. 122-MGP-2022-23 From German Shepherd Dog Club of Victoria - Eastern Branch**

Form Submitted 31 May 2023, 5:39PM AEST

**Project Start Date \***

01/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

31/07/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Small equipment purchase of a printer and document storage unit.

**(b) What community benefit is gained from this project / activity? \***

We believe that it is really important to keep our members informed on such things as changes to training methods, advice on closures, assistance with dog nutrition, Government changes to the Dogs Act and most importantly providing advice on responsible dog ownership.

Having a printer will allow us to provide these advices to our members on a regular basis both on our training days and by email and would be a huge assistance to our instructors and volunteers.

This printing is currently done by our volunteers on their own personal printers. Also quite a few of our Knox members are from diverse backgrounds and we feel that regular up to date information will assist all of our members greatly with being responsible pet owners.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

25

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

167

Must be a number

**How many of the above are Knox residents? \***

66

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$819.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$819.00

Must be a dollar amount.

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023****Application No. 122-MGP-2022-23 From German Shepherd Dog Club of Victoria - Eastern Branch**

Form Submitted 31 May 2023, 5:39PM AEST

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Inkjet Printer	\$299.00
Extended Warranty	\$70.00
Cartridge x 1 set	\$183.00
Lockable Credenza	\$267.00
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$819.00

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Lockable Credenza - GSDCV.pdf

File size: 180.6 kB

Filename: Officeworks Printer Quote.jpg

File size: 1018.4 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding****(e) Have funds been sought / provided from other Council grants? \*** Yes  No**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 122-MGP-2022-23 From German Shepherd Dog Club of Victoria - Eastern Branch**  
 Form Submitted 31 May 2023, 5:39PM AEST

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Filename: GSDCV Certificate of Currency Public Liability.pdf  
 File size: 63.3 kB

**Public Liability Expiry Date \***  
 01/03/2024  
 Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: GSDCV Inc Association Details.docx  
 File size: 14.0 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[Redacted Name]

**Position (if organisation) \***

[Redacted Position]

**Declaration Date \***

31/05/2023  
 Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary

**Minor Grants Program - 2022 - 2023**

**Minor Grants Program Application Form 2022-2023**

**Application No. 122-MGP-2022-23 From German Shepherd Dog Club of Victoria - Eastern Branch**

Form Submitted 31 May 2023, 5:39PM AEST

purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 125-MGP-2022-23 From Lions Club of Knox**  
 Form Submitted 18 May 2023, 8:18PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 125-MGP-2022-23 From Lions Club of Knox**  
Form Submitted 18 May 2023, 8:18PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Lions Club of Knox

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

73 906 153 287

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 125-MGP-2022-23 From Lions Club of Knox**  
 Form Submitted 18 May 2023, 8:18PM AEST

<b>ABN</b>	73 906 153 287
<b>Entity name</b>	LIONS CLUB OF KNOX INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3180 VIC

*Information retrieved at 2:47am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0114477N

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Club Equipment Purchase

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 125-MGP-2022-23 From Lions Club of Knox**  
 Form Submitted 18 May 2023, 8:18PM AEST

**Project Start Date \***

03/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

28/07/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Request funds to purchase essential equipment (laptop & printer) for the running of the Lions Club of Knox

**(b) What community benefit is gained from this project / activity? \***

Having the equipment necessary to run the club will enable us to continue servicing the communities of Knox.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

16

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

16

Must be a number

**How many of the above are Knox residents? \***

16

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,507.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,507.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 125-MGP-2022-23 From Lions Club of Knox**  
 Form Submitted 18 May 2023, 8:18PM AEST

<b>Expenditure</b>	<b>\$</b>
Asus Vivobook X1502 Laptop	\$999.09
HP OfficeJet Pro 9010 Multifunction Printer	\$317.27
Logitech MK295 Wireless Keyboard combo	\$53.64
GST	\$137.00
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,507.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Centre Com Sales quote- Knox Lions Club.pdf

File size: 89.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: 2nd-Layer-Lloyds-Cert-of-Currency-2022-23.pdf

File size: 240.7 kB

Filename: Chubb-Primary-Layer-2023.pdf

File size: 93.7 kB

**Public Liability Expiry Date \***

01/09/2023

Expiry date must extend beyond your project start and finish date

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 125-MGP-2022-23 From Lions Club of Knox**  
Form Submitted 18 May 2023, 8:18PM AEST

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Knox Lions Incorporation Certificate.pdf  
File size: 115.8 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

15/05/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 126-MGP-2022-23 From Wantirna Tennis Club Inc**  
 Form Submitted 17 May 2023, 2:25PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 126-MGP-2022-23 From Wantirna Tennis Club Inc**  
Form Submitted 17 May 2023, 2:25PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

[Redacted]

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

30 080 134 728

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 126-MGP-2022-23 From Wantirna Tennis Club Inc**  
 Form Submitted 17 May 2023, 2:25PM AEST

<b>ABN</b>	30 080 134 728
<b>Entity name</b>	WANTIRNA TENNIS CLUB INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

*Information retrieved at 12:23am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A10346

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Backpack Blower for tennis courts cleaning

**Project Start Date \***

30/06/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 126-MGP-2022-23 From Wantirna Tennis Club Inc**  
 Form Submitted 17 May 2023, 2:25PM AEST

15/07/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Due to the installation of the 5 new Classic Clay courts we need to keep tree leave debris and other debris off the playing surface. The maintenance requirements indicate that the best way to do this includes regular "blower" applications. The purchase of such a machine will facilitate this.

**(b) What community benefit is gained from this project / activity? \***

The benefit of having this machine will be that it will aim keeping the tennis courts free from debris particularly slippery tress leaves and other materials. This still help provide a much less slippery playing surface and hence a safer surface that will last longer and require less costly maintenance and down time(s)

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

60

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

500

Must be a number

**How many of the above are Knox residents? \***

400

Must be a number

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$679.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$500.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

**Expenditure****\$**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 126-MGP-2022-23 From Wantirna Tennis Club Inc**  
 Form Submitted 17 May 2023, 2:25PM AEST

Purchase of a Stihl brand petrol blower	\$679.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$679.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: 1845.pdf

File size: 495.7 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: PUBLIC LIABILITY INS TENNIS\_AUSTRALIA\_COC.pdf

File size: 141.1 kB

**Public Liability Expiry Date \***

30/09/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 126-MGP-2022-23 From Wantirna Tennis Club Inc**  
Form Submitted 17 May 2023, 2:25PM AEST

**Attach relevant documentation:**

---

Filename: PURCHASE OF A BACKPACK BLOWER.docx  
File size: 33.0 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Position (if organisation) \***

**Declaration Date \***

17/05/2023

Must be a date.

### Privacy Statement

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 130-MGP-2022-23 From Eastern Emergency Relief Network Inc.**  
 Form Submitted 4 Jun 2023, 3:24PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
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Submission deadline Council meeting date

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10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 130-MGP-2022-23 From Eastern Emergency Relief Network Inc.**  
Form Submitted 4 Jun 2023, 3:24PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Eastern Emergency Relief Network Inc.

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

88 876 940 581

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023****Application No. 130-MGP-2022-23 From Eastern Emergency Relief Network Inc.**

Form Submitted 4 Jun 2023, 3:24PM AEST

<b>ABN</b>	88 876 940 581
<b>Entity name</b>	EASTERN EMERGENCY RELIEF NETWORK INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3132 VIC

*Information retrieved at 1:58am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

A0032836T

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \*** Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**[REDACTED]  
Must be an email address.**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Manchester/bed linen 2023/24

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023****Application No. 130-MGP-2022-23 From Eastern Emergency Relief Network Inc.**

Form Submitted 4 Jun 2023, 3:24PM AEST

**Project Start Date \***

03/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

28/06/2024

Must be a date.

**(a) Briefly describe details of the request: \***

In addition to household furniture, white goods and food, E.E.R.N provides bed linen, blankets and doonas to families in need as requested by their case workers of member agencies. As winter rapidly approached we are experiencing a heightened demand for warm bedding including sheets, doonas, blankets, pillows and towels. New pillows are purchased for our clients and where necessary new sheets, pillow slips, blankets and towels are provided for families in need.

**(b) What community benefit is gained from this project / activity? \***

Our clients are mostly from distressed family situations residing in emergency accommodation which is totally void of furniture, bedding and household items. Data records only indicate the number of client visits each week, it must be noted that \*each client may require bedding for their entire family up to six members. EERN provides clients all of the items listed by their welfare agency at NO COST. By using donations received from Knox residents EERN is supporting sustainability and contributing to the limitation of hard waste collection from the roadside. We do accept mattresses and bedding provided items are clean and without any sign of stains, wear or tear. We use dry cleaners and laundry to freshen up bed linen if accepted to OHS standards.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

65

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

\*1500

Must be a number

**How many of the above are Knox residents? \***

\*525+

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$12,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 130-MGP-2022-23 From Eastern Emergency Relief Network Inc.**  
 Form Submitted 4 Jun 2023, 3:24PM AEST

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
doonas	\$1,600.00
blankets	\$600.00
sheets	\$400.00
pillows	\$360.00
Doona covers	\$200.00
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,160.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: KnoxGrantPurchase budget.docx

File size: 14.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**Other Fund Details**

**Year of Application:**

2023

**Grant Program:**

Emergency Services

**Amount:**

\$9,000.00

Must be a dollar amount.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 130-MGP-2022-23 From Eastern Emergency Relief Network Inc.**  
 Form Submitted 4 Jun 2023, 3:24PM AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: EERN Liability Insurance.docx  
 File size: 559.2 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: KnoxSmartyGrantsJun23.pdf  
 File size: 76.7 kB

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Filename: May23EERNnewsletter.docx  
 File size: 1.2 MB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

**[REDACTED]**

**Position (if organisation) \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 130-MGP-2022-23 From Eastern Emergency Relief Network Inc.**  
Form Submitted 4 Jun 2023, 3:24PM AEST

**Declaration Date \***

04/06/2023

Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 132-MGP-2022-23 From Knox Op Shop (Bayswater) Inc**  
 Form Submitted 13 Jun 2023, 5:25PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 132-MGP-2022-23 From Knox Op Shop (Bayswater) Inc**  
Form Submitted 13 Jun 2023, 5:25PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knox Op Shop (Bayswater) Inc

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

17 199 445 980

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 132-MGP-2022-23 From Knox Op Shop (Bayswater) Inc**  
 Form Submitted 13 Jun 2023, 5:25PM AEST

<b>ABN</b>	17 199 445 980
<b>Entity name</b>	KNOX OPPORTUNITY SHOP BAYSWATER INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3153 VIC

*Information retrieved at 5:07pm yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0033070G

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

NBN Connection

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 132-MGP-2022-23 From Knox Op Shop (Bayswater) Inc**  
 Form Submitted 13 Jun 2023, 5:25PM AEST

**Project Start Date \***

30/06/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

14/07/2023

Must be a date.

**(a) Briefly describe details of the request: \***

The Op Shop requires an NBN connection to have a phone and data service in order to conduct the fund raising business.

**(b) What community benefit is gained from this project / activity? \***

This will improve the ability of the Op Shop to service community needs. We are a volunteer organisation with no paid staff. All money raised is provided to the community, for example, Connecting Kids, the Knox Community Christmas Support fund.

Knox Op Shop is a 100% volunteer organisation. Every cent we raise, after rent and outgoings, goes to the community.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

24

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

10,000

Must be a number

**How many of the above are Knox residents? \***

10,000

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,978.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,150.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 132-MGP-2022-23 From Knox Op Shop (Bayswater) Inc**  
 Form Submitted 13 Jun 2023, 5:25PM AEST

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Router	\$194.00
Acer Aspire 1 14inch laptop	\$447.00
Cordless Phone	\$99.00
Canon TR7060 Printer	\$149.00
Ink Canon PG-660XL	\$86.00
Trend Anti-Virus purchase	\$38.00
Microsoft 365 purchase	\$137.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,150.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Aussie BB Quote.pdf  
 File size: 746.1 kB

Filename: Cordless phone.docx  
 File size: 439.3 kB

Filename: NBN Products.pdf  
 File size: 445.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 132-MGP-2022-23 From Knox Op Shop (Bayswater) Inc**  
Form Submitted 13 Jun 2023, 5:25PM AEST

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Filename: Insurance Acuri 2023.JPEG  
File size: 783.2 kB

**Public Liability Expiry Date \***

10/11/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: ASIC Registration.pdf  
File size: 359.0 kB

---

Filename: NBN Project Plan.docx  
File size: 13.4 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

09/06/2023

Must be a date.

### Privacy Statement

**Minor Grants Program - 2022 - 2023**

**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**

**Application No. 132-MGP-2022-23 From Knox Op Shop (Bayswater) Inc**

Form Submitted 13 Jun 2023, 5:25PM AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 133-MGP-2022-23 From Flamingo Pe School**  
 Form Submitted 8 Jun 2023, 4:54PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
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Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 133-MGP-2022-23 From Flamingo Pe School**  
Form Submitted 8 Jun 2023, 4:54PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Flamingo Pe School

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

84 771 395 516

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 133-MGP-2022-23 From Flamingo Pe School**  
 Form Submitted 8 Jun 2023, 4:54PM AEST

<b>ABN</b>	84 771 395 516
<b>Entity name</b>	FLAMINGO PRE SCHOOL INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

*Information retrieved at 2:34am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0039573L

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Gross Motor Equipment

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 133-MGP-2022-23 From Flamingo Pe School**  
 Form Submitted 8 Jun 2023, 4:54PM AEST

**Project Start Date \***

10/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

28/07/2023

Must be a date.

**(a) Briefly describe details of the request: \***

A wide variety of gross motor equipment will ensure the best chance for children to master some well-balanced motor skills.

**(b) What community benefit is gained from this project / activity? \***

Outside play sparks children's natural curiosity and draws on children's powerful internal drive to explore, discover and conquer. There are many studies that follow the important connection between children's motor development in the early years and the impact this has on children throughout their lives into adult hood. Engaging in challenging and inviting motor skill spaces like the obstacle course develops children's proprioception. Children are not born with this they develop it through movement and engagement in well-coordinated movement. Without it we would fall, trip, bump into etc we need it to be kept safe and to limit the accidents throughout our lives. After lockdown and playgrounds being shut the children currently in our care lost two important years of exploring, challenging and developing these gross motor skills. A well balanced and challenging outside play space will make it easier for the children to develop these fundamentally important motor skills while at kindergarten.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

7

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

300

Must be a number

**How many of the above are Knox residents? \***

300

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,968.74

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 133-MGP-2022-23 From Flamingo Pe School**  
 Form Submitted 8 Jun 2023, 4:54PM AEST

\$1,968.74

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Lily Pads Play Frame	\$659.95
Trestle Wide 145cm high 120cm wide	\$736.95
Zig Zag Wooden Plank 180cm Long	\$516.95
Freight	\$54.89
	\$
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$1,968.74

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: MTA Grant.pdf

File size: 305.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate of currency-Flamingo Preschool Inc-A09456 CSOE PPL.pdf

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 133-MGP-2022-23 From Flamingo Pe School**  
Form Submitted 8 Jun 2023, 4:54PM AEST

File size: 152.9 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Certificate of Incorporation.pdf

File size: 115.9 kB

Filename: FY2023 Minor Grant Budget - Flamingo 4 year old kindergarden.xlsx

File size: 18.0 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

24/05/2023

Must be a date.

### Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 133-MGP-2022-23 From Flamingo Pe School**  
Form Submitted 8 Jun 2023, 4:54PM AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 134-MGP-2022-23 From Boronia Parkinson's Peer Support Group**  
 Form Submitted 6 Jun 2023, 3:29PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM**

\* indicates a required field

**Minor Grants Information**

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category**

**Application Amount \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 134-MGP-2022-23 From Boronia Parkinson's Peer Support Group**  
Form Submitted 6 Jun 2023, 3:29PM AEST

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Boronia Parkinson's Peer Support Group

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

59 604 001 176

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 134-MGP-2022-23 From Boronia Parkinson's Peer Support Group**  
 Form Submitted 6 Jun 2023, 3:29PM AEST

<b>ABN</b>	59 604 001 176
<b>Entity name</b>	PARKINSON'S VICTORIA LIMITED
<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Health Promotion Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3127 VIC

*Information retrieved at 8:43am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

**Auspice Details**

**Auspice Organisation Name \***

Fight Parkinson's

**Auspice ABN**

59 604 001 176

Information from the Australian Business Register	
<b>ABN</b>	59 604 001 176
<b>Entity name</b>	PARKINSON'S VICTORIA LIMITED

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 134-MGP-2022-23 From Boronia Parkinson's Peer Support Group**  
 Form Submitted 6 Jun 2023, 3:29PM AEST

<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Health Promotion Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3127 VIC
<i>Information retrieved at 8:43am today</i>	

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

[REDACTED]

**Auspice Phone Number \***

[REDACTED]

phone number.

**Auspice Email \***

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

**Signature of auspice representative - permission required \***

Filename: Auspice letter Dec 2021.pdf

File size: 487.7 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Monthly Church Hall hire

**Project Start Date \***

12/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 134-MGP-2022-23 From Boronia Parkinson's Peer Support Group**  
 Form Submitted 6 Jun 2023, 3:29PM AEST

**Project End Date \***

10/04/2024

Must be a date.

**(a) Briefly describe details of the request: \***

Monthly hire of Boronia Uniting Church hall for 10 months to be able to have our monthly support meetings without having to collect admission money from our Parkinson's people who attend. Handling money can spread Covid so we prefer to have that not happen. Our current cost is \$100 per monthly meeting of 2 rooms for 2 1/2 hours.

