

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 26 February 2024 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 29 January 2024

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 January 2024 to 31 January 2024

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 01 January 2024 to 31 January 2024) be noted.

1.REPORT

Details of planning applications decided under delegation from 01 January 2024 to 31 January 2024 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	1
Other	1
Subdivision	6
Units	7
Tree Removal / Pruning	7
Single Dwelling	3
Change of Use	2
Signage	2
Removal of Easement	1
TOTAL	30

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: Director, City Liveability, Matt Kelleher

Attachments

Nil

Knox City Council

Report of Planning Applications Decided Under Delegation

1 January 2024 and 31 January 2024

Ward	No/ Type	Address	Description	Decision
Baird	2023/6232	2/192 Boronia Road BORONIA VIC 3155	The construction of three (3) double storey dwellings	31/01/2024 Notice of Decision
Baird	2023/6304	13 Stradbroke Road BORONIA VIC 3155	Development of a single storey dwelling at the rear of existing dwelling and subdivision into two lots	10/01/2024 Approved
Baird	2023/6437	54 Rankin Road BORONIA VIC 3155	Removal of easement	9/01/2024 Approved
Baird	2023/6438	2 Langwith Avenue BORONIA VIC 3155	Use of the land for a community college (Secondary School) and erection of business identification signage	25/01/2024 Notice of Decision
Baird	2023/6386	9, 11-13 Scoresby Road BAYSWATER VIC 3153	Change of use to motor repairs (panel beating), display of business identification signage and reduction in car parking	16/01/2024 Approved
Baird	2023/6573	18 Pine Crescent BORONIA VIC 3155	4 lot subdivision (approved unit development)	18/01/2024 Approved
Chandler	2023/6539	10 Lucas Close BORONIA VIC 3155	Removal of one (1) Eucalyptus goniocalyx (Long Leaved Box)	18/01/2024 Approved
Chandler	2023/6527	3 Baldwin Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus botryoides (Southern Mahogany)	23/01/2024 Approved
Chandler	2023/6542	50 Army Road BORONIA VIC 3155	The pruning of one (1) Eucalyptus obliqua (Messmate) and the removal of one (1) dead Eucalyptus radiata (Narrow Leaved Peppermint)	11/01/2024 Approved
Chandler	2023/6532	1090 Mountain Highway BORONIA VIC 3155	The Pruning of one (1) Eucalyptus saligna (Sydney Blue Gum)	18/01/2024 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2023/6099	21 Bayview Crescent THE BASIN VIC 3154	The construction of a double storey single dwelling on the land and vegetation removal	17/01/2024 Notice of Decision
Collier	2023/6471	27 Juniper Road WANTIRNA VIC 3152	Buildings and works to an existing dwelling to construct a garage and verandah within a Land Subject to Inundation Overlay	8/01/2024 Approved
Dinsdale	2023/9104	23 Sydney Road BAYSWATER VIC 3153	Two Lot Subdivision (approved unit development)	5/01/2024 Approved
Dinsdale	2023/6390	8 Bimbadeen Court BAYSWATER VIC 3153	Construction of two (2) double storey dwellings on the land	10/01/2024 Approved
Dobson	2023/6561	2 Blackwood Park Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus nicholii (Narrow Leaved Black Peppermint)	23/01/2024 Approved
Dobson	2023/9103	3 Athella Court FERNTREE GULLY VIC 3156	Two Lot Subdivision	9/01/2024 Approved
Dobson	2023/6510	3 Kenwyn Court FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus nicholii (Narrow Leaved Black Peppermint) and the pruning of one (1) Corymbia citriodora (Lemon Scented Gum), one (1) Corymbia maculata (Spotted Gum), one (1) Eucalyptus viminalis (Manna Gum) and one (1) Eucalyptus nicholii (Narrow Leaved Black Peppermint)	15/01/2024 Approved
Dobson	2023/6338	4 Rona Street FERNTREE GULLY VIC 3156	Construction of a single dwelling	16/01/2024 Approved
Dobson	2023/6368	1038 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and works (extension and alterations to existing supermarket building), reduction in car parking and display of signage	12/01/2024 Approved
Dobson	2023/6362	1 Sheldon Court LYSTERFIELD VIC 3156	The construction of a dwelling on the land	18/01/2024 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2023/6372	3 Holme Road FERNTREE GULLY VIC 3156	Construction of two (2) single storey dwellings on the land	17/01/2024 Approved
Friberg	2023/6365	498 Scoresby Road FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling and alteration of access to a road in Transport Zone 2	18/01/2024 Notice of Decision
Scott	2024/9002	3 Helpmann Street WANTIRNA SOUTH VIC 3152	Two lot Subdivision (approved unit development)	31/01/2024 Approved
Taylor	2023/6538	36 Allamanda Boulevard LYSTERFIELD VIC 3156	Removal of one (1) Chamaecyparis lawsoniana (Lawson Cypress)	22/01/2024 Approved
Taylor	2024/9001	27 Lonsdale Avenue ROWVILLE VIC 3178	Two lot subdivision (approved development site)	25/01/2024 Approved
Tirhatuan	2023/6434	1391 Ferntree Gully Road SCORESBY VIC 3179	Erection of an electronic major promotional sky sign	22/01/2024 Refused
Tirhatuan	2023/6541	1-7 Fulham Road ROWVILLE VIC 3178	Installation of internal illuminated signage and display of signage	11/01/2024 Approved
Tirhatuan	2021/6633	6 Turramurra Drive ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings and vary restrictive covenant L406927C	9/01/2024 Refused
Tirhatuan	2023/6545	676 Stud Road SCORESBY VIC 3179	6 Lot Subdivision (approved unit development)	2/01/2024 Approved
Tirhatuan	2022/6573	34 Borg Crescent SCORESBY VIC 3179	Development of a double storey dwelling to the rear of the existing dwelling	12/01/2024 Refused