**(b) What community benefit is gained from this project / activity? \***

The benefit would be that our Parkinson's participants and their carers will not need to handle any money, thus preventing the risk of Covid or any other germs which can cause them varied health problems including hospital.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

6 people

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

20+ people

Must be a number

**How many of the above are Knox residents? \***

10-15 people

Must be a number

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$1,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

**Expenditure****\$**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 134-MGP-2022-23 From Boronia Parkinson's Peer Support Group**  
 Form Submitted 6 Jun 2023, 3:29PM AEST

Church Hall monthly hire	\$1,000.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,000.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: 2022 Hall Hire Application Form.docx  
 File size: 27.2 kB

Filename: Invoice(1).docx  
 File size: 24.7 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Public & Products Liability Insurance.pdf  
 File size: 152.7 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 134-MGP-2022-23 From Boronia Parkinson's Peer Support Group**  
Form Submitted 6 Jun 2023, 3:29PM AEST

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**Please provide further information**

**[REDACTED]** - daughter, works part time Youth Worker at Knox Youth Services

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

**[REDACTED]**

**Position (if organisation) \***

**[REDACTED]**

**Declaration Date \***

06/06/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 137-MGP-2022-23 From Wattleview Playgroup Inc**  
 Form Submitted 7 Jun 2023, 4:31PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 137-MGP-2022-23 From Wattlevue Playgroup Inc**  
Form Submitted 7 Jun 2023, 4:31PM AEST

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Wattlevue Playgroup Inc

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

43 208 677 828

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 137-MGP-2022-23 From Wattlevue Playgroup Inc**  
 Form Submitted 7 Jun 2023, 4:31PM AEST

<b>ABN</b>	43 208 677 828
<b>Entity name</b>	WATTVIEW MATERNAL AND CHILD HEALTH CENTRE INC.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC
<i>Information retrieved at 4:05am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0026147D

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Play to Grow Equipment

**Project Start Date \***

03/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 137-MGP-2022-23 From Wattleview Playgroup Inc**  
 Form Submitted 7 Jun 2023, 4:31PM AEST

**Project End Date \***

30/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

On 7 May 2023, Wattleview Playgroup held a volunteer working bee to maintain the shared space with Knox City Council maternal and child health nurses occupied in the Wattleview Maternal and Child Health Centre. The volunteers identified toys and equipment that needed replacement, particularly in the outdoor playspace. The grant will provide much-needed and easy-to-maintain equipment indoors through the construction set as well as equipment for the outdoor playspace including the kombi van, race car and fire truck. The outdoor equipment will provide opportunities for learning to share, climb and undertake imaginative play for all ages in our community into the future. The provision of this equipment will not only provide for play supporting children's growth and development but will also support the growing playgroup community; a place for people (not only children) to connect and support each other.

Please refer to the concept plan for the proposed locations of the new outdoor play equipment in our existing playspace (refer to the attachment).

This project has been discussed with Knox City Council's Family Children's Services (Karen Smith) who we have contacted in the preparation of this submission. Karen asked us to check with the sourcing company that the products are suitable for the outdoors, which has been obtained (refer to the attachment).

**(b) What community benefit is gained from this project / activity? \***

This project provides new and safe equipment for children participating in the playgroup to use, which benefits the Knox community by providing a well-equipped playspace to support and connect families (parents/carers and children). The playspace is also utilised by Knox City Council in providing first-time parents with an opportunity to meet and greet other first-time parents or other families, further supporting the development of the Knox community.

Wattleview Playgroup is one of few community playgroups in Knox that is completely volunteer-run. As a non-for-profit, we aim to keep fees affordable so the playgroup community can be accessible to all Knox families. Other than fundraising and support from local Knox businesses, this grant will greatly support the long-term development of our playspace and maintain our growing community.

This project is also supported by Playgroup Victoria who have provided a letter of support (refer to the attachment).

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

13

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

107

Must be a number

**How many of the above are Knox residents? \***

107

Must be a number

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 137-MGP-2022-23 From Wattleview Playgroup Inc**  
 Form Submitted 7 Jun 2023, 4:31PM AEST

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,041.70

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,991.80

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Kombi Van Play Vehicle	\$813.95
Race Car Fun Aluminium Play Centre	\$747.95
Fire Truck Play Frame	\$1,099.95
Translucent Magnetic Tiles Construction Set	\$329.95
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$2,991.80

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Wattleview Playgroup - Play to Grow Equipment Quotes.pdf

File size: 417.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 137-MGP-2022-23 From Wattleview Playgroup Inc**  
 Form Submitted 7 Jun 2023, 4:31PM AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

#### Evidence of current Public Liability Insurance must be supplied \*

Filename: Wattleview Playgroup Insurance through Playgroup Victoria - Public Liability Insurance - 2022-2023.pdf  
 File size: 272.2 kB

#### Public Liability Expiry Date \*

30/06/2023

Expiry date must extend beyond your project start and finish date

#### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

#### Attach relevant documentation:

Filename: Playgroup Victoria - Letter of Support for Wattleview Playgroup 30052022.pdf  
 File size: 178.5 kB

Filename: Wattleview Playgroup - Confirmation of Incorporated Association - Consumer Affairs Victoria.pdf  
 File size: 65.9 kB

Filename: Wattleview Playgroup - Play to Grow Equipment in Outdoor Playspace - Concept Plan.pdf  
 File size: 127.3 kB

Filename: Wattleview Playgroup - Product Confirmation with Teaching.com Regarding Outdoor Equipment.pdf  
 File size: 268.5 kB

Filename: Wattleview Playgroup Project Plan - Grow with Play Equipment.pdf  
 File size: 181.6 kB

Filename: Wattleview Playgroup Timetable and Children Numbers (as of June 2023).pdf  
 File size: 69.4 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 137-MGP-2022-23 From Wattleview Playgroup Inc**  
Form Submitted 7 Jun 2023, 4:31PM AEST

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

[REDACTED]

**Declaration Date \***

07/06/2023

Must be a date.

### **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 138-MGP-2022-23 From ZOMI COMMUNITY MELBOURNE INC**  
 Form Submitted 8 Jun 2023, 10:44PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 138-MGP-2022-23 From ZOMI COMMUNITY MELBOURNE INC**  
 Form Submitted 8 Jun 2023, 10:44PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***  
 ZOMI COMMUNITY MELBOURNE INC

**Organisation Address \***  
 [Redacted]  
 Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]  
**Project Contact Address \***  
 [Redacted]  
 Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***  
 [Redacted] phone number.

**Phone Number**  
 Must be an Australian phone number.

**Email \***  
 [Redacted]  
 Must be an email address.

**Committee Secretary (Second Contact Person)**  
 [Redacted]

**Secretary Mobile Phone Number \***  
 [Redacted]  
 Must be an Australian phone number.

**Secretary Email \***  
 [Redacted]  
 Must be an email address.

**Please provide your ABN**  
 54 603 923 016

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 138-MGP-2022-23 From ZOMI COMMUNITY MELBOURNE INC**  
 Form Submitted 8 Jun 2023, 10:44PM AEST

<b>ABN</b>	54 603 923 016
<b>Entity name</b>	ZOMI COMMUNITY MELBOURNE INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

*Information retrieved at 5:47am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0101207F

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Zomi Community members connecting in Knox

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 138-MGP-2022-23 From ZOMI COMMUNITY MELBOURNE INC**  
 Form Submitted 8 Jun 2023, 10:44PM AEST

**Project Start Date \***

03/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

03/07/2024

Must be a date.

**(a) Briefly describe details of the request: \***

Our project aims to respond to the fast growing needs of newly arrived Zomi refugee families from Myanmar who have settled in Knox City Council over the past few years. We have strong link with diverse community members of Myanmar background and we have been approached by many families who have settled in Knox. They have expressed their interest in connecting and doing fun recreational activities with with other families from Myanmar as they see the benefits of participation in such activities to help them strengthen their settlement journey in their new home country. Our project will respond by organizing art and craft and youth sporting activities.

**(b) What community benefit is gained from this project / activity? \***

This project will facilitate the opportunity for the newly arrived Zomi refugee families to access to the local facilities and participate in recreational activities. which may be otherwise not available to them. This project will also focus on supporting the Zomi Community by ensuring that their access and participation is not impeded by the financial barrier.

The people identified by our project come from families experiencing significant need for social connection. It would not be possible to implement our project without council grant. Our organization is committed to supporting the inclusion of Zomi people from refugee background to have the opportunity to connect their local area, engage in social and recreational setting and improve their sense of well being and belongingness.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

16

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

1000

Must be a number

**How many of the above are Knox residents? \***

350

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 138-MGP-2022-23 From ZOMI COMMUNITY MELBOURNE INC**  
 Form Submitted 8 Jun 2023, 10:44PM AEST

\$3,500.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Costs of Items	\$3,045.97
Venue hire(Carrington park precinct)	\$1,688.00
Sport Equipment	\$209.97
Art/Craft Supplies	\$318.00
Catering /Cooking supplies	\$700.00
Stationery	\$130.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$6,091.94

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Carrington Park Knoxfield (1).pdf

File size: 4.3 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 138-MGP-2022-23 From ZOMI COMMUNITY MELBOURNE INC**  
 Form Submitted 8 Jun 2023, 10:44PM AEST

**\* indicates a required field**

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate00000209313 (1) (1).pdf  
 File size: 49.4 kB

**Public Liability Expiry Date \***

04/07/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: CERT-A0101207F (1).pdf  
 File size: 115.7 kB

Filename: image0 (3).jpeg  
 File size: 453.2 kB

Filename: image1.jpeg  
 File size: 286.0 kB

Filename: image2.jpeg  
 File size: 196.3 kB

Filename: image3.jpeg  
 File size: 224.8 kB

Filename: image4.jpeg  
 File size: 280.6 kB

Filename: image5.jpeg  
 File size: 209.5 kB

Filename: ZOMI COMMUNITY KNOX GRANT ITEMS COSTS.docx  
 File size: 13.2 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 138-MGP-2022-23 From ZOMI COMMUNITY MELBOURNE INC**  
Form Submitted 8 Jun 2023, 10:44PM AEST

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**sation) \***

[REDACTED]

**Declaration Date \***

04/06/2023

Must be a date.

### **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 140-MGP-2022-23 From KNOX INFOLINK INC**  
 Form Submitted 7 Jun 2023, 2:25PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 140-MGP-2022-23 From KNOX INFOLINK INC**  
Form Submitted 7 Jun 2023, 2:25PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***  
KNOX INFOLINK INC

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

29 871 638 790

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 140-MGP-2022-23 From KNOX INFOLINK INC**  
 Form Submitted 7 Jun 2023, 2:25PM AEST

<b>ABN</b>	29 871 638 790
<b>Entity name</b>	KNOX INFOLINK INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3155 VIC

*Information retrieved at 7:25am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0026824D

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

IT equipment update

**Project Start Date \***

03/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 140-MGP-2022-23 From KNOX INFOLINK INC**  
 Form Submitted 7 Jun 2023, 2:25PM AEST

29/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

The funding request is for the purchase of one laptop, two hybrid laptop docking stations, two screens and cables, to replace two outdated PCs in the Knox Infolink Emergency Relief Office.

Knox Infolink has a managed IT service arrangement with Adore IT, who are most concerned about three extremely old PCs that are still in operation in our Emergency Relief Office. One PC is 12 years old and the other two are 9 years. These three computers create inefficiencies and frustrations for staff and volunteers due to their unreliability and increased costs to support. The most pressing concern however is their lack of compatibility with the latest data encryption standards, increasing vulnerability to a security breach, which could result in a ransomware attack, or client data being stolen and released onto the internet.

**(b) What community benefit is gained from this project / activity? \***

The purchase of a new laptop and two hybrid docking workstations will enable the retirement of two of the three most archaic PCs in the Knox Infolink Office. These IT purchases will benefit Knox community members that access Knox Infolink in two key ways:

1. Ensure greater protection and reduced vulnerability of a security breach that leads to a ransomware attack, or client data being stolen and released onto the internet.
2. Ability to access services or assistance from Knox Infolink Emergency Relief Office that is delivered with greater efficiency and with reliable access to information.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

65

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

750

Must be a number

**How many of the above are Knox residents? \***

750

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,264.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,945.00

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 140-MGP-2022-23 From KNOX INFOLINK INC**  
 Form Submitted 7 Jun 2023, 2:25PM AEST

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Lenovo T16 G1 16" Laptop i5 16GB 512GB 3yr OS	\$1,870.00
2 x Lenovo Hybrid USB-C with USB-A Dock	\$718.00
2 x 2m DisplayPort Cables Male to Male	\$38.00
1 x Lenovo E24-28 23.8-inch FHD Monitor	\$319.00
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,945.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Quotation 2705-2.pdf

File size: 184.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Public Liability Certificate - 2022-2023.pdf

File size: 46.6 kB

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 140-MGP-2022-23 From KNOX INFOLINK INC**  
Form Submitted 7 Jun 2023, 2:25PM AEST

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Certificate of Incorporation.pdf

File size: 505.6 kB

Filename: KNOX INFOLINK OVERVIEW (3pgr).pdf

File size: 4.0 MB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

07/06/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 140-MGP-2022-23 From KNOX INFOLINK INC**  
Form Submitted 7 Jun 2023, 2:25PM AEST

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 141-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 8 Jun 2023, 12:28PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 141-MGP-2022-23 From Interchange Outer East**  
Form Submitted 8 Jun 2023, 12:28PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Interchange Outer East

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

65 711 736 371

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 141-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 8 Jun 2023, 12:28PM AEST

<b>ABN</b>	65 711 736 371
<b>Entity name</b>	INTERCHANGE OUTER EAST INC.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 8:29am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0009944P

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Knox Inclusive Basketball Competition

**Project Start Date \***

01/08/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 141-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 8 Jun 2023, 12:28PM AEST

30/04/2024

Must be a date.

**(a) Briefly describe details of the request: \***

In partnership with Knox Basketball Association, Interchange Outer East is developing an inclusive basketball competition, with the inaugural season to run in line with the regular domestic basketball summer season. Having been part of the Doncaster All Abilities Basketball Association (DAAB), Interchange Outer East is responding to the needs of local families and individuals and starting a similar competition in Knox. It will invite people with disability, members of their families, disability workers and the general community to participate in this accredited and professionally-run competition.

For the first season (summer 23/24) we plan to have a six-team competition, which we anticipate will grow in subsequent seasons. For this grant, we are requesting \$3000 for the purchase of the uniforms for six teams (10 singlets/players per team) and three game balls.

Please note that due to the expiry of our public liability insurance falling within the project dates, I will be able to forward the new certificate (1/7/23 to 30/6/24) as soon as it is received by our organisation.

**(b) What community benefit is gained from this project / activity? \***

When asked about the benefits of the similar competition at DAAB, the competition manager said, "This is a place where family and friends of all ages and abilities can come down and play in the same basketball competition each week in a friendly, inclusive and competitive way. A place where social connections are made and last a lifetime"

The community benefit for this competition has many facets. It encourages and supports physical activity in a non-threatening and fun environment for both people with and without disability. As stated above, it also presents a unique opportunity for people with disability to play in a high quality, social competition with their non-disabled friends and family. Therefore the social and wellbeing benefits are huge.

Conversely, it also offers non-disabled players, spectators and referees the chance to experience a truly inclusive environment and build acceptance and accessibility for people with disability in mainstream services and activities. As competition will not be age-based, parents will be able to play with their children, friends can play together (or against each other!) and foster a supportive and fun environment in which to enjoy competitive but social sport.

Participants with disability who have an interest in refereeing may also have the chance to develop this skill in a more inclusive environment which may lead to paid work also in mainstream competition.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

200

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

100

Must be a number

**How many of the above are Knox residents? \***

80

Must be a number

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 141-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 8 Jun 2023, 12:28PM AEST

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,030.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Basketball singlets - six teams x 10 per team	\$2,700.00
Basketball game balls x3	\$330.00
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,030.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Inv00017255.pdf

File size: 22.4 kB

Filename: Screenshot 2023-06-08 at 10.07.11 am.png

File size: 3.7 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 141-MGP-2022-23 From Interchange Outer East**  
Form Submitted 8 Jun 2023, 12:28PM AEST

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Public & Products Liability 22-23.pdf  
File size: 152.8 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 141-MGP-2022-23 From Interchange Outer East**  
Form Submitted 8 Jun 2023, 12:28PM AEST

**Declaration Date \***  
08/06/2023  
Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
 Form Submitted 13 Jun 2023, 9:22PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
 Form Submitted 13 Jun 2023, 9:22PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***  
 Psylaw Incorporated

**Organisation Address \***  
 [Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***  
 [Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***  
 [Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***  
 [Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**  
 [Redacted]

**Secretary Mobile Phone Number \***  
 [Redacted]

Must be an Australian phone number.

**Secretary Email \***  
 [Redacted]

Must be an email address.