6.2 40 Clematis Avenue, Ferntree Gully

SUMMARY: Senior Planner, Helen Clark

This report considers Planning Application P/2020/6520/A for the amendment to the Planning Permit and Endorsed Plans to permit buildings and works for a Rooming House at 40 Clematis Avenue, Ferntree Gully.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the amendment to the Planning Permit and Endorsed Plans to permit buildings and works for a Rooming House at 40 Clematis Avenue, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

An amendment application P/2020/6520/A has been lodged with Council for the amendment to the Planning Permit and Endorsed Plans to permit buildings and works for a rooming house at 40 Clematis Avenue Ferntree Gully.

This application is being reported to Council as it the application received objections from more than 10 objector properties (Dandenong Foothills Policy Area location).

2. DISCUSSION

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced area, whilst appropriately protecting the Dandenong Foothills.

The development is generally consistent with the Planning Policy Framework, the Local Planning Policy Framework, the purpose of the Neighbourhood Residential Zone 1, the Significant Landscape Overlay Schedule 2, Design and Development Overlay Schedule 5, Environmental Significance Overlay Schedule 3, Bushfire Management Overlay Schedule 2, and Clause 52.23 of the Knox Planning Scheme.

The Officer's Report is provided at Attachment 1.

3 CONSULTATION

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. In total forty-five (45) objections were received. A Planning Consultative Committee (PCC) meeting was held with the objectors and applicant as part of the application process.

The application was referred internally to Council's, Arborist, and Building Department. No major concerns were raised with the application. Any conditions from referral authorities have been included in the Conditions within the Recommendation.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impact upon Council's Net Zero 2030 target as any planning permit issued will not increase Council's corporate carbon emissions.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposed use/development. Significant trees throughout the site have been protected where possible. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Attachment 1.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 5 of the Officer's Report at Attachment 1.

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

Neighbourhoods, Housing & Infrastructure

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

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

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. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the amendment to the Planning Permit and Endorsed plans to permit buildings and works for a Rooming House at 40 Clematis Avenue, Ferntree Gully, subject to the following conditions