**Please provide your ABN**

87 351 669 551

<b>Information from the Australian Business Register</b>
--

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
 Form Submitted 13 Jun 2023, 9:22PM AEST

<b>ABN</b>	87 351 669 551
<b>Entity name</b>	PSYLAW INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3134 VIC

*Information retrieved at 8:10pm yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0109426F

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Candlelight Concert by Psylaw

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
 Form Submitted 13 Jun 2023, 9:22PM AEST

**Project Start Date \***

12/08/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

12/08/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Psylaw Incorporated (Psylaw) aims to be a platform for building the capacity of the Chin communities in Melbourne, Australia and inspire connection between the communities and the broader Australian community. The Chin community in Australia has grown rapidly in the past decade, however despite this growth, we believe there is a lack of representation from the cultural group and not much is known about the community and its history. As a result, many Chin people feel a lack of belonging and struggle to establish their cultural and social identity. Psylaw Incorporated aspires to bridge this gap between the Chin and Australian communities by empowering its members. Our mission is to find ways to build the resilience of the community, by encouraging engagement and sharing resources which aim to improve mental health and wellbeing. Psylaw Incorporated aims to create opportunities for the community to showcase their talents and history with the wider community.

We are proposing to host a Candlelight Concert, inspired by the popular event often held in Melbourne City, for the Chin community in a calming, warm and cosy environment, with food and entertainment provided by members of the Chin community as talents, caterers and audience members. We are targeting the Chin communities in Knox as there is a growing number of residents in this area including the Zo, Zomi, Mizo, Falam and Hakha people residing in the area.

We believe that hosting in Knox will benefit the Chin residents in connecting with Knox council and the wider Australian communities further, allowing both communities to build connection and contribute to their local community in a productive and positive manner. We intend to promote the event to non-Chin residents to build connection and use this as an opportunity to share our culture and talents with the local community.

The night will be for those who make up a growing community of Chin people settling in the localities of Knox and to our knowledge, nothing like this has been held by a Chin community so we believe this will generate a lot of interest and attendance by all people of all ages.

In 2019, the Psylaw organised an Open Mic Night with the support of the Migrant Information Centre ('MIC'). The night was a great success with many participants coming together to celebrate the community and the diverse talents of participants. There is a demand to organise the event annually but due to the pandemic, many people felt isolated and have had trouble finding opportunities to reconnect and also meet new people. These events are an important part of the Chin community because they help to stabilise the members in their transition into Australian culture and reduce isolation of new arrivals by introducing them to the existing members, communities and its events. The grant money will go towards the purchase of equipment as well as other essentials necessary for the successful running of this event, including: hall hire; decorations; packaging and marketing goods.

We are committed to purchasing sustainable items that will continue to build capacity and our marketing pieces will be designed by artists in our community to support local talents. Psylaw will collaborate with members of the community to plan and host the event. Psylaw will form an event committee to support the planning of the event and this will provide members of the community an opportunity to gain self-confidence and build their capacity to run activities for the community in the future, as well as inspiring others in the

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
 Form Submitted 13 Jun 2023, 9:22PM AEST

community, particularly Chin women, to become more involved in leadership roles in the future.

We recommend looking through our website to get a better understanding of our organisation and our works: [www.psylaw.com.au](http://www.psylaw.com.au)

**(b) What community benefit is gained from this project / activity? \***

The successful running of this project will benefit the growing and significant Chin community of Knox and will facilitate a platform for the members to build connection and capacity to continue to deliver events and other initiatives in the future in the Knox municipality.

Currently, there are barely any activities targeted at the Chin residents of Knox, making it difficult for the residents to connect with their local community due to having to travel to other areas to take part in Chin community events.

A successful project will highlight the need for us to respond to the area in which our community members are growing rapidly and cater to their interests and needs, possibly even networking with their local leaders and small businesses, which contributes to the community of Knox.

Furthermore, this initiative is new and unlike many of the events held by the Chin community because members of the community will have an opportunity to enjoy themselves in a relaxed and light-hearted environment where they can meet with their friends and families, enjoy music they have heard growing up in the community and share stories inspired from our culture. Such events are able to transcend the the gap between the older and younger generations through the recreation of scenes the elders grew up with in a format that is also appealing to the youth. We intend to showcase choir singing, traditional dancing, fashion pieces and artworks crafted from artists in the Chin community along with storytelling from the elderly. We want this all to be in a safe space without alcohol/drug influenced behaviour, so that young people can see the benefits of the community and the value of sober engagement.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

30

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

150

Must be a number

**How many of the above are Knox residents? \***

75

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
 Form Submitted 13 Jun 2023, 9:22PM AEST

\$5,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Knox Community Arts Centre (KCAC)	\$786.00
Sound Engineering Hire	\$400.00
Refreshments	\$592.93
Hired Security	\$212.00
Merchandise and Promotional that requires printing (Vistaprint Invoices attached)	\$652.77
Decoration (Photobooth hire and Back-drop/Stage Design)	\$800.00
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,443.70

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Booking Form V01.04.23MFS.pdf  
 File size: 126.5 kB

Filename: Event Sheet Report - Psylaw June - 230613.pdf  
 File size: 964.4 kB

Filename: Franky - Quote.pdf  
 File size: 43.9 kB

Filename: Photo Booth Quote Email.png  
 File size: 145.9 kB

Filename: Psylaw.pdf  
 File size: 484.5 kB

Filename: Receipt from June 10 Event.png

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
 Form Submitted 13 Jun 2023, 9:22PM AEST

File size: 2.2 MB

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Filename: Receipt from June 2 Event.jpeg  
 File size: 120.8 kB

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Filename: VP\_J8HZ7BML\_taxDocuments.pdf  
 File size: 13.0 kB

---

Filename: VP\_N5TC2QS3\_taxDocuments.pdf  
 File size: 16.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Certificate of Insurance.pdf  
 File size: 48.9 kB

---

Filename: ScheduleOfInsurance00000262197.pdf  
 File size: 64.1 kB

**Public Liability Expiry Date \***

21/04/2024

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Application for Knox City.pdf  
 File size: 1.7 MB

---

Filename: CERT-A0109426F.pdf  
 File size: 114.7 kB

## DECLARATION

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 143-MGP-2022-23 From Psylaw Incorporated**  
Form Submitted 13 Jun 2023, 9:22PM AEST

**\* indicates a required field**

### **Conflict of Interest**

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

13/06/2023

Must be a date.

### **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 51-MGP-2022-23 From Isomer Aged care facility**  
 Form Submitted 9 Jun 2023, 12:07PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 51-MGP-2022-23 From Isomer Aged care facility**  
Form Submitted 9 Jun 2023, 12:07PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Isomer Aged care facility

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

36 974 270 612

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 51-MGP-2022-23 From Isomer Aged care facility**  
 Form Submitted 9 Jun 2023, 12:07PM AEST

<b>ABN</b>	36 974 270 612
<b>Entity name</b>	ISLAMIC SOCIETY OF MELBOURNE EASTERN REGION INC.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 9:37am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Garden upgrade

**Project Start Date \***

02/10/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 51-MGP-2022-23 From Isomer Aged care facility**  
 Form Submitted 9 Jun 2023, 12:07PM AEST

01/12/2023  
 Must be a date.

**(a) Briefly describe details of the request: \***  
 Isomer resident would to upgrade our courtyard

**(b) What community benefit is gained from this project / activity? \***  
 More interaction in our courtyard, seating, lights.,cushions

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**  
 1  
 Must be a number

**How many people will directly benefit from or participate in your project / activity? \***  
 25  
 Must be a number

**How many of the above are Knox residents? \***  
 42  
 Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***  
 \$3,000.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***  
 \$3,000.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Garden seating	\$900.00
out door cushions	\$400.00
Light	\$300.00
watering system	\$500.00

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 51-MGP-2022-23 From Isomer Aged care facility**  
 Form Submitted 9 Jun 2023, 12:07PM AEST

out door chairs	\$500.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,600.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: out door setting -2.pdf  
 File size: 35.1 kB

Filename: out door setting.pdf  
 File size: 34.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: I4945-0414078-COC-Islamic Society of Melbourne.pdf  
 File size: 52.9 kB

**Public Liability Expiry Date \***

15/08/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 51-MGP-2022-23 From Isomer Aged care facility**  
Form Submitted 9 Jun 2023, 12:07PM AEST

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

09/06/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)

Application No. 14-MGP-FOOD From Temple Society Australia

Form Submitted 25 May 2023, 3:01PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline

Council meeting date

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

**Application  
Amount**

**Incorporated or  
Auspiced?**

**Assessment &  
Determination**

**Acquittal**

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)

#### Application No. 14-MGP-FOOD From Temple Society Australia

Form Submitted 25 May 2023, 3:01PM AEST

< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$5,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount \*

< \$500  \$501 to \$1,000  \$1,001 to \$5,000

## APPLICANT DETAILS

\* indicates a required field

### Applicant Details

#### Organisation Name \*

Temple Society Australia

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Have you been operating as a food relief support provider in Knox prior to January 2022? \*

Yes

No

If no, unfortunately you are ineligible to apply for this category of funding

#### Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) \*

Filename: FINALCHAMPIONGrandOpeningFlyerA5\_Final.pdf

File size: 108.4 kB

Filename: KERN Minutes Feb 2023.docx

File size: 984.0 kB

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)

Application No. 14-MGP-FOOD From Temple Society Australia

Form Submitted 25 May 2023, 3:01PM AEST

### Contact Name

[REDACTED]

### Project Contact Address \*

[REDACTED]

State/Province, Postcode, and Country are required.

### Mobile Phone Number \*

[REDACTED]

Australian phone number.

### Phone Number

Must be an Australian phone number.

### Email \*

[REDACTED]

### Committee Secretary (Second Contact Person)

[REDACTED]

### Secretary Mobile Phone Number \*

[REDACTED]

Australian phone number.

### Secretary Email \*

[REDACTED]

### Please provide your ABN

35 439 044 725

Information from the Australian Business Register	
<b>ABN</b>	35 439 044 725
<b>Entity name</b>	TEMPLE SOCIETY AUSTRALIA
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3204 VIC

*Information retrieved at 5:20am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)

**Application No. 14-MGP-FOOD From Temple Society Australia**

Form Submitted 25 May 2023, 3:01PM AEST

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROGRAM DETAILS

**\* indicates a required field**

### Request Details

**Food Program Name \***

CHAMPION: Meeting the needs of Knox Residents Part 2

**Program Start Date \***

01/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Program End Date \***

30/06/2024

Must be a date.

**(a) Briefly describe details of the request: \***

We are requesting funding to purchase up to \$415 worth of meat/eggs each month for the next 12 months at CHAMPION to distribute to clients. We would purchase this from our local supplier (keeping the money in the local community). The cost of meat is continually rising and all of our clients are struggling with the cost of living and putting nutritious meals on their tables. Meat is something that often our clients need to go without (or they purchase meats such as party pies, sausage rolls, fish fingers and other questionable "meats"). If we had the money to purchase bulk amounts of meat this would free up our Foodbank budget to purchase other products that we run out of regularly including coffee, toilet paper, toiletries, cleaning products and tinned foods. Meat is not available from Foodbank Vic reliably.

What sort of food supplies are required to maintain or increase your food relief support

**How is the food provided? (click in drop down box for options)**

Pick up - food hampers

If other or a combination of options, please describe in a) above.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)

### Application No. 14-MGP-FOOD From Temple Society Australia

Form Submitted 25 May 2023, 3:01PM AEST

**(b) Please explain / demonstrate the current need for the program / activity \***

We were lucky to receive a grant from Knox Council last year to purchase meat and this has been a very successful and well received grant where we have been able to purchase meat for our clients. Unfortunately, this grant will be acquitted in June and we are nearly out of funding. On top of this our numbers have risen significantly and we are struggling to meet the needs of all of our visitors. By supplying us with this meat grant it will enable us to supply our clients with a balanced diet to create healthy and nutritious meals.

For example: How is your program currently funded/resourced and how many people it provides for?

**(c) Which areas of Knox benefit from this program? \***

All Knox residents who are financially struggling or are falling through the cracks in the system are eligible to access CHAMPION services and we do not have a geographic boundary within Knox.

We are currently supporting over 400 people per month and we are only open 5 hours per week.

**How many Knox residents will directly benefit from food relief supplies purchased with this grant? \***

3000

Must be a number

**How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?**

40

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the program / activity? \***

\$5,655.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(e) What amount is being requested? \***

\$4,980.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses - Food Relief Supplies

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Meat purchases \$415 per month for 12 months	\$4,980.00

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)**

**Application No. 14-MGP-FOOD From Temple Society Australia**  
 Form Submitted 25 May 2023, 3:01PM AEST

	\$
	\$
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

**Minor Grant Food Relief Supplies - Budget Total**

**Total Expenditure Amount**

\$4,980.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Quote.docx

File size: 188.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(f) Do you have any unexpended funds from other Council grants you've received for food relief? \***

Yes  No

**If yes, please explain why you are seeking further funds**

Because the current grant is being acquitted in June and we do not have any finding secured for the next financial year for CHAMPION

**Other Fund Details**

**Year of Application:**

2022-2023

**Grant Program:**

Pandemic Recovery Food and Emergency Relief

**Amount:**

\$10,824.00

Must be a dollar amount.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)

Application No. 14-MGP-FOOD From Temple Society Australia  
Form Submitted 25 May 2023, 3:01PM AEST

### Evidence of Public Liability

#### Evidence of current Public Liability Insurance must be supplied \*

Filename: Certificate of currency 23-24 temple Society COC (1).pdf  
File size: 387.8 kB

#### Public Liability Expiry Date \*

31/03/2024

Expiry date must extend beyond your project start and finish date

#### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

#### Attach relevant documentation:

Filename: Project Plan for Minor Grant Knox.docx  
File size: 12.8 kB

Filename: TSAL Certificate of Incorporation.pdf  
File size: 45.4 kB

## DECLARATION

\* indicates a required field

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

15/05/2023

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 3 of 3)**

**Application No. 14-MGP-FOOD From Temple Society Australia**

Form Submitted 25 May 2023, 3:01PM AEST

Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
 Form Submitted 9 Jun 2023, 4:50PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline

Council meeting date

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

**Application  
Amount**

**Incorporated or  
Auspiced?**

**Assessment &  
Determination**

**Acquittal**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
 Form Submitted 9 Jun 2023, 4:50PM AEST

< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$5,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category**

**Application Amount \***

< \$500    \$501 to \$1,000    \$1,001 to \$5,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***

KNOX INFOLINK INC

**Organisation Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Have you been operating as a food relief support provider in Knox prior to January 2022? \***

Yes  
 No

If no, unfortunately you are ineligible to apply for this category of funding

**Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) \***

Filename: KERN Minutes October 2019.doc

File size: 1.0 MB

**Contact Name**

[Redacted Contact Name]

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
 Form Submitted 9 Jun 2023, 4:50PM AEST

**Project Contact Address \***

[Redacted]

State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Australian phone number.

**Phone Number**

[Redacted]

Australian phone number.

**Email \***

[Redacted]

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Australian phone number.

**Secretary Email \***

[Redacted]

**Please provide your ABN**

29 871 638 790

Information from the Australian Business Register	
<b>ABN</b>	29 871 638 790
<b>Entity name</b>	KNOX INFOLINK INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3155 VIC

*Information retrieved at 7:25am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
 Form Submitted 9 Jun 2023, 4:50PM AEST

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0026824D

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROGRAM DETAILS

**\* indicates a required field**

### Request Details

**Food Program Name \***

Knox Infolink Emergency Relief

**Program Start Date \***

03/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Program End Date \***

31/12/2023

Must be a date.

**(a) Briefly describe details of the request: \***

We seek to purchase a variety of food items to package up into food hampers, which are distributed to Knox City community members that are struggling to make ends meet. The food hampers include staples such as pasta, sauce, noodles, tinned vegetables and more. Specialised foods will also be purchased, that will be included in food hampers for those with specific dietary needs. Single serve, easy to prepare food items will be purchase for food hampers that suit individuals or families sleeping rough or that are experiencing homelessness.

In addition we seek to purchase meat items including mince, chicken fillets, sausages and hamburgers to provide with the food hampers. The addition of meat means that an individual or family can have a complete and balanced meal from the food that is provided. The grant will ensure the continuation of the provision of meat with the food hampers that cater to a variety of needs and situations.

What sort of food supplies are required to maintain or increase your food relief support

**How is the food provided? (click in drop down box for options)**

Pick up - food hampers

If other or a combination of options, please describe in a) above.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
 Form Submitted 9 Jun 2023, 4:50PM AEST

**(b) Please explain / demonstrate the current need for the program / activity \***

Knox Infolink is funded from a variety of sources, including Knox Council operational funding (which covers 25% of Knox Infolink's annual expenses). Each year Knox Infolink must raise 64% of its annual budget to adequately support the Knox Community members with emergency relief food and material items and our other information, referral and community support activities.

In the first 10 months of the 2022-23 financial year, Knox Infolink has provided 3363 food parcels to Knox community members, of whom 42% were accessing assistance from Knox Infolink for the first time.

Due to the dramatic increases in cost of living, Knox Infolink is facing an increase in community members seeking assistance to make ends meet, while also facing notable increases in the cost of food items to include in the food hampers for distribution. The minor food grant will assist in meeting these additional costs in food items, so we are not required to reduce hamper sizes or cut out nutritional items such as meat from the provisions.

For example: How is your program currently funded/resourced and how many people it provides for?

**(c) Which areas of Knox benefit from this program? \***

All community members residing within the City of Knox are able to access the Knox Infolink emergency relief services. From our statistics for the first 10 months of 2022-23 financial year, community members from Boronia, Ferntree Gully and Bayswater comprise 70% of those seeking assistance at Knox Infolink.