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**

- 1.1 External walls and roof in a mix of materials and colours that blend in with the landscape, and reduce visual impact of the building, pursuant to Schedule 2 of Clause 42.03 of the Knox Planning Scheme. The first-floor walls on all sides of the building are to be finished in a mix of two material types, which must include a timber or timber-like finish and the ground floor walls must be finished in a dark grey or similar.
- 1.2 The front porch modified in order to improve identification and sense of address, and the extent of hardstand surrounding the porch minimised and softened with landscaping, in order to reflect the green and leafy landscape character of the area.
- 1.3 The Bedroom 9 balcony relocated to the north side of the building.
- 1.4 The driveway re-shaped to achieve a maximum 10% encroachment into the Tree Protection Zone of T5 Eucalyptus gonicalyx.
- 1.5 The three (3) proposed Eucalyptus gonicalyx) trees located between the building and southern boundary relocated to the front setback, north of the driveway.
- 1.6 An additional new canopy tree (Eucalyptus melliodora) located in the front setback to the north side of the driveway.
- 1.7 All of the environmental weed species located on the land, including Pittosporum undulatum, Pinus radiata, Arbutus unedo, Cotoneaster sp. and Cherry Plum, shown to be removed.
- 1.8 Reinstatement of trees 17, 20, 21, 25 on site and upper floor plans, as shown in Arborist Report Prepared by 'db horticulture' on 5.7.2023 and endorsed development plans for P/2020/6520 approved on 14.4.2021.
- 1.9 Tree protection zones and fencing Tree protection fencing, shown on ground and first floor plans, in accordance with Conditions 6-13.
- 1.10 All levels to be to AHD (Australian Height Datum).
- 1.11 An amended Bushfire Management Plan to reflect the design changes in accordance with Conditions 1.2, 1.3, 1.4 1.5, 1.6 and 1.7 of this permit.

To the satisfaction of the Responsible Authority.

2. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. All detailed engineering plans and works must be prepared and undertaken to the satisfaction of the Responsible Authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. Construction of the drainage must be in accordance with these plans. The plans must show the following:
 - 2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
 - 2.2 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.

2.3 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

General

- 3. All development must be in accordance with the endorsed plans.**
- 4. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 5. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 6. Prior to the occupation of the Rooming House the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**

Tree Protection

- 7. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 8. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy dripline unless an alternative tree protection zone has been approved by the responsible authority.**
- 9. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area, to Trees: T4, T5, T8, T16, T17, T18, T19, T20, T21, T22 and T25. Tree Protection Fencing to T4, T5 and T6 must be no more than 750mm from the edge of the driveway.**
- 10. The tree protection fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 11. No temporary removal of the tree protection fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 12. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**

- 13. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
 - 13.1 Construction activities.**
 - 13.2 Dumping and/or storage of materials, goods and/or soil.**
 - 13.3 Trenching or excavation.**
 - 13.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
- 14. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**

Car Parking & Accessways

- 15. Before the dwellings are occupied, driveways and car parking areas must be:**
 - 15.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**
 - 15.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
 - 15.3 Treated with an all-weather seal or some other durable surface; and****To the satisfaction of the Responsible Authority.**
- 16. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 17. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.**

Amenity During Construction

- 18. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
 - 18.1 the appearance of building, works or materials on the land**
 - 18.2 parking of motor vehicles**
 - 18.3 transporting of materials or goods to or from the site**
 - 18.4 hours of operation**
 - 18.5 stockpiling of topsoil or fill materials**
 - 18.6 air borne dust emanating from the site**
 - 18.7 noise**
 - 18.8 rubbish and litter**

18.9 sediment runoff

18.10 vibration

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

- 19. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.**

External Materials

- 20. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

Permit Expiry

- 21. This permit will expire if one of the following circumstances applies:**

21.1 The development is not started within two years of the date of this permit.

21.2 The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- **The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- **The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- **Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- **Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**

Other Notes:

- **Pursuant to Clause 43.02 'Design and Development Overlay – Schedule 5' (DDO5) which applies to the site, a planning permit is required for all buildings and works. The DDOX requires that the site area covered by buildings must not exceed 40%, and the site area covered by buildings and impervious surfaces must not exceed 60%. Please note that the site area covered by approved buildings comprises 11.6%. Planning permission cannot be granted to construct or carry out further buildings or works which are not in accordance with the requirements of the DDO5.**

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- All litter and rubbish associated with the construction must be contained on site at all times.

11. CONFIDENTIALITY

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

Report Prepared By: Senior Planner, Helen Clark
Report Authorised By: Director City Liveability, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 40 Clematis Avenue Ferntree Gully [6.2.1 - 10 pages]
2. Attachment 2 - Council Attachments - 40 Clematis Avenue Ferntree Gully [6.2.2 - 5 pages]



Planning Application P/2020/6520/A for the Amendment to the Planning Permit and Endorsed Plans to permit buildings and works for a Rooming House

1. Summary:

Subject Site:	40 Clematis Avenue, FERNTREE GULLY VIC 3156
Proposed Development:	Amendment to the Planning Permit and Endorsed Plans to permit buildings and works for a Rooming House
Existing Land Use:	Vacant Residential
Site Area:	1,290.7sqm
Planning Scheme Controls:	Neighbourhood Residential 1 Zone, Design and Development Overlay – Schedule 5, Significant Landscape Overlay – Schedule 2, Bushfire Management Overlay – Schedule 2, Environment Significance Overlay – Schedule 3
Application Received:	16 May 2023
Number of Objections:	45
PCC Meeting:	15 November 2023
Ward:	Dobson