**How many Knox residents will directly benefit from food relief supplies purchased with this grant? \***

1535

Must be a number

**How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?**

65

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the program / activity? \***

\$20,500.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(e) What amount is being requested? \***

\$5,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses - Food Relief Supplies

Please detail the items you would like the Minor Grants Program to fund.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
 Form Submitted 9 Jun 2023, 4:50PM AEST

<b>Expenditure</b>	<b>\$</b>
Meat items - mince and sausages	\$1,350.00
Food hamper staple items, dietary specific and single serve items	\$3,150.00
Discounted food staple items through Food Bank	\$500.00
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

**Minor Grant Food Relief Supplies - Budget Total**

**Total Expenditure Amount**

\$5,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Food items May 2023 receipts.zip  
 File size: 390.2 kB

Filename: Foodbank May 2023 receipts.zip  
 File size: 692.3 kB

Filename: Meat items May 2023 receipts.zip  
 File size: 264.0 kB

Filename: Quote based on May 2023 ER Food costings.pdf  
 File size: 417.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(f) Do you have any unexpended funds from other Council grants you've received for food relief? \***

Yes  No

**If yes, please explain why you are seeking further funds**

Knox Infolink Emergency has a CDF grant for non-food items for Emergency relief the that ends 30/11/23

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
Form Submitted 9 Jun 2023, 4:50PM AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: Public Liability Certificate - 2022-2023.pdf  
File size: 46.6 kB

### Public Liability Expiry Date \*

30/06/2023

Expiry date must extend beyond your project start and finish date

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

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Filename: Certificate of Incorporation.pdf  
File size: 505.6 kB

## DECLARATION

\* indicates a required field

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

09/06/2023

Must be a date.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 15-MGP-FOOD From KNOX INFOLINK INC**  
Form Submitted 9 Jun 2023, 4:50PM AEST

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
 Form Submitted 30 May 2023, 1:37PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline

Council meeting date

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

**Application  
Amount**

**Incorporated or  
Auspiced?**

**Assessment &  
Determination**

**Acquittal**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
 Form Submitted 30 May 2023, 1:37PM AEST

< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$5,000	No	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount \*

< \$500  \$501 to \$1,000  \$1,001 to \$5,000

## APPLICANT DETAILS

\* indicates a required field

### Applicant Details

#### Organisation Name \*

St Stephen's Anglican Church Bayswater

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Have you been operating as a food relief support provider in Knox prior to January 2022? \*

Yes  
 No

If no, unfortunately you are ineligible to apply for this category of funding

#### Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) \*

Filename: Bayswater West - Stockland Grant.pdf

File size: 96.0 kB

Filename: BSPS Winter Grocery Vouchers.msg

File size: 77.0 kB

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
 Form Submitted 30 May 2023, 1:37PM AEST

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Filename: Community Meals Funding Agreement St Stephens 2018-2019 (D18-398564) (003).DOCX  
 File size: 45.6 kB

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Filename: Community Meals Funding Agreement St Stephens 2018-2019 (D18-398564).pdf  
 File size: 259.9 kB

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Filename: Community Meals Funding Agreement St Stephens-Bayswater .docx  
 File size: 37.6 kB

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Filename: Denise Budge Infolink - Christmas hampers.pdf  
 File size: 226.7 kB

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Filename: Knox City Council - Grant 2018 - Jodie Heriot.docx  
 File size: 160.3 kB

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Filename: Knox Council = thank you for Grant.docx  
 File size: 159.0 kB

---

Filename: Letter from Bayswater South PS.pdf  
 File size: 707.4 kB

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Filename: Letter to accompany Community Meals Funding Agreement.docx  
 File size: 160.8 kB

**Contact Name**

[Redacted]

**Contact Address \***

[Redacted]

State/Province, Postcode, and Country are required.

**Phone Number \***

[Redacted]

Australian phone number.

**Mobile Number**

[Redacted]

Australian phone number.

[Redacted]

**Committee Secretary (Second Contact Person)**

[Redacted]

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
 Form Submitted 30 May 2023, 1:37PM AEST

**Please provide your ABN**

52 909 810 905

Information from the Australian Business Register	
<b>ABN</b>	52 909 810 905
<b>Entity name</b>	ST STEPHEN'S ANGLICAN CHURCH BAYSWATER
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3153 VIC

*Information retrieved at 4:34am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \*** Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \*** Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**PROGRAM DETAILS****\* indicates a required field****Request Details****Food Program Name \***

Winter and Christmas Hampers - Because We Care

**Program Start Date \***

08/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
 Form Submitted 30 May 2023, 1:37PM AEST

beginning of this application for guidance.

**Program End Date \***

15/12/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Forty Knox families will benefit from these Hampers- showing we care, without any "strings attached". Families are experiencing challenging times with price of living expenses increasing - this is just one way we can show, together with the council, show that we care. The Parish of St Stephen in Bayswater has partnered with Bayswater South and Bayswater West Primary Schools for many years - -previously involvement in breakfast program (no longer required as the school now has its own breakfast program), involvement in Kid's Hope through mentoring. Winter Hampers - ten per each school , are made up of fresh food vouchers from Farmer Joe's in Boronia (each voucher is to the value of \$50) and the Christmas Hampers are made up of fresh food vouchers from Farmer Joe's (to the value of \$50) and Christmas Hamper items donated by parishioners - these hampers include Christmas Cake/Pudding (Lion's Club), mince pies, potato chips, tea bags, savoury biscuits bob buns, long life cream, milo, tin of fruit, gravy, , shortbread biscuits, 500grm lollies, 150grm coffee, 250grm chocolates, large tin of tuna or salmon, long life custard, tin ham, Christmas serviettes - all packed in a festive bag.

What sort of food supplies are required to maintain or increase your food relief support

**How is the food provided? (click in drop down box for options)**

Delivery - food hampers

If other or a combination of options, please describe in a) above.

**(b) Please explain / demonstrate the current need for the program / activity \***

Forty Knox families will benefit from these Hampers- showing we care, without any "strings attached". Families are experiencing challenging times with price of living expenses increasing - this is just one way we can, together with the council , show we care. The Parish of St Stephen in Bayswater has partnered with Bayswater South and Bayswater West Primary Schools for many years. Each school will receive 10 Hampers - Winter Hampers and 10 Hampers - Christmas Hampers

For example: How is your program currently funded/resourced and how many people it provides for?

**(c) Which areas of Knox benefit from this program? \***

Families that attend Bayswater West and Bayswater South will benefit from these programs. The Hampers are distributed at the discretion of the School Principals (and welfare team).

**How many Knox residents will directly benefit from food relief supplies purchased with this grant? \***

160

Must be a number

**How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?**

12

Must be a number

## BUDGET

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
 Form Submitted 30 May 2023, 1:37PM AEST

**\* indicates a required field**

**(d) What is the total cost of the program / activity? \***

\$3,620.10

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(e) What amount is being requested? \***

\$2,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses - Food Relief Supplies**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Funding to purchase vouchers to include in Winter and Christmas Hampers - to be purchased from Farmer Joes in Boronia - fresh fruit and vegetables and meat	\$2,000.00
	\$
	\$
	\$
	\$
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

**Minor Grant Food Relief Supplies - Budget Total**

**Total Expenditure Amount**

\$2,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Grants 2023 Minor - quote - shopping list 20230530.docx

File size: 2.4 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
Form Submitted 30 May 2023, 1:37PM AEST

**(f) Do you have any unexpended funds from other Council grants you've received for food relief? \***

Yes  No

**If yes, please explain why you are seeking further funds**

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Public Liability Insurance.pdf  
File size: 195.6 kB

**Public Liability Expiry Date \***

31/10/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: St Stephen's Anglican Church - Minor Grant - Project 20230530.docx  
File size: 164.9 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 16-MGP-FOOD From St Stephen's Anglican Church Bayswater**  
Form Submitted 30 May 2023, 1:37PM AEST

**template in the Minor Grants Category 2 Acquittal Form.**

**Name \***

[REDACTED]

[REDACTED]

**Declaration Date \***

30/05/2023

Must be a date.

### **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 17-MGP-FOOD From Bayswater Secondary College School Council  
Form Submitted 14 Jun 2023, 1:42PM AEST

### MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

#### Minor Grants Information

**To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline

Council meeting date

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

**Application  
Amount**

**Incorporated or  
Auspiced?**

**Assessment &  
Determination**

**Acquittal**

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 17-MGP-FOOD From Bayswater Secondary College School Council  
Form Submitted 14 Jun 2023, 1:42PM AEST

< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$5,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount \*

< \$500  \$501 to \$1,000  \$1,001 to \$5,000

## APPLICANT DETAILS

\* indicates a required field

### Applicant Details

#### Organisation Name \*

Bayswater Secondary College School Council

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Have you been operating as a food relief support provider in Knox prior to January 2022? \*

Yes  
 No

If no, unfortunately you are ineligible to apply for this category of funding

**Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) \***

Filename: Church Slide.png

File size: 217.5 kB

Filename: July 10th Orchard News.pdf

File size: 194.3 kB

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 17-MGP-FOOD From Bayswater Secondary College School Council  
Form Submitted 14 Jun 2023, 1:42PM AEST

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Australian phone number.

**Phone Number**

[Redacted]

Australian phone number.

**Email \***

[Redacted]

Address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Australian phone number.

**Secretary Email \***

[Redacted]

**Please provide your ABN**

Information from the Australian Business Register	
<b>ABN</b>	
<b>Entity name</b>	
<b>ABN status</b>	
<b>Entity type</b>	
<b>Goods &amp; Services Tax (GST)</b>	
<b>DGR Endorsed</b>	
<b>ATO Charity Type</b>	
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	
<b>Main business location</b>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 17-MGP-FOOD From Bayswater Secondary College School Council  
Form Submitted 14 Jun 2023, 1:42PM AEST

### Is your organisation Incorporated? \*

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

### Is your organisation a registered not-for-profit legal entity? \*

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

### Would you like to receive our e-Bulletin containing information on community training, grants and more? \*

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## Auspice Details

### Auspice Organisation Name \*

Bayswater Secondary College

### Auspice ABN

82 249 482 413

Information from the Australian Business Register	
<b>ABN</b>	82 249 482 413
<b>Entity name</b>	BAYSWATER SECONDARY COLLEGE
<b>ABN status</b>	Active
<b>Entity type</b>	State Government Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3153 VIC

*Information retrieved at 2:33am today*

Must be an ABN.

### Auspice Project Contact \*

[REDACTED]

### Auspice Position \*

[REDACTED]

### Auspice Phone Number \*

[REDACTED]

alian phone number.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 17-MGP-FOOD From Bayswater Secondary College School Council  
Form Submitted 14 Jun 2023, 1:42PM AEST

### Auspice Email \*

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

### Signature of auspice representative - permission required \*

Filename: auspice-declaration-form.pdf

File size: 367.3 kB

Please upload signed declaration from auspice representative

## PROGRAM DETAILS

\* indicates a required field

### Request Details

#### Food Program Name \*

Starting The Day With Food And Friends

#### Program Start Date \*

01/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

#### Program End Date \*

30/06/2024

Must be a date.

#### (a) Briefly describe details of the request: \*

Breakfast supplies - eggs, bacon, hash browns, bread, etc. to provide nourishment for Bayswater Secondary College students as part of the weekly (Thursday) breakfast program. Also - gas bottle refills for the BBQ at Bayswater.

What sort of food supplies are required to maintain or increase your food relief support

#### How is the food provided? (click in drop down box for options)

Pick up - prepared meals

If other or a combination of options, please describe in a) above.

#### (b) Please explain / demonstrate the current need for the program / activity \*

The Bayswater Secondary College chaplain, Sheridan Tate, and the school leadership recognised the need for morning food provision at the school and contacted the program food provider, Boronia Bayswater Community Church of Christ. The church was able to assign a staff member to coordinate a team of volunteers to provide breakfast on Thursdays. The school chaplain, Sheridan Tate also assists.

The response to the breakfast program has been very strong, with 30 - 50 students enjoying the breakfast on Thursday morning.

The program is funded by the food provider from residual funds of a previous breakfast program at Boronia K-12 College. These funds will be exhausted shortly.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

**Application No. 17-MGP-FOOD From Bayswater Secondary College School Council**  
Form Submitted 14 Jun 2023, 1:42PM AEST

For example: How is your program currently funded/resourced and how many people it provides for?

**(c) Which areas of Knox benefit from this program? \***

Students in years 7 - 12 at Bayswater Secondary College.

**How many Knox residents will directly benefit from food relief supplies purchased with this grant? \***

175

Must be a number

**How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?**

7

Must be a number

### BUDGET

**\* indicates a required field**

**(d) What is the total cost of the program / activity? \***

\$2,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(e) What amount is being requested? \***

\$2,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses - Food Relief Supplies

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Food items - eggs, bacon, rolls, etc.	\$1,800.00
BBQ gas and cleaning supplies	\$200.00
	\$
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

### Minor Grant Food Relief Supplies - Budget Total

**Total Expenditure Amount**

\$2,000.00

This number/amount is calculated.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 17-MGP-FOOD From Bayswater Secondary College School Council  
Form Submitted 14 Jun 2023, 1:42PM AEST

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: Screenshot (88).png  
File size: 198.8 kB

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Filename: Screenshot (89).png  
File size: 181.9 kB

---

Filename: Screenshot (90).png  
File size: 180.8 kB

A minimum of 1 file must be attached.  
Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(f) Do you have any unexpended funds from other Council grants you've received for food relief? \***

Yes  No

**If yes, please explain why you are seeking further funds**

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Certificates of Currency - Liability - 23-24 - Boronia Community Church of Christ .pdf  
File size: 139.7 kB

**Public Liability Expiry Date \***

31/03/2024  
Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: Project Plan - BCCOC.pdf  
File size: 149.1 kB

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 17-MGP-FOOD From Bayswater Secondary College School Council  
Form Submitted 14 Jun 2023, 1:42PM AEST

### DECLARATION

**\* indicates a required field**

#### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

09/06/2023

Must be a date.

#### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds**

Form Submitted 8 Jun 2023, 11:44AM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline

Council meeting date

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

**Application  
Amount**

**Incorporated or  
Auspiced?**

**Assessment &  
Determination**

**Acquittal**

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23

#### Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds

Form Submitted 8 Jun 2023, 11:44AM AEST

< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$5,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount \*

< \$500  \$501 to \$1,000  \$1,001 to \$5,000

## APPLICANT DETAILS

\* indicates a required field

### Applicant Details

#### Organisation Name \*

Community Support Knox, Yarra Ranges and Surrounds

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Have you been operating as a food relief support provider in Knox prior to January 2022? \*

Yes  
 No

If no, unfortunately you are ineligible to apply for this category of funding

#### Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) \*

Filename: Screenshot of facebook history.docx

File size: 1.5 MB

#### Contact Name

[REDACTED]

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23

#### Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds

Form Submitted 8 Jun 2023, 11:44AM AEST

#### Project Contact Address \*

[REDACTED]

te/Province, Postcode, and Country are required.

#### Mobile Phone Number \*

[REDACTED]

tralian phone number.

#### Phone Number

Must be an Australian phone number.

#### Email \*

[REDACTED]

#### Committee Secretary (Second Contact Person)

[REDACTED]

#### Secretary Mobile Phone Number \*

[REDACTED]

tralian phone number.

#### Secretary Email \*

[REDACTED]

#### Please provide your ABN

83 749 680 756

Information from the Australian Business Register	
<b>ABN</b>	83 749 680 756
<b>Entity name</b>	Community Support Knox, Yarra Ranges and Surrounds
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3154 VIC

*Information retrieved at 6:36am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

#### Is your organisation Incorporated? \*

Yes  No

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23

#### Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds

Form Submitted 8 Jun 2023, 11:44AM AEST

If no, please confirm if you are a registered not-for-profit legal entity

### Incorporation Details

#### Please provide your Incorporated number

A01187220

This can be found on the Consumer Affairs Victoria website

#### Would you like to receive our e-Bulletin containing information on community training, grants and more? \*

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROGRAM DETAILS

\* indicates a required field

### Request Details

#### Food Program Name \*

Inverness Community Pantry

#### Program Start Date \*

01/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

#### Program End Date \*

17/05/2024

Must be a date.

#### (a) Briefly describe details of the request: \*

Our current food supplies are donated by local businesses and mostly include fresh fruit and vegetables, bread and other bakery products. Residents coming to the pantry have expressed to us their needs for other types of food relief to enable the preparation of more filling and nutritious meals. In particular, we are looking to purchase staples such as UHT milk, pasta and pasta sauce, rice, noodles, tea and coffee, breakfast cereals/oats, muesli bars, tinned tuna, spaghetti, baked beans, soups and tinned vegetables.

Food is provided from the carport of a residential address in The Basin. Volunteers collect the food from suppliers each day and deliver it to the pantry. The volunteers then sort and layout the food in tubs/crates so as to be hygienic and easy to access. This allows residents the freedom and dignity to come and choose the items they need and that fit their dietary requirements.

The quote on the next page is a sample weekly grocery shop to indicate typical items and quantities that would be purchased, but we will very much take onboard ongoing feedback from residents as to their needs and adjust our purchases accordingly. Similarly, stock levels will be taken into account before purchasing, and we will also look for items that are on special and other affordable options for purchasing such as buying in bulk.

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23

#### Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds

Form Submitted 8 Jun 2023, 11:44AM AEST

What sort of food supplies are required to maintain or increase your food relief support

#### How is the food provided? (click in drop down box for options)

If other or a combination of options, please describe in a) above.

#### (b) Please explain / demonstrate the current need for the program / activity \*

Our Facebook group has about 3500 members and we help approximately 400 families each week with donated fruit and vegetables from supermarkets and bread from local bakeries. We assist with supplying fresh food to breakfast clubs for several local schools and we supply to local residents including veterans, pensioners, families with children and people who are homeless.

Our volunteers hear heart-breaking stories each week from our locals who are struggling with the rising costs of living and simply cannot afford to put food on the table for their families. Many are still trying to recover from the economic impacts of Covid. Whilst our residents appreciate the food we currently supply, many tell us that they need other groceries and pantry staples to be able to cook more filling and nutritious meals, pack more substantial school lunches and provide cereal for children before they head to school.

Healthy eating and food security has been identified as one of the six key health priorities of Knox council, and this project will contribute to the connection, resilience and wellbeing of our local community in line with the Knox Community Plan.

This project will also provide additional volunteering opportunities. Volunteering is identified in the Knox Community Plan as contributing to health and wellbeing. It is an important way for people to engage with the community, to feel valued, to develop a sense of belonging and to contribute in a meaningful way.

For example: How is your program currently funded/resourced and how many people it provides for?

#### (c) Which areas of Knox benefit from this program? \*

All areas of Knox, but particularly Ferntree Gully, Boronia, Bayswater and The Basin.

#### How many Knox residents will directly benefit from food relief supplies purchased with this grant? \*

400

Must be a number

#### How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?

50

Must be a number

## BUDGET

\* indicates a required field

#### (d) What is the total cost of the program / activity? \*

\$5,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

#### (e) What amount is being requested? \*

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds**

Form Submitted 8 Jun 2023, 11:44AM AEST

\$5,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses - Food Relief Supplies**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Groceries - pantry staples	\$5,000.00
	\$
	\$
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

**Minor Grant Food Relief Supplies - Budget Total**

**Total Expenditure Amount**

\$5,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: sample shopping list.docx

File size: 2.0 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(f) Do you have any unexpended funds from other Council grants you've received for food relief? \***

Yes  No

**If yes, please explain why you are seeking further funds**

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

## Minor Grants Program - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23

#### Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds

Form Submitted 8 Jun 2023, 11:44AM AEST

#### Evidence of current Public Liability Insurance must be supplied \*

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Filename: Certificate of Currency.jpeg  
File size: 89.2 kB

#### Public Liability Expiry Date \*

22/05/2024

Expiry date must extend beyond your project start and finish date

#### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

#### Attach relevant documentation:

---

Filename: Evidence of incorporation.pdf  
File size: 123.1 kB

---

Filename: Inverness Pantry Project Plan.pdf  
File size: 131.4 kB

## DECLARATION

\* indicates a required field

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

08/06/2023

Must be a date.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 19-MGP-FOOD From Community Support Knox, Yarra Ranges and Surrounds**

Form Submitted 8 Jun 2023, 11:44AM AEST

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 105-MGP-2022-23 From Rowville Netball Club**  
 Form Submitted 1 Jun 2023, 12:56PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 105-MGP-2022-23 From Rowville Netball Club**  
Form Submitted 1 Jun 2023, 12:56PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Name \***  
[Redacted]

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

62 598 994 558

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 105-MGP-2022-23 From Rowville Netball Club**  
 Form Submitted 1 Jun 2023, 12:56PM AEST

<b>ABN</b>	62 598 994 558
<b>Entity name</b>	ROWVILLE NETBALL CLUB INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 6:27am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0014359V

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Upgrade of Coaches Playig and Traning Bags

**Project Start Date \***

22/05/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 105-MGP-2022-23 From Rowville Netball Club**  
 Form Submitted 1 Jun 2023, 12:56PM AEST

29/05/2023  
 Must be a date.

**(a) Briefly describe details of the request: \***

Rowville Netball club has not upgrade the coach and player bags for 10 years. The Teams desperately require new playing bibs as the current ones are old and have corners that a falling off the player during the game. Players currently train and play with old balls and desperately require new training and playing balls. Some teams do not have a coach bag to keep and carry the team's equipment which includes playing bibs and balls. Teams that do have a bag are using a bag that is old and, in many cases, falling apart. We would also like to add first aid kits, a coach's board, Bottle drink carrier and hand pump.

**(b) What community benefit is gained from this project / activity? \***

Rowville Netball Club currently has 285 members. Rowville netball club has been operating and providing women and girls living in Rowville and surrounding areas within Knox Council to learn and play Netball. Rowville netball club is a family friendly club and provides a safe and inclusive environment for young girls and boys to be active and involved in sport. Rowville Netball club encourages women of all ages to remain active with our senior teams as well as connecting with a group of like-minded people further promoting physical and mental health and wellbeing.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

35  
 Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

285  
 Must be a number

**How many of the above are Knox residents? \***

280  
 Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$4,335.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

## Minor Grant Expenses

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 105-MGP-2022-23 From Rowville Netball Club**  
 Form Submitted 1 Jun 2023, 12:56PM AEST

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Coaches bag	\$0.00
Wheelie Coach bags	\$1,000.00
Netballs	\$1,360.00
Patches (bibs)	\$1,350.00
Sports Tape	\$625.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$4,335.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Cost of bag estimates.jpeg

File size: 337.2 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: certificate of currency 2023.pdf

File size: 2.2 MB

**Public Liability Expiry Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 105-MGP-2022-23 From Rowville Netball Club**  
Form Submitted 1 Jun 2023, 12:56PM AEST

01/01/2024

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Search for an incorporated association - Consumer Affairs Victoria.pdf  
File size: 94.0 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

01/06/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 105-MGP-2022-23 From Rowville Netball Club**  
Form Submitted 1 Jun 2023, 12:56PM AEST

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 124-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 15 May 2023, 2:24PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM**

\* indicates a required field

**Minor Grants Information**

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category**

**Application Amount \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 124-MGP-2022-23 From Interchange Outer East**  
Form Submitted 15 May 2023, 2:24PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***  
Interchange Outer East

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

65 711 736 371

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 124-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 15 May 2023, 2:24PM AEST

<b>ABN</b>	65 711 736 371
<b>Entity name</b>	INTERCHANGE OUTER EAST INC.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 8:29am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0009944P

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Boronia Cooking Program

**Project Start Date \***

03/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 124-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 15 May 2023, 2:24PM AEST

24/07/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Among other programs and services for children and young adults with disability, Interchange Outer East provides work and volunteer training programs for school leavers and young adults with disability in the Knox community. Based in Boronia, one of these programs supports small groups to provide cooking services to disadvantaged locals through The Dining Room Mission project. The group spends the day baking goods at the IOE Boronia site to take to the Church of St John the Divine in Croydon.

Once a month the group also stays and helps with handing out the food they have made to the homeless and struggling families. This allows the guests to enjoy a substantial nutritious two course meal every Tuesday evening.

To support the sustainability of this project, the IOE Boronia day service team requests to purchase a new freestanding electric oven and cooktop. This will replace the current oven which is very old, unreliable and faulty.

Please note that due to the date of application coinciding with the expiry date of our annual public liability policy, a new certificate can be forwarded as soon as it is received by our organisation.

**(b) What community benefit is gained from this project / activity? \***

This project provides a fantastic opportunity, not only for young adults with disability to develop life skills and independent living skills, but to contribute in a meaningful way to their local community. Participants who live in the Knox area provide a valued service to marginalised members of the community while developing vital skills in leadership, teamwork, communication and self confidence as well as practical skills needed to live independently such as planning, shopping, food preparation, cleaning, transport, etc. Therefore, the benefit to the Knox community is two-fold:

- Support participants with disabilities to learn life skills this includes learning cook to increase independent living skills for when our participants are able to move out of home or to be able to use their new skills to cook at home for their families.
- Assist with feeding the homeless and disadvantaged members of the wider Knox community. The group will do a cook up of foods and take to the community centre where they will assist with serving food for the homeless and less fortunate people in our community. This also provides an opportunity for social connection and engagement between these groups.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

350

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

60

Must be a number

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 124-MGP-2022-23 From Interchange Outer East**  
 Form Submitted 15 May 2023, 2:24PM AEST

**How many of the above are Knox residents? \***

45

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,395.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,395.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Freestanding electric oven - Westinghouse	\$1,395.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$1,395.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: Screenshot 2023-05-15 at 2.19.01 pm.png

File size: 716.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 124-MGP-2022-23 From Interchange Outer East**  
Form Submitted 15 May 2023, 2:24PM AEST

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Public & Products Liability 22-23.pdf  
File size: 152.8 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 124-MGP-2022-23 From Interchange Outer East**  
Form Submitted 15 May 2023, 2:24PM AEST

**Declaration Date \***  
15/05/2023  
Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 128-MGP-2022-23 From Little Star Children's Choir**  
 Form Submitted 8 Jun 2023, 1:25AM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 128-MGP-2022-23 From Little Star Children's Choir**  
Form Submitted 8 Jun 2023, 1:25AM AEST

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

[Redacted]

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

65 984 786 243

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 128-MGP-2022-23 From Little Star Children's Choir**  
 Form Submitted 8 Jun 2023, 1:25AM AEST

<b>ABN</b>	65 984 786 243
<b>Entity name</b>	LITTLE STAR CHILDRENS CHOIR INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 3:32am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0119318Y

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Mid-Autumn Festival Multicultural Celebration

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 128-MGP-2022-23 From Little Star Children's Choir**  
 Form Submitted 8 Jun 2023, 1:25AM AEST

**Project Start Date \***

30/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

30/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

We will organise a concert to celebrate the multiculturalism of the society. There will be singing, dancing and instruments playing performances. We also prepare stalls showing how to make moon cakes.

**(b) What community benefit is gained from this project / activity? \***

The involved parties will learn to accept multiculturalism through the activities. Kids learn fast. Better than adults.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

18

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

220-260

Must be a number

**How many of the above are Knox residents? \***

180-210

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,680.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 128-MGP-2022-23 From Little Star Children's Choir**  
 Form Submitted 8 Jun 2023, 1:25AM AEST

<b>Expenditure</b>	<b>\$</b>
Venue hire	\$630.00
Equipments Hire	\$420.00
Transportation of Equipments	\$270.00
Performances	\$580.00
Advertising & Printing	\$360.00
Photos & Videos	\$390.00
Costume & Decoration	\$380.00
Catering & Others	\$650.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**  
 \$3,680.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: IMG\_9463.jpeg  
 File size: 370.5 kB

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Filename: IMG\_9464.jpeg  
 File size: 335.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: little star public liability.pdf  
 File size: 68.6 kB

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 128-MGP-2022-23 From Little Star Children's Choir**  
Form Submitted 8 Jun 2023, 1:25AM AEST

**Public Liability Expiry Date \***

26/04/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: little star choir CERT-A0119318Y.pdf  
File size: 114.3 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

03/06/2023

Must be a date.

### Privacy Statement

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 128-MGP-2022-23 From Little Star Children's Choir**  
Form Submitted 8 Jun 2023, 1:25AM AEST

## Minor Grants Program - 2022 - 2023

### Minor Grants Program Application Form 2022-2023 (Version 1 of 2)

Application No. 136-MGP-2022-23 From RDA Knox - Riding for the Disabled Knox Branch

Form Submitted 31 May 2023, 1:07PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

#### To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 136-MGP-2022-23 From RDA Knox - Riding for the Disabled Knox Branch**  
Form Submitted 31 May 2023, 1:07PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

RDA Knox - Riding for the Disabled Knox Branch

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

phone number.

**Secretary Email \***

[Redacted]

**Please provide your ABN**

20 130 814 132

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023****Minor Grants Program Application Form 2022-2023 (Version 1 of 2)****Application No. 136-MGP-2022-23 From RDA Knox - Riding for the Disabled Knox Branch**

Form Submitted 31 May 2023, 1:07PM AEST

<b>ABN</b>	20 130 814 132
<b>Entity name</b>	RIDING FOR THE DISABLED ASSOCIATION OF VICTORIA INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3031 VIC
<i>Information retrieved at 8:59pm yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

A0007904L

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \*** Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Defibrillator for the Centre Project

**Project Start Date \***

01/06/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 136-MGP-2022-23 From RDA Knox - Riding for the Disabled Knox Branch**  
 Form Submitted 31 May 2023, 1:07PM AEST

**Project End Date \***

30/06/2023  
 Must be a date.

**(a) Briefly describe details of the request: \***

As we have started our program with many volunteers and participants involved in our equine activities, we would really like to have a defibrillator on the site in case of emergencies.

**(b) What community benefit is gained from this project / activity? \***

In the event of an emergency and performing CPR, it would be a life saving opportunity to have a defibrillator available on site.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

30  
 Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

50  
 Must be a number

**How many of the above are Knox residents? \***

25  
 Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,150.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,150.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Defibrillator	\$2,150.00
	\$

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 136-MGP-2022-23 From RDA Knox - Riding for the Disabled Knox Branch**  
 Form Submitted 31 May 2023, 1:07PM AEST

	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$2,150.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

---

Filename: Race Day Medical - Quote Defib.pdf

File size: 1.2 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Certificate of Currency -RDA - RDA Knox .pdf

File size: 347.9 kB

**Public Liability Expiry Date \***

31/07/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Race Day Medical - Quote Defib.pdf

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 136-MGP-2022-23 From RDA Knox - Riding for the Disabled Knox Branch**  
Form Submitted 31 May 2023, 1:07PM AEST

File size: 1.2 MB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Position (if organisation) \***

**Declaration Date \***

31/05/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.**  
 Form Submitted 9 Jun 2023, 2:13PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM**

\* indicates a required field

**Minor Grants Information**

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category**

**Application Amount \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.**  
Form Submitted 9 Jun 2023, 2:13PM AEST

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knoxfield 55 Plus Club Inc.

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

72 713 569 114

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.**  
 Form Submitted 9 Jun 2023, 2:13PM AEST

<b>ABN</b>	72 713 569 114
<b>Entity name</b>	KNOXFIELD 55 PLUS CLUB
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3180 VIC

*Information retrieved at 5:05am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0020538D

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Knoxfield 55 Plus Club Birthday Lunch

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.**  
 Form Submitted 9 Jun 2023, 2:13PM AEST

**Project Start Date \***

05/10/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

05/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Grant to offset cost of birthday lunch. As we no longer have income from the bookings for Carrington Park Multipurpose Facility we would like assistance to offset the cost.

**(b) What community benefit is gained from this project / activity? \***

An occasion for our members to get together and socialise and enjoy a meal together.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

16

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

70

Must be a number

**How many of the above are Knox residents? \***

64

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,450.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

**Expenditure****\$**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.**  
 Form Submitted 9 Jun 2023, 2:13PM AEST

Spit Roast Catering for 70 people - quote is for only 50	\$2,450.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,450.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: MAKES QUALITY SPIT ROAST CATERING.docx

File size: 34.1 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: PUBLIC LIABILITY INSURANCE RENEWAL 2022 - 2023 \$20M.pdf

File size: 427.6 kB

**Public Liability Expiry Date \***

31/10/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.**  
Form Submitted 9 Jun 2023, 2:13PM AEST

• **Evidence of Incorporation**

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

09/06/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## 8.4 Community Development Fund Evaluation Panel Recruitment

### **SUMMARY: Coordinator Community Partnerships, Kylie Wilmot**

**This report outlines the recruitment process undertaken for the Community Development Fund Assessment Panel 2023/2024. There are presently vacancies on the Panel for two Council staff representatives, and one community representative. This report requests that Council appoint the preferred candidates following advertising and recruitment processes.**

### **RECOMMENDATION**

**That Council appoint the following applicants to the Community Development Fund Assessment Panel, as presented in Confidential Attachment 1:**

<b>Name</b>	<b>Category</b>	<b>Duration of Appointment</b>
	Community Representative	4 years
	Staff representative	1 year
	Staff Representative	1 year

### **1. INTRODUCTION**

The Community Development Fund Assessment Panel (the Panel) exists to annually assess grant applications for Council's Community Development Fund (CDF) Program and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Grant Framework Policy and the Community Development Fund Procedure.

During April and May 2023, an Expression of Interest and recruitment process was undertaken to fill two staff representatives and one community member vacant Panel positions.

### **2. DISCUSSION**

The current Community Development Fund Assessment Panel Terms of Reference (TOR) was adopted by Council on 26 April 2023. The TOR provides for Panel membership comprising:

- A minimum of three community representatives who will have voting rights; and
- Two additional Panel members who will be Council Officers (Coordinators or Managers) 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.

#### **2.1 Recruitment of Council Officers**

An Expression of Interest was circulated to Council's Connected Communities Leadership Team via email on 6 April 2023, outlining the time commitment and responsibilities of staff participating in assessment processes. To ensure independent assessment of the grant applications, involvement was sought from staff outside of the Community Wellbeing Department who oversee the administration of the CDF Program.

Two staff were identified to participate as members of the 2023/2024 CDF Assessment Panel, as listed in Confidential Attachment 1. Pending Council's endorsement, the relevant Department Managers have approved the release of these staff members to participate in the CDF grants assessment process during July and August 2023.

## **2.2 Recruitment of Community Representatives**

Two community representatives are continuing their service as volunteers on the CDF Assessment Panel in 2023/2024:

- Jeff Somers (appointed in 2019 for a four-year term; reappointed in 2021 for a further two-year term; retiring after this year); and
- Stacey Barrass (appointed in 2021 for a four-year term; retiring after this year but eligible to re-apply for a further two-year term in accordance with the Panel TOR).

A public Expression of Interest process was advertised during April 2023 to seek candidates for the third community vacancy. Prospective candidates were required to be residents of Knox, and to be available to participate in the annual timeframe and meeting schedule for the CDF grants round.