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2020/6520/A to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Previous Planning Approval

Planning application P/2020/6520 was approved by Council on 5 February 2021, for the Development of a single dwelling in a bushfire management overlay and associated vegetation removal. Condition 1 plans were endorsed by Council on 14 April 2021. An extension of time with the new expiry date for commencement being 5 February 2024 and the new expiry date for completion being 5 February 2026 (*Note: a further request to extend the permit may be lodged until 5th August 2024*). This original development did not commence prior to an application being received by Council to amend the Planning Permit and Endorsed Plans to permit buildings and works for a Rooming House.

There is an active Building Notice issued by Council's Building Department BNC/2022/178 regarding a site-cut and rock retaining wall. During the planning application process, for the 'Development of a single dwelling in a bushfire management overlay and associated vegetation removal', it was determined that the applicant was to show a retaining wall to secure the site-cut. This requirement is to carry over to any new or amended planning permit.



Attachment 1

3.2 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is a single allotment located on the eastern side of Clematis Avenue in Ferntree Gully.
- The subject site is quadrilateral in shape, has a total area of 1,290.7m², has a fall of approximately 9m in an east to west direction to the front of the site, with a relatively flat area in the centre.
- The subject site is vacant of buildings and contains a moderate amount of native and non-native vegetation that is mostly concentrated within the rear half of the site and in proximity to the northern boundary. There is a site-cut and rock retaining wall located near the middle of the site which wraps around in a u-like shape. The site-cut and wall depth ranges in height from 1 to 5m. The site is accessed via a single width crossing located to the southern side of the frontage.
- The surrounding area is characterised by sloped blocks containing single dwellings in a mix of single and double storey built form and constructed of a mixture of brick and weatherboard with a predominance of pitched/hipped roof styles. Frontages have dwelling setbacks ranging from 5m to 40m and are largely unfenced.
- The subject site is approximately 367m from bus service 691 and approximately 960m to 1.1km from Ferntree Gully train station and local shops.

3.3 The Proposal

The proposal seeks permission for the Amendment to the Planning Permit and Endorsed plans to permit buildings and works for a Rooming House. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- A redesign showing a residential building in the general footprint of the existing approved dwelling, utilising the flatter, cut-out area.
- Change to the internal layout of the building, with an increase in bedrooms from 4 to 9 and the addition of a communal living, dining, kitchen and laundry.
- A 16.88m front setback (previously 21.65m).
- A 2m side setback to the southern boundary (previously 3.74m).
- A 11.35m side setback to the northern boundary (previously 6.28m).
- A 23.75m rear setback to the eastern boundary (previously 23.64m).
- Maximum building height 6.9m - north elevation, (previously 7.8m - south elevation).
- Vehicle turning area located within front setback changed to 2 car parking spaces.
- Garden area to the north of the building changed to an accessible car parking space.
- Relocation of one (1) canopy tree known as a Eucalyptus melliodora, required to be planted in accordance with planning permit to the southern side of the driveway.

4. Consultation

4.1 Advertising

The application was advertised by way of (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total 45 objections were received and are summarised below.

The issues raised as part of this application which can be considered are as follows:

Building height and setback not being characteristic of the area / Bush Suburban character / Not blending in with the landscape/ Not nestled into the landscape



Attachment 1

- The proposed building height of 6.9m is well within the preferred maximum height of 7.5m, pursuant to Schedule 2 of the Significant Landscape Overlay and is lower than the approved dwelling which allowed a maximum building height of 7.8m on the south elevation.

Shares more similarities to an apartment building

- The proposed rooming house may have bedrooms stacked on top of each other over 2 levels, however, these are not separate residences, they are bedrooms, akin to the layout of a dwelling.

Building site coverage not meeting the requirements of the Design and Development Overlay – Schedule 5

- The maximum building site coverage is 11.6% (149.4sqm) and the maximum overall site coverage is 25.6% (330.4sqm), which is well below the maximum of 40% building and 60% buildings and impervious surface site coverage requirement.

Vegetation removal and impact on wildlife and the environment/ Concern the erection of boundary fences would interrupt local wildlife using land as habitat/corridor

- No further vegetation is proposed to be removed, the design continues to protect vegetation as required by the existing planning permit and endorsed plans. The proposals' impact on wildlife is negligible. The erection of side and rear boundary fences is not controlled by the planning scheme.