The following assessment criteria was utilised throughout the application form, shortlisting of applications and interview process:

- Well-developed knowledge of the local Knox community, and its diverse range of community groups;
- Commitment to consensus decision making;
- Interest in supporting the capacity and effectiveness of community groups that contribute to the community's wellbeing;
- Ability to represent a cross-section of community interests and priorities without bias;
- Ability to provide assessment responses within the necessary timeframes, including availability to attend evening Panel meetings; and
- Capacity to utilise an on-line assessment system as part of the Panel process.

Six applications were received, with three candidates selected for interview. An overview of the applications is provided as Confidential Attachment 1.

As a result of the recruitment process, it is proposed that the preferred successful applicant listed in Confidential Attachment 1, be appointed to the Panel for a four-year term, commencing in 2023 and concluding following the assessment of the 2026 CDF grants.

Should Council approve this recommendation, it will provide for a balance of new and experienced community representatives on the Panel, ensuring continuity across future years as the current members retire.

Following Council's appointment of panel members, the group will meet in mid-July for induction and relevant training, including conflict of interest, prior to the assessment process commencing and running for approximately six weeks across July and August 2023.

## **3. CONSULTATION**

The Expression of Interest was advertised to the community through a variety of channels, including a news story on Council's website and various eNewsletters produced by Council Departments. Jeff Somers, who currently serves as a community representative on the Panel, supported the interview process and provided input for the recommendation.

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

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

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

There are no environmental or amenity considerations associated with this report.

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

There are no financial or economic implications associated with this report. The Panel is supported by existing resources within Council's Community Partnerships Team in the Community Wellbeing Department.

#### **7. SOCIAL IMPLICATIONS**

The CDF Assessment Panel Terms of Reference and the Panel's membership structure aligns with the recommendations of the Victorian-Auditor General Office report (2022) into fraud control in local government grants.

The ongoing involvement of community representatives in the assessment panel provides a local perspective on the community needs and issues that grant applications are seeking to address, as well as enhancing the accountability and transparency of Council's grant assessment processes.

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

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

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

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. CONFIDENTIALITY**

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to 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.

**Report Prepared By: Coordinator Community Partnerships, Kylie Wilmot**

**Report Authorised By: Director Connected Communities, Judy Chalkley**

#### **Attachments**

1. Attachment 2 - Terms of Reference - Community Development Fund Assessment Panel - June 2023 [8.4.1 - 6 pages]

# Community Development Fund Assessment Panel

Directorate:	Connected Communities	Responsible Officer:	Manager – Community Wellbeing
Approval Date:	April 2023	Review Date:	April 2027

## 1. Purpose

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

- Annually assess applications for Council's Community Development Fund Program grants 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 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.



## Community Development Fund Assessment Panel

### **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 comprise the following:

- A minimum of three (3) community representatives who will have voting rights
- Two (2) additional panel members who will be Council Officers (Coordinators or Managers) 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.

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 Representative Members**

- Community members will be appointed to the Panel for a period of four (4) years based on a registration of interest and selection process.
- Successive re-applying is permitted as part of the recruitment and selection process.
- Incumbent Panel community members reapplying for a successive term can be appointed for a further period of no more than two (2) years.
- Vacancies for community positions 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 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 addressing specified selection criteria and to attend a selection panel interview upon request.



## Community Development Fund Assessment Panel

- The selection panel will consist of Council staff and a current or retiring community representative on the Panel, and will make recommendations for appointment of new community representatives to Council for consideration.
- Previous community representatives may re-apply via the advertised process.
- 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.

### 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 (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.

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



## Community Development Fund Assessment Panel

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and 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 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 be appointed for the duration of the meeting.

### 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



## Community Development Fund Assessment Panel

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.



## Community Development Fund Assessment Panel

### 13. Review Date

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

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

### **SUMMARY: Team Leader Disability Inclusion, Alison Treeby**

The Knox Disability Advisory Committee assists Council in the development of policy and planning about issues of access and inclusion and provides advice to promote disability awareness within Council and the wider community. During March and May 2023 an Expression of Interest and recruitment process was conducted for new Committee members to fill up to nine vacancies. This report seeks approval to appoint eight new Committee members for a two-year term from August 2023 to August 2025.

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

### **RECOMMENDATION**

That Council:

1. **Appoint the following applicants to the Knox Disability Advisory Committee for the period August 2023 to August 2025 as presented in Confidential Attachment 2:**

<b>Name</b>	<b>Category</b>
1.	Community Representative
2.	Community Representative
3.	Community Representative
4.	Community Representative
5.	Community Representative
6.	Service Provider/Industry Representative
7.	Service Provider/Industry Representative
8.	Service Provider/Industry Representative

2. **Note the achievements of the Committee over the past 12 months.**
3. **Thank the outgoing members of the Knox Disability Advisory Committee for their valuable contribution:**
  - **Caitlin Sayer – Community Representative.**
  - **Brad Newbound – Community Representative.**
  - **Veronica Levey – Community Representative.**
  - **Alan Bartlett – Community Representative.**
  - **Suzanne Read – Community Representative.**
  - **Deb Cook – Industry Representative.**

### **1. INTRODUCTION**

The Knox Disability Advisory Committee (KDAC) was established in 1999. The primary function of KDAC is to advise Council on strategic issues regarding Knox residents with disabilities and their carers. KDAC also works to provide valuable information to support the decision making of Council in relation to access and inclusion and assist with the monitoring and implementation of the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027 (Knox CARES) and the Knox Disability Access and Inclusion work plan 2022-2026. The Committee's role also includes advocacy, and ensuring services and programs are accessible and inclusive for people with a disability in Knox.

### **1.1 Terms of Reference**

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

The objectives of the Committee are to:

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

## **2. DISCUSSION**

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

### **2.1 Selection Process**

The promotion of the Expression of Interest (EOI) process occurred through Council's social media, electronic mail, and via various networks during April to May 2023.

Council received fourteen EOI's, with all applications fully completed and eligible for assessment. Nine applications were received from community representatives and five applications were received from service provider/industry professional representatives. The vacant Committee positions to be filled through the selection process included six community representatives and three service provider/industry representatives.

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

The following criteria was used when assessing the applicants:

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

The Selection Panel met on Monday, 1 May and Friday, 5 May 2023 to interview fourteen applicants.

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

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

## 2.2 KDAC Achievements – July 2022 to June 2023

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

During the reporting period, the Committee has continued to focus on strengthening Knox's response to access and inclusion issues. KDAC members have supported the distribution of information to members of the community and key service providers.

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

Topic	Action	Outcome
Increasing Carer Vocational Opportunities	Presentation from the Linking Carers to Vocational Opportunities Project lead.	KDAC provided with information regarding vocational program to support carers back into work. Committee able to provide feedback and share information with community and networks.
Empowering Communities – Improving Community Safety	Community Wellbeing Officer presented overview of the Empowering Communities – Improving Community Safety project and sought input from the committee.	KDAC provided input into areas of community safety concern for people with a disability, the causes and how this could be addressed. Committee shared funding opportunities with networks.
Empowering Communities – Improving Community Safety	Community Wellbeing Officer presented overview of the Empowering Communities – Improving Community Safety project and sought input from the committee.	KDAC provided input into areas of community safety concern for people with a disability, the causes and how this could be addressed. Committee shared funding opportunities with networks.

Topic	Action	Outcome
Emergency Preparedness	Knox Council Emergency Management presented on thunderstorm asthma and seasonal outlook.	KDAC provided feedback and highlighted key barriers and enablers for people with a disability and their families preparing for emergencies.
Knox Waste Initiatives	Knox Waste team presented on the new waste initiatives rolling out in 2023 including collection schedule, food bins and special consideration measures.	KDAC provided input and feedback on the implications and issues people with a disability and families may encounter with the new system and procedures including tactile bin identification.
Volunteering	Melbourne All Abilities Lions Club (MALC) provided a presentation on their club and how they work to be inclusive and provide a supportive volunteering opportunity for all.	KDAC were provided with information regarding MALC, a local volunteering group that is inclusive of people with a disability. KDAC shared this volunteering opportunity with networks. MALC accepted invitation to be a stall holder at the Knox Disability Expo in March 2023.
Inclusion and Community Strengthening	Belonging Matters presented on inclusion and why it is important and how Belonging Matters supports better inclusion for all.	KDAC were provided with information on this organisation and how reducing social isolation improves health and wellbeing. KDAC considered how Knox can increase social inclusion for people with disabilities.
Knox Leisureworks Easy English Signage	Leisure Services provided an overview of the Easy English signage project being developed for Knox Leisureworks.	KDAC provided comprehensive feedback on the draft signs and how the wording and graphics may be interpreted and suggested improvements.

### 3. CONSULTATION

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

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

### 4. CLIMATE CHANGE CONSIDERATIONS

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

### 5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

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

Council has supported the Committee since 1999 through the allocation of resources (\$2,000 per annum for catering) within Council's annual budget and Long Term Financial Forecast. Council officers also provide administrative support to this Committee.

## **7. SOCIAL IMPLICATIONS**

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

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

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

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

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

### **Civic Engagement & Integrity**

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

The Selection Panel's recommendation for appointment are listed above under Recommendation.

**Report Prepared By:** Team Leader Disability Inclusion, Alison Treeby  
**Report Authorised By:** Director Connected Communities, Judy Chalkley

### **Attachments**

1. Attachment 1 -Terms of Reference - Knox Disability Advisory Committee - 2022-2026 [8.5.1 - 6 pages]



## Knox Disability Advisory Committee

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

### 1. Purpose

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

### 2. Objectives

The objectives of the Knox Disability Advisory Committee are:

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

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

The Knox Disability Advisory Committee shall comprise the following:

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

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1

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



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

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

Submissions will be assessed alongside the following selection criteria:

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

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

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

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

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

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

### 3.2 Councillors

Council will appoint Councillor representation annually.

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



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

### 3.3 Council Officers

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

## 4. Delegated Authority and Decision Making

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

## 5. Meeting Procedures

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

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

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

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

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

## 6. Chair

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

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



## 7. Agendas and Minutes

Agendas and meeting notes must be prepared for each meeting.

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

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

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

The meeting notes of a Council Committee must:

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

Meeting notes must be:

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

## 8. Voting

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

## 9. Conflict and Interest Provisions

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

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

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



Councillors must:

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

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

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

## 10. Planning and Reporting

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

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

## 11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

## 12. Personal Support

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

## 13. Contact with the Media

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

## 14. Review Date

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



from Council to continue act for a further period.

#### 15. Meals

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

#### 16. Administrative Updates

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

## 8.6 Outdoor Dining Parklet Evaluation

### **SUMMARY: Manager City Futures, Shiranthi Widan**

Outdoor dining parklets were built adjoining nine businesses as part of the Outdoor Eating and Entertainment Package delivered by the Victorian Government in 2020/21. At the Ordinary Meeting of Council in August 2022, permits for the parklets were extended to 31 August 2023 and fees for their operation were introduced at this time. At this meeting, Council requested an evaluation of the parklet program be undertaken and the results be brought back to Council prior to 31 August 2023 so a decision could be made about the future of the parklet program.

The evaluation considered feedback from the community, businesses hosting parklets and from relevant departments within Council. Feedback received from the community and businesses was positive. However, officers within internal departments raised some issues about the longevity of the parklet infrastructure, recommending they be inspected to ensure they are sound. Data was collected about parklet usage, using pedestrian counters and show a spread of usage across the week in four of the parklets.

Key issues Council must consider when determining whether to maintain the existing parklets include the structural integrity of the existing parklet infrastructure, equity across businesses to operate parklets, fee arrangements to lease Council land, public safety and impact of loss of parking, community/business support or objection to parklets.

Whilst the feedback from the community and businesses has been overall positive, this must be weighed against issues surrounding the lifespan of the parklet infrastructure, equity in distribution of parklets and fee structure for businesses to operate from Council land.

Officers therefore recommend that Council undertake inspections of all existing parklets and follow the advice of the building surveyor. If removing the existing structures is recommend, then this advice needs to be followed. If the parklets continue to be structurally sound, then the temporary parklet permits should be extended for up to 2 years, bringing the date for removing the parklet to 31 August 2025. Regarding a permanent extended outdoor dining program, officers recommend that a design and demand analysis be undertaken with businesses to identify potential outdoor dining demand, costings and implementation requirements. Following this piece of work, if there is demand for a permanent extended outdoor dining program, Council will need to allocate sufficient staffing resources (as outlined in this report) to develop guidelines and an internal assessment process to roll out a policy and program.

### **RECOMMENDATION:**

#### **That Council:**

1. Note the Outdoor Dining Parklet Evaluation report (Attachment 1) completed by officers.
2. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to approve permit extensions for existing parklet structures until 31 August 2025, subject to:
  - The current operating fee arrangements and Parklet Terms and Conditions;
  - The advice of Council's Building department; and
  - Any additional conditions the Chief Executive Officer (or their nominees) deem appropriate at their discretion.

**3. Note that design and demand analysis will be undertaken by officers to determine whether there is merit in Council implementing a permanent outdoor dining program.**

**1. INTRODUCTION**

Outdoor dining parklets have been in place on footpaths and public car parks, adjoining 9 businesses, since the Outdoor Eating and Entertainment Package was introduced by State Government in 2020/21. Businesses were able to operate within the parklets free of charge with tailored Terms & Conditions from 1 September 2021 to 31 August 2022. At the Ordinary Meeting of Council in August 2022, Council resolved to further extend operation of the parklets until 31 August 2023 for officers to undertake an evaluation to inform a decision about their ongoing operation. It was also resolved that businesses benefitting from the parklets would be charged a footpath trading fee. Following the introduction of fees, two businesses (Charcoal Chicken Studfield and Kokoro Asian Cafe) decided that they would no longer utilise the parklets. There were two shopfronts with parklets that became vacant during this time also (Italianissimo and Junior Tan). Shop 36, Forest Rd Ferntree Gully (previously Italianissimo) has recently been leased and the property owner declined the use of the parklet. The property that Junior Tan operated from remains vacant, but the neighbouring business continues to use one half of that parklet.

The parklets were given a usable timeframe of 3-5 years when first installed, which suggests they will need to be removed or upgraded soon. At the Ordinary Meeting of Council in August 2022 Council requested that prior to making a final decision on the future of the parklets that an evaluation be undertaken of the parklet program.

**2. DISCUSSION**

The Economic Development team led the evaluation of the parklet program, which included:

- Feedback from businesses about the impact of having a parklet.
- Feedback from the community about whether the parklets were a good addition to our retail centres.
- Benchmarking against other Councils' current approaches to parklets.
- Internal engagement with departments responsible for the evaluation, installation and monitoring of parklets, to assess the parklet program to date.

The evaluation did not include addressing the condition of the existing parklet structures. The Outdoor Eating and Entertainment initiative was intended to provide temporary support to businesses during the pandemic. The parklet structures were built using easily accessible and affordable materials. The structures were given a usable lifespan of 3-5 years, following which maintenance and visual degradation would become an issue. They are now at a point where they need to be inspected by a building surveyor.

The parklet evaluation has been prepared as a stand-alone document (Attachment 1). Generally, the feedback from businesses and the community was positive. Business owners gave positive feedback across the board, but none were able to quantify this through increased income or patronage over the last two years. Community feedback was overwhelmingly positive.

Through the evaluation process, officers included some questions related to a potential future parklet or extended outdoor dining program. A question was asked of businesses about whether they would install a parklet like the one they had if they had to pay for it themselves. All business owners indicated that they would install one themselves but it is unclear whether this would be an attractive proposition if business owners were required to apply for approval for parklet infrastructure installation and incur the full cost of the infrastructure. Officers estimate the cost to install parklet infrastructure, similar to the ones currently in place would exceed \$50,000 based on design, permit and construction costs. This fee may be difficult for small hospitality businesses to justify based on patronage. More work would need to be undertaken to gauge demand on a permanent extended outdoor dining program. There are a number of factors that would need to be considered from a business perspective including the number of extra seats allowed, the responsibility of the business regarding maintenance and repair, Council requirements regarding a suite of infrastructure, the cost of installation and ongoing permit costs.

Feedback was also sought from internal Council departments likely responsible for assessing permit applications, installation and monitoring of the existing or any future parklets. This included seeking feedback on the resourcing and budget requirements to create a permanent policy and implement it. Feedback from the implementation of the parklets was fairly positive. There were some complaints from members of the public and businesses when the parklets were initially being installed. The concerns centred around carpark removal and perceived safety issues. There have been no complaints received from the community since the parklets have been installed.

The Building team raised potential issues with the structural and visible condition of the existing parklets and compliance needs of any permanent structures being built in Council carparks into the future. The Transport and Traffic team raised the removal of carparking spaces as an issue if extended outdoor dining options were to be considered as an ongoing program. There are retail centres within Knox that cannot afford to have any carparking spaces removed and there are some that may cope with spaces being removed but will likely come with negative feedback from traders and the community. With these issues in mind, any future permanent extended outdoor dining policy would need to involve weighing up parking needs in each shopping precinct, the types of outdoor dining setups that would minimise cost but ensure structural and safety compliance, minimise damage to Council property and minimise compliance resource requirements.

Benchmarking showed a wide range of approaches from Councils across metropolitan Melbourne with some Councils still in the process of assessing and deciding what they will do longer term with their parklets. The statistics show clearly that the number of parklets has reduced considerably since the peak of the Outdoor Eating and Entertainment Package period where the funds from State Government were supporting extended outdoor dining. Currently, the majority of Councils that provided data have up to 10 parklets in their municipality. Eight Councils out of the 13 that provided data have not developed permanent parklet policies. Two Councils have developed permanent policies and three are working on permanent policies.

Ten Councils have undertaken community engagement on their parklet program with most of the feedback from business owners and the community being positive.

People counters were installed at four parklets to track usage from February to April 2023. The data showed regular usage of the parklets across each day of the week.

Whilst the feedback from the community and businesses has been overall positive, this must also be weighed against issues surrounding the lifespan of the parklet infrastructure, equity in distribution of parklets and fee structure for businesses to operate from Council land.

Regarding the existing parklet structures, officers recommend that Council approve an extension of the temporary parklet permits pending a building surveyor undertaking an inspection. Once an inspection has been undertaken, advice will be sought and one of the following courses of action undertaken:

1. If the building inspections identify critical issues with the existing parklet structures, advise businesses that they will be removed and plan their removal via an external contractor.
2. If the building inspections identify that the parklets are still viable from a structural perspective, extend the temporary permits for up to 2 years. If the parklets require some maintenance and/or repair liaise with the business owner to ensure the maintenance and/or repair is undertaken at their expense.

Council officers also recommend undertaking further work to identify what demand there may be for a permanent extended outdoor dining program that allows businesses to apply and operate outdoor dining spaces throughout Knox. This piece of work will be led by the Economic Development team with support from the customer experience team and relevant regulatory departments, and within Council's existing budget. The scope of this parklet design and demand analysis will include:

- Engagement with a broader group of business owners to ascertain demand for this service.
- Subject to demand, working with a group of business owners to design outdoor dining setups that meet the needs of the business and regulatory requirements of Council.
- Development of costings, including estimated ongoing permit fees, maintenance and repair costs for permanent parklets.

### **3. CONSULTATION**

Consultation was undertaken with the community through the Have Your Say platform. Two hundred and two people responded to the quick poll asking, "Do you think the outdoor dining parklets have made a positive impact in Knox"? Eighty-three percent of respondents indicated 'Yes'. Twenty-one people also left free-text comments about the parklets which were themed and included in the evaluation. Some of the themes of the free text comments include rubbish and visible deterioration of the parklets and needing to have carparks returned.

Businesses who hosted a parklet were interviewed by Council staff and asked questions about the impact of the parklet on their business, and asked to quantify this if they could. They were asked about any issues the parklets have caused and whether they would have installed a similar parklet if they had to fund it themselves. All businesses had positive feedback about the parklet and indicated that they would install one if they had to pay for it themselves.

Council officers were consulted via a meeting held in March 2023. Representatives from building, planning, local laws, open space, facilities, transport and traffic were included in the discussion. Conversations centred around the positive and negative aspects of the program to date, potential resourcing and budget requirements to implement a permanent parklet or extended outdoor dining policy.

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

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

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

The evaluation found that the parklets have had a positive impact on the amenity of Knox's retail centres. The public view the parklets as an opportunity to create vibrancy in our centres and support for small businesses.

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

Budget will need to be allocated for the removal of the existing parklet structures if they are deemed unviable. Removal of the parklets will be sourced from the City Futures Operating Budget.

The proposed parklet design and demand analysis is expected to be delivered through existing resources within the Economic Development with existing budget and officer input from the Communications and Engagement team and other relevant regulatory departments. If this piece of work identifies demand for a permanent parklet program, the framework and guidelines could be developed within existing resources.

#### **7. SOCIAL IMPLICATIONS**

There was overwhelmingly positive feedback about the parklet program received from community members about the impact of extended outdoor dining on the vibrancy of our local retail centres. The Retail Activation Strategy also identifies the need for Council to be active in supporting our retail centres to encourage activation including outdoor dining and events. This should be considered through any changes to local laws regulation and outdoor space planning.

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

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

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

#### **9. CONFLICT OF INTEREST**

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

#### **10. CONFIDENTIALITY**

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

**Report Prepared By:** Shiranthi Widan, Manager City Futures  
**Report Authorised By:** Jonathan McNally, Acting Director City Liveability

**Attachments**

1. Attachment 1 - Outdoor Dining Parklet Evaluation [8.6.1 - 12 pages]



## Contents

Background .....	2
Benchmarking .....	3
Parklet Numbers.....	3
Permanent Parklet Policies .....	4
Fee Structures .....	4
Community Engagement.....	4
Consultation .....	5
Have Your Say.....	5
Parklet Usage .....	7
Business Owners .....	8
Internal Consultation .....	9
Future Considerations .....	11
Existing Parklet Structures .....	11
Extending Council’s footpath trading permit to include non-footpath use.....	12



## Outdoor Dining Parklet Evaluation

April 2023

# Background

In September 2020, the State Government announced its Outdoor Eating and Entertainment Package to support hospitality businesses to operate following the first COVID-19 lockdowns in Victoria in 2020. Under this program, Council received \$500,000 (exc. GST) in grant funding to deliver and/or support outdoor dining and entertainment spaces.

Council constructed outdoor dining parklets at the following locations over the 2020/21 period:

- Chilli and Basil Thai Restaurant and Kokoro Asian Café (installed on the footpath) in Bayswater.
- Noos Noodles, Wantirna Mall (installed on the footpath).
- Junior Tan and 24 Spices, Mountain High Shopping Centre, Bayswater (installed as a parklet over three car parking spaces).
- Paddy's Tavern and Italianissimo, Ferntree Gully.
- Schokolade and Studfield Charcoal Chicken, Wantirna South.
- Code 9 Café, Wantirna South.

Since 2020/21 Council has extended the permits for parklets annually with the business owners signing terms and conditions relating to insurance, maintenance and other considerations (Appendix 1). In 2022/23 Council introduced fees for outdoor dining through the Commercial Use of Footpath Permits. The fees applied for this financial year were reflective of fees charged for regular footpath trading. At this point in time businesses with parklets were engaged to inform them that fees would be introduced and two businesses decided that they would no longer like to use their parklet because of the introduction of fees.

The current situation for the parklets constructed by Council are as follows:

- **Chilli and Basil Thai** continue to use their seating installed on Station St.
- **Kokoro Asian Café** decided not to use the seating for outdoor dining due to the introduction of fees but the seating was left in place for public use.
- **Noos Noodles**, Wantirna Mall continues to be used.
- **Junior Tan** vacated their shopfront and **24 Spices** continues to use the Mountain High parklet.
- **Paddy's Tavern** uses their parklet.
- The shopfront where **Italianissimo** previously operated from has been taken over by a new operator who does not wish to use the parklet.
- **Shokolade** uses their parklet but Studfield Charcoal Chicken do not use their side of the parklet.
- **Code 9 Café** uses their parklet.

Exemptions have been in place under Clause 52.18 of the Knox Planning Scheme which means that the parklets currently operating are exempt from the need to obtain a Planning Permit to operate food and drink premises within these parklets. The Planning Permit exemptions remain in place whilst a Pandemic Declaration under the Public Health and Wellbeing Act 2008 is in place and for 12 months after. As the current Pandemic Declaration remains in place until 11.59pm 12 October 2022, the planning permit exemptions will apply until 11.59pm 12 October 2023. Similar exemptions were in place for liquor permits through the Victorian Gambling and Casino Control Commission (VGCCC) with businesses being able to extend their Red Line Plan on their Liquor License at no extra charge. The deadline for this exemption was removed in December 2022 and businesses were able to apply to have their extended Red Line Plans applied to their Liquor Licences permanently through VGCCC.



## Outdoor Dining Parklet Evaluation

April 2023

# Benchmarking

A forum of Council officers from across Victoria was created in September 2022 to discuss issues related to outdoor dining parklets. Many issues were shared across all Councils, some were shared between Councils in similar geographic locations (urban, peri-urban and rural). Knowing that Knox was to complete an evaluation of our parklet program, officers created a benchmarking document which collected information from 13 Councils. The information below was compiled from this document which contains feedback from the following Councils; Boroondara, Frankston, Glen Eira, Greater Bendigo, Hobsons Bay, Kingston, Knox, Manningham, Maroondah, Merri-bek, Monash, Port Phillip and Whitehorse.

Officers also conducted desktop research to find policy documents from other Councils across Victoria to assess the approach taken by others.

### Parklet Numbers



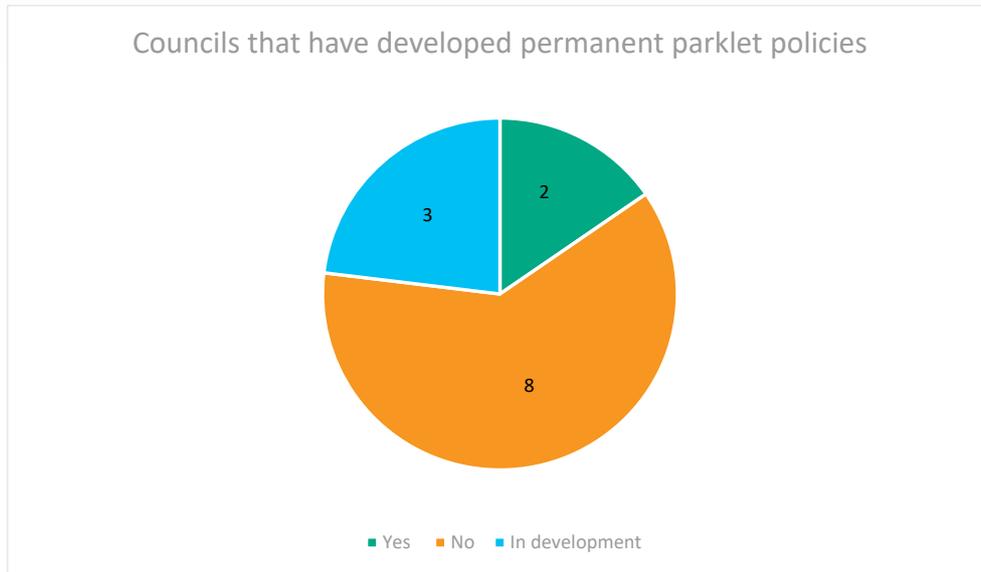
The above graph shows the number of parklets in each Council area comparing the peak of the program which was the 2020/21 financial year to current numbers from September 2022 to February 2023. Parklet numbers have reduced across all Councils over this time.



## Outdoor Dining Parklet Evaluation

April 2023

### Permanent Parklet Policies



Of the 8 Councils that had not developed permanent parklet policies, 5 indicated that they had either extended their temporary parklet programs or were working on benchmarking for fees and did not directly indicate that they were considering a permanent parklet policy.

### Fee Structures

At the time of the benchmark document being created, 8 Councils had introduced fees for their outdoor dining parklets involving a range of approaches to fee structure including:

- Square metre charge (some of these were tiered depending on location)
- Percent of average retail rent for the area
- Per car parking space
- Per seat and/or table

The remaining 5 councils had either not yet introduced fees or were not continuing with their parklet program.

### Community Engagement

10 Councils had conducted community engagement to understand how community members and businesses felt about their Council’s parklet program. The engagement ranged from ad hoc feedback throughout the outdoor dining parklet program to official community engagement processes.

Through the benchmarking responses, 8 Councils had undertaken official engagement processes. All had received positive feedback from community members and mostly positive feedback from businesses. Themes around negative feedback included the loss of car parking spaces and the amenity (cleanliness and appearance) of the spaces.



## Outdoor Dining Parklet Evaluation

April 2023

# Consultation

Knox's community engagement was undertaken via several channels. The objectives of the community engagement was to:

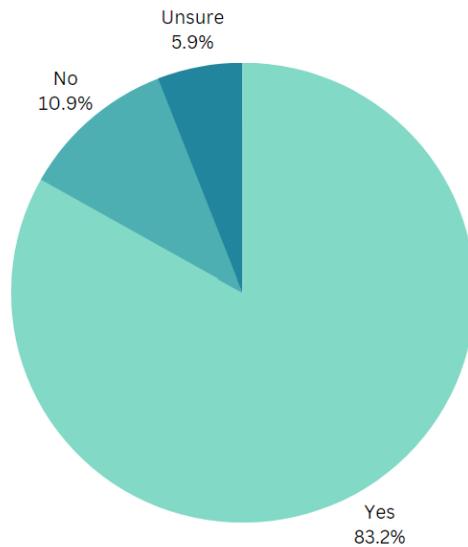
- Understand whether residents and visitors to Knox thought the outdoor dining parklets made a positive impact to Knox
- Understand whether the outdoor dining parklets made a positive impact to the businesses that had use of an outdoor dining parklet
- Understand impacts on internal Council departments regarding the management of parklets since they were installed

### Have Your Say

#### Do you think the outdoor dining parklets have made a positive impact in Knox?

We received 202 responses to our parklet evaluation quick poll on the Have Your Say page.

83.2% of people responded yes to the question.





## Outdoor Dining Parklet Evaluation

April 2023

### Free-text comments

We asked the community if they had any further feedback on the parklets. A majority of the feedback highlighted concerns over keeping the parklets looking tidy and well maintained. Additionally, there were also concerns over access to parking and the usage of the parklets.

### Appearance

They are a great idea. But the ones in Station Street Bayswater are full of dead plants and rubbish and are not maintained. Please clean them up. Station Street is looking run down.

They look cheap and make shift. Would be better if they were more permanent and more appealing.

They're reminiscent of Paris or New York.

The parklets give the shopping area a friendly, community feel and bring life to the area.

It is a good idea to get this facility, but ensure that adequate safety measures are also in place to ensure the purpose is achieved.

Also, make the people who are using, accountable, to ensure that the place is kept neat and tidy; and also provide adequate power supply and internet facility to conduct brief meetings.

In the majority of cases the parklets are messy, cluttered, and not maintained as should be. Some are fine, but for the space that they take up it may be time for the spaces to be returned to what they were intended to be.

### Parking

It was a very long time before I saw anyone use the space provided in FTG and I went past it all the time day and night. Even now it is not used very much and takes away increasingly rare car parking spaces. I think it was a good idea to give it a go but with car parking so limited in that particular spot it is not worth it in FTG. I can't say for other areas as I do not know.

### Usage

While the parklet program was a great initiative during the pandemic to rapidly open up space for small businesses, their usefulness has now passed and the temporary nature of their design and construction is showing as their condition deteriorates. If the spaces are to be continued to be utilised they should now be required to go through a more rigorous planning process and be of a more permanent nature.

### Supporting small business

Council should encourage or support businesses willing to extend their outdoor areas. I am thinking of Forage in Boronia who had to reduce it for whatever administrative complaints.



## Outdoor Dining Parklet Evaluation

April 2023

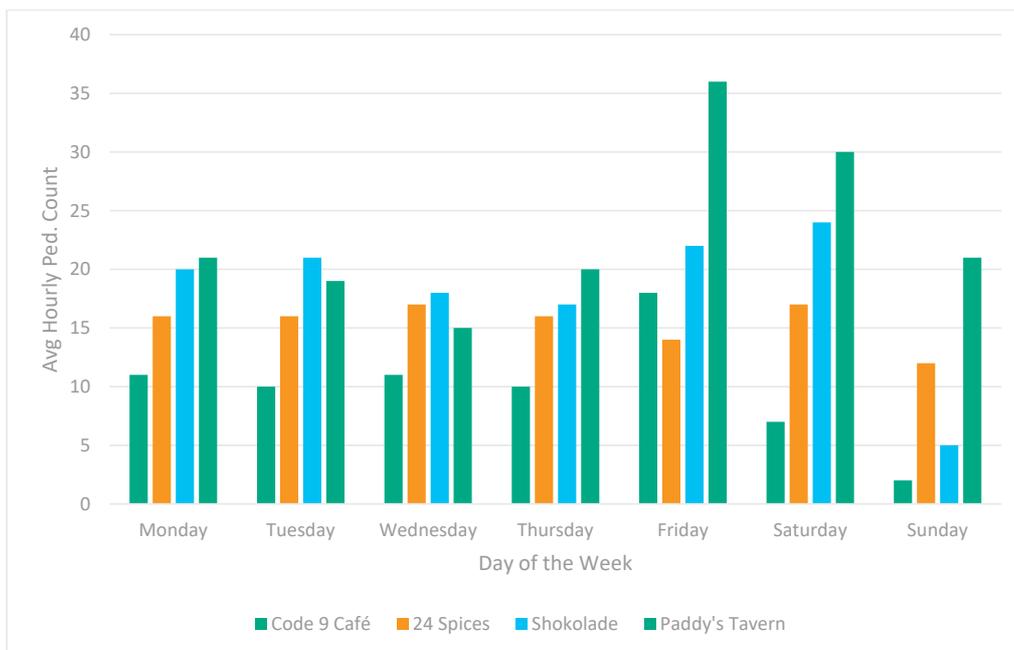
### Parklet Usage

In February 2023, pedestrian counters were installed at 4 parklet locations:

- Paddy’s Tavern, Forest Rd Ferntree Gully
- Code 9 Café, Burwood Hwy Wantirna South
- Shokolade Café, Studfield Shopping Centre, Stud Rd Wantirna South
- 24 Spices, Mountain Gate Shopping Centre Bayswater

All parklet locations were considered for the pedestrian counters but some sites were not suitable as they were in open areas with no defined entry point. These locations would count patrons as well as general passers-by which would be inappropriate for the analysis. The figures outlined below should not be taken as absolutes as there are many variables that could contribute to the counter numbers including: patrons entering and exiting the parklet multiple times, staff entering and exiting, and other items triggering the counter other than people.

### Average Hourly Pedestrian Count by Day





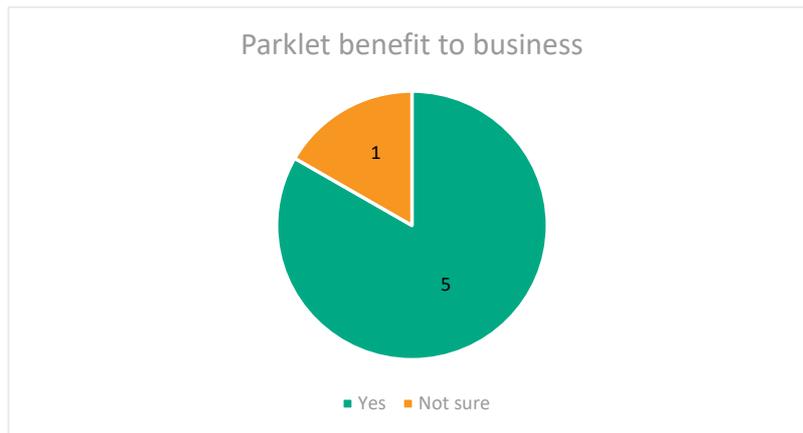
## Outdoor Dining Parklet Evaluation

April 2023

### Business Owners

Six business owners were interviewed to gain feedback on the parklet program to date.

**Do the parklets create a benefit for your business, and if so, can you quantify the benefit (either by usage numbers or increased income)?**



#### Comments on benefits:

No businesses could quantify the benefit either with patron numbers or increased income. Business owners did guess at the usage of the parklet (numbers of customers per week) but these were anecdotal rather than tracked in any structured way.

Some of the comments from business owners about the benefits of the parklets included:

“The parklet saved my business, we wouldn’t have survived COVID without it”

“This is the only way I can have outdoor dining at my shop because the footpath is too narrow”

“The customers love it. I get comments on it all the time”

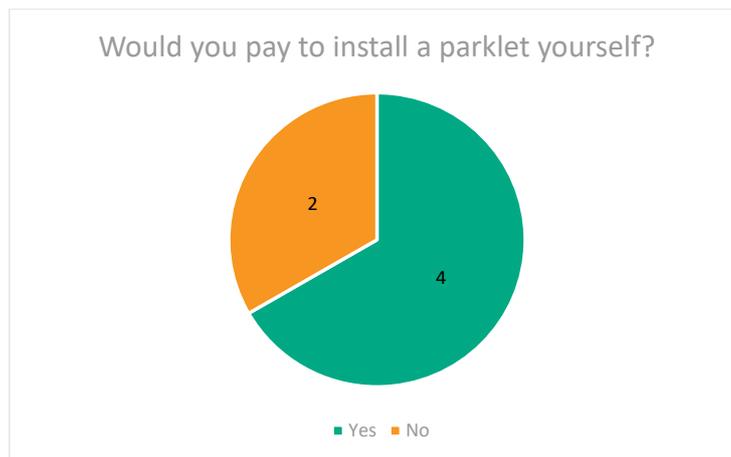


## Outdoor Dining Parklet Evaluation

April 2023

### If you had to pay to install the parklet yourself, would you do so?

Businesses were given a guiding figure of \$30-50k installation cost based on the cost of installation for the existing parklets (factoring in an extra 10% increase) plus permit fees.



Two businesses that said they would pay to install a parklet but not at the scale of the current structure. These were included in the 'Yes' response.

### Have you had any issues with the parklets? If so, what?

Minor issues were raised including the following:

- Supervising patrons drinking alcohol in parklet (licenced premises) due to the physical location of it
- Members of the public leaving litter on or in the parklet outside of business hours
- The parklets needed 'upgrading' including café screens to shield from the weather and heating to make them usable for much of the time
- Non-customers sitting in the parklet thinking they were for public use
- Having to bring furniture into their shopfront overnight

## Internal Consultation

An internal workshop was held in March 2023 with representatives from Building, Planning, Local Laws, Open Space and Facilities.

The discussion related to whether there had been any issues across the different departments throughout the planning and delivery of the parklets or in the time since the parklets had been installed. The feedback has been summarised and themed.

### Parklet Design and Implementation

- Transport & Traffic: there were concerns around taking car spaces away at busy shopping precincts. Some locations were ruled out from being considered for parklets due to the low numbers of parking spaces. There were complaints received from business owners at some locations about the parklets taking away car parking spaces.
- Transport & Traffic: safety concerns about having seating in close proximity to roadways. These concerns were managed through the design phase through treatments such as bollards, reflective strips, signage and wheel-stops.



## Outdoor Dining Parklet Evaluation

April 2023

- **Building:** the current parklet designs may meet requirements for temporary structures but not for permanent use

### **Post-installation**

- No other concerns were raised from internal departments other than the current state of the parklets (visually and structurally which has been included below)

### **Future Considerations for Existing Parklets**

- **Open space:** some concerns raised about the visual appearance of the existing parklets. Comments related to the temporary nature of their design has led them to look run-down with litter and maintenance issues.
- **Building:** concerns about the parklets compliance with regulations for long-term structures.
- **Local Laws:** consideration for ongoing permit application and extension processing and compliance checks. Whilst this wasn't flagged as a considerable impost on current resources it must be considered if the number of outdoor dining permits was to increase.

The parklets were designed and installed with a recommended 3-5 year usable lifespan. The parklets were installed in the 2020/21 financial year so are coming up to 3 years post-installation. If any further consideration of permit extension is to be considered for the existing parklets, they will need to be inspected by a Building Surveyor and a representative from the Open Space team. Recommendations will be made as to whether the existing structures are deemed safe and appropriate for continued use.

If the parklets are recommended to be removed at this point, the businesses will need to be advised and the removal of the parklets planned and carried out.



## Outdoor Dining Parklet Evaluation

April 2023

# Future Considerations

The two main considerations for the outdoor dining and the existing parklets are:

1. How to manage the existing parklet structures given their known limited useable lifespan
2. Whether to implement a permit system to allow outdoor dining to extended into non-footpath locations such as carparks and other open spaces which would be incorporated into the current street trading or outdoor dining permit.

Using the information gathered through this evaluation, pros and cons for each of the main considerations have been outlined.

### Existing Parklet Structures

The existing parklets were given a useable lifespan of 3-5 years. This lifespan was based on the materials used in construction being more affordable and easily accessible. Whilst the materials used were structurally sound, they were more likely to lead to maintenance issues and reduced visual amenity in a shorter period of time.

The businesses hosting parklets were advised of the limited lifespan of the structures when they were installed and that they would not be permanent. The feedback received from all businesses with a parklet has been positive so if Council recommends to remove the parklets now there will likely be some pushback from the businesses especially given they have been installed for less than 3 years.

Concerns have been raised internally about the potential for structural, maintenance and amenity issues with the existing parklets over time. Whilst the Terms & Conditions signed by each business does require them to undertake any maintenance of the parklets, any issues that do arise in the coming 2-3 years will have risk implications for Council even if from a reputational risk perspective. Council holds a separate public liability insurance policy for the parklets which has been renewed each year since the parklets were installed.

The two options for the existing parklets are to remove them at the end of the current permit expiry period (31 August 2023) or to extend the parklet permits until they are deemed to be unsuitable from a structural, functional or visual perspective.

#### **Parklet Removal**

##### Pros

Removing the parklets would allow for equity across the LGA for outdoor dining options. Currently no other businesses in Knox are allowed to operate outdoor dining from carparks adjoining their businesses or any other area. Removal of the parklets will circumvent maintenance and/or visual decline issues that come from exposure to the elements.

##### Cons

The parklets have made a positive impact on our retail areas according to the feedback received from the community and from business owners. Removing the parklets now could have a detrimental impact on Council's reputation especially given our focus on supporting the recovery of our retail based businesses. The parklets haven't reached their recommended lifespan from a usability perspective but may need to be inspected to ensure they are sound.



## Outdoor Dining Parklet Evaluation

April 2023

### Extension of Parklet Permits

#### Pros

Feedback from businesses about the parklets was extremely positive and whilst businesses are aware the parklets are not a permanent fixture, they are keen to keep them for as long as possible. The approximate timeframe given for the structures to be in place was 3-5 years with the earliest being in place for between 2 and 3 years. If the parklets permits are extended it is recommended to first undertake inspections to ensure they are sound from a structural, functional and visual amenity perspective.

#### Cons

There has been some interest from businesses wanting to use car parking spaces or adjoining outdoor space for outdoor dining. Having the parklets in place for a longer period would likely stimulate demand for others to have outdoor dining space and thus enquire with Council. Having a final decision on the future of the parklets and any related outdoor dining policy will be helpful in managing these enquiries.

### Extending Council's footpath trading permit to include non-footpath use

Apart from a handful of enquiries that have come through the Economic Development team in the last 2 years, there is an unknown demand for extended outdoor dining options for businesses. As mentioned previously, the feedback received from the community and from businesses has been overwhelmingly positive. Eighty-three percent of respondents on the Have Your Say platform said that the parklets had made a positive impact in Knox. All businesses interviewed as part of the evaluation said that the parklet had been a positive addition to their business, even though they couldn't quantify the benefit through increased income or positive feedback from customers.

To create a permanent policy and permit to allow for extended outdoor dining, there would need to be a considerable amount of officer time committed from across the organisation including Community Laws, Strategic and Statutory Planning, Building, Transport and Traffic, Open Space and the team tasked with leading the project. There could also potentially be outside advice sought from a legal and risk perspective. There has been some estimates made for time and costs across the organisation which are outlined below.

#### **Project lead**

Responsibilities: Reviewing existing documentation, coordinating working group meetings, documenting input and creating draft policies and procedures, seeking feedback, coordinating input from external providers if needed (and procurement processes related to engaging providers), reporting and monitoring, managing approvals process.  
Time allocated: Approximately 150 hours (2 days per week / 10 weeks)

#### **Key Working Group Members**

Responsibilities: Supplying relevant existing documentation, attending working group meetings, supporting preparation of draft policies and procedures, providing feedback, contributing to reporting and monitoring, manager level approvals  
Time allocated: 2 teams, 30 hours

#### **Working Group Members**

Responsibilities: Supplying relevant existing documentation, attending working group meetings, reviewing draft policies and procedures including liaising with team members, providing feedback  
Time allocated: 6 teams, 10 hours

Total staff hours: 270 hours

This work is currently not factored into any department work plans. Resources will need to be allocated to a project lead and capacity found within the working group members to facilitate this piece of work.

## 8.7 Knox Library Construction Tender Award

**SUMMARY: Manager - Major Initiatives, Monica Micheli**  
Council has been working for a number of years to build a new library at Westfield Knox which has been required due to the redevelopment of Westfield Knox. Following extended discussions with Scentre Group on the lease and construction cost for the fit out, this report recommends the appointment of a contractor for the Knox Library construction fitout.

Due to the current market conditions the cost for the construction has increased since September 2022, however the cost has been reviewed by an independent Quantity Surveyor and the costs reflect the current market conditions. It is proposed that the construction of a new Knox Library be undertaken in the 2023/24 financial year as part of Scentre Group's redevelopment of Westfield Knox and is expected to be opened in December 2023.

### RECOMMENDATION

That Council:

1. Notes the Exemption to Council's Procurement Policy, as previously endorsed at Council's 26 September 2022 Meeting.
2. Approves the allocation of \$924,066 from the Library Reserve for the purpose of the construction of the new Knox Library located at Westfield Knox.
3. Authorises the Chief Executive Officer (or such other person as the Chief Executive Officer selects) to negotiate and execute a contract with Scentre Design & Construction Pty Ltd for the Knox Library construction fitout, to a maximum lump sum of \$4,447,765 (excluding GST), as per Tender Submission dated 24 May 2023 (confidential Attachment 1).
4. Allocates a contingency for this project as set out in Confidential Attachment 2, and authorises the Chief Executive Officer (or such person the Chief Executive Officer selects) to expend this contingency at their discretion.

#### 1. INTRODUCTION

Development of a new Knox Library is included as a project within Council's 2022/23 capital works program. The library will be located within the redeveloped Westfield Knox and will occupy around 2,000 square metres within the former Myer tenancy, with improved profile and access from within the shopping centre. Council's Youth Information Centre will also relocate into the new library. Council will be provided with the library 'shell' and is then responsible for undertaking the internal works and library fitout to a finished state.

The construction timeframe for the Knox Library has shifted to coincide with the next stage of the redevelopment of Knox Westfield to occur between July 2023 and December 2023, and as such funds available within Council's Capital Works Program for 2022/23 will be carried forward into the 2023/24 financial year.

Due to the redevelopment works being undertaken by the Scentre Group, Council had previously entered into discussions with the Scentre Group (through its Design and Construction arm, Scentre Design & Construction Pty Ltd) for them to undertake the construction works on behalf of Council.

It is considered that this is still favorable for Council due to the works being undertaken on the overall centre and the need to work closely with the contractors undertaking the redevelopment works and also from a timing perspective i.e. the works (centre redevelopment and library fitout) able to be undertaken concurrently.

The signing of a contract for the construction fit-out works is contingent upon the agreement of the lease for the library floor area.

## **2. DISCUSSION**

Council will be leasing the library premises within Westfield Knox from Scentre Group. A key part of the lease is the handover date for Council to occupy the library shell, to then allow Council to undertake the internal works and fit-out to enable the library works to be completed. It is advantageous for these works to be completed within the final staged completion of the Centre, being December 2023.

From September 2022 to May 2023, the construction industry has continued to experience significant cost escalations, necessitating Scentre Group to revise their previous lump sum tender submission to reflect market prices and be able to undertake the construction fit-out works. The cost is considered reasonable when compared with project cost estimates that have been prepared by Council's independent quantity surveyor. Officers consider the proposal from Scentre Design & Construction Pty Ltd will provide satisfactory performance in successfully delivering the project for Council.

An evaluation of the tender submission and funding options available to Council is included in Confidential Attachment 2. Following consideration, officers recommend that Council award the Knox Library Construction Fitout contract to Scentre Design & Construction Pty Ltd.

## **3. CONSULTATION**

Consultation on the library location has occurred with Council by way of several briefings and reports over several years to Council.

As part of developing the internal design of the new Knox Library / Youth Hive, regular consultation and engagement with key stakeholders has been undertaken to ensure functional requirements and best design practices are incorporated into the design of the spaces. Significant input has been provided by Eastern Regional Libraries representatives, as the primary tenant, as well as Council's Youth Services team and the Youth Advisory Committee, to ensure a contemporary library design that creates inclusive, safe and accessible spaces that are flexible enough to support varied uses by the community.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

## 5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The new Knox Library will be a significantly improved facility integrated with a youth hub as part of a major activity centre. The increased supermarket, fresh food and cooked food offerings being introduced as part of the shopping centre redevelopment will provide strong and convenient nearby connections for library users.

## 6. FINANCIAL & ECONOMIC IMPLICATIONS

Detail of the assessment of the tender is provided in Confidential Attachment 2.

### Funding Requirement

The total project budget required to complete the Knox Library project is provided in the Table 1.

**Table 1: Budget Required to Complete Knox Library Project**

	<b>Total Budget Required</b>	<b>Actual Expenditure as at 15 June 2023</b>	<b>Budget Required to Complete Project</b>
Detailed Design (permanent library), Artwork, Decommissioning of temporary library and Youth Information Centre, contingency	\$965,115	\$155,963	\$809,152
Construction	\$4,447,765	\$0	\$4,447,765
<b>Total</b>	<b>\$5,412,880</b>	<b>\$155,963</b>	<b>\$5,256,917</b>

Total budget remaining is \$3,288,243, with no further expenditure expected this financial year.

The additional budget required to complete the Know Library is therefore \$1,968,674.

### Funding Option

At the Ordinary Meeting of Council held on 27 June 2022, Council approved the establishment of a Library Reserve for the purpose of major capital expenditure for acquiring, refurbishing, or redeveloping library premises as standalone premises, or as part of community hubs for all five Knox Library Branches. This reserve was established as a result of an accumulated surplus distribution from the Eastern Regional Libraries Corporation (ERLC) of \$2 million.

The ERLC Board approved an additional accumulated surplus be distributed to the three member Councils (Knox, Maroondah and Yarra Ranges) with Knox Council receiving a distribution of \$0.924 million in May 2023 which was added to the balance of the Library Reserve.

In November 2022 Council approved an allocation of up to \$0.495 million from the Library Reserve for the purpose of purchasing furniture for the new Knox Library located at Westfield Knox. The current funding available to be allocated from the Library Reserve is \$2.429 million.

It is proposed to fund the additional budget required from a combination of a further distribution of \$924,066 from the Library Reserve and projects which have been completed in 2022/23 within budget. The combined list of 2022/23 projects completed within budget, have combined savings that exceed the additional funds required of \$1,044,608.

If the drawdown of the \$924,066 is approved, this will leave a balance of \$1.505 million in the Library Reserve account.

<b>Funding Source</b>	<b>Proposed Funding</b>	<b>Comments</b>
CWP 2022/23	\$3,288,243	
ERL Reserve	\$924,066	Additional ERL funds received by Council in May 2023
Additional funds	\$1,044,608	Funded from project savings identified in CWP 2022/23 as identified in Confidential Attachment 2
<b>Total</b>	<b>\$5,256,917</b>	

## **7. SOCIAL IMPLICATIONS**

The location and development of the new Knox Library within Westfield Knox provides enhanced opportunity for social connection for users of the library services.

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

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

**Attachment 1 and 2 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:**

- private commercial information, that if released, would unreasonably expose the tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

**Report Prepared By:                      Manager, Major Initiatives, Monica Micheli**

**Report Authorised By:                 Director, Infrastructure, Grant Thorne**

## **Attachments**

Nil

9     Supplementary Items

10    Notices of Motion

11    Urgent Business

12    Questions Without Notice

13    Confidential Items