Building setbacks (in comparison to previously approved dwelling) out of character

- Side and rear setbacks are outside of the scope of the planning provisions as clause 54 is not triggered by this application. Side and rear setbacks will be assessed by the Relevant Building Surveyor at the Building permit stage. It is acknowledged however that the design of the building in terms of visual bulk due to the choice in materials and colors does cause an unreasonable level of visual impact, particularly the stark southern wall and the extensive hardstand surrounding the porch facing north. Conditions on any permit issued can require amended plans are submitted showing materials and colours that blend in with the landscape in order to reduce visual impact, modifications to the front porch to improve identification and a sense of address, and reduction in hard standing surfaces surrounding the porch.

Safety of existing illegal site cut and responsibility

- Council is aware of the site cuts, there is an active building notice BNC/2020/178 in place and the endorsed plans and any amended plans require the cuts to be retained with a retaining wall certified by an Engineer.

Bushfire safety and the location of proposed vegetation

- The Bushfire Management Plan complies with the requirements of Schedule 2 of Clause 44.06 (Bushfire Management Overlay 2). The proposed site plan shows 3 canopy trees between the building and southern boundary, which would be required to be removed from the plans with any amended permit issued (to comply with the requirements to provide a defensible area in accordance with the BMO2). Further, the assessment has determined that the Bedroom 9 balcony is too close to the existing vegetation. Therefore, a condition of any permit issued can require the trees be relocated to the front setback in order to comply with the BMO2.

Drainage, permeability, run-off

- The proposed site coverage complies with the requirements of the DDO5 (as discussed in Section 5.1.2 of this report). The application was referred to the Stormwater team due to the concerns raised by objectors. With any permit issued, a condition can require drainage plans to be submitted, to address drainage issues on the land.



Attachment 1

Should not be allowed to be an amendment, permit expired

- At the time of the application being lodged, and the PCC meeting, the Permit was not expired. The original Permit expiry date was 5 February 2024, however, pursuant to Section 69(1) of the *Planning and Environment Act 1987*, an application to request an extension of time may be made before the permit expires or within 6 months afterwards, therefore the applicant has until 5 August 2024 to lodge an application for an extension of time.

Public consultation not being conducted properly i.e. notices not sent widely enough, length of advertising not long enough

- The application was advertised in accordance with Section 52(1)(a) of the *Planning and Environment Act 1987*, by way of one sign erected at the front of the site and notices mailed to owners and occupiers to properties adjoining and opposite the subject site. Advertising was conducted over 21 days, which is 7 days longer than the prescribed time, pursuant to Section 59(2)(b) *Planning and Environment Act 1987*.

Land use and matters associated with use, such as: belief that a rooming house is commercial and not residential, setting a precedence, future demographic of rooming house residents, anti-social behaviour/crime, accessibility, occupant numbers/bedrooms, population density, noise, compliance with Residential Tenancies Act for Rooming Standards, floor layout of the Rooming House, accumulation of rooming houses in area, on-site car parking and functionality, impact on street parking, waste management, impact on local road network, proximity/ease of access to public transport, shops and services and use of near-by laneway.

- The use of the land for a Rooming House does not trigger a planning permit, therefore concerns regarding the use cannot be considered as part of this application.

Property devaluation

- Property devaluation is not a planning consideration.

Overlooking

- Overlooking is outside of the scope of the planning provisions as Clause 54 is not triggered. Overlooking and overshadowing will be assessed by the Relevant Building Surveyor at the Building permit stage.

Overshadowing

- Overshadowing is outside of the scope of the planning provisions as Clause 54 is not triggered. Overshadowing will be assessed by the Relevant Building Surveyor at the Building permit stage.

4.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at the Civic Centre on 20 March 2018. The meeting was attended by 33 objectors and the objections listed above were discussed.

Please note whilst the objectors were advised that any concerns related to the proposed Rooming House use were not to be the dominating subject matter of the PCC to ensure a meaningful discussion, there were many questions that related to use, or that are outside the scope of the planning scheme provisions, the first 3 dot-points below are related to use which cannot be considered:

- Bushfire safety and vulnerable persons and access to public transport on a 'code red' day.



Attachment 1

- Vehicular access on Clematis Road is difficult due to the steep road, residents of rooming house may not have a car and will have to walk up/down a steep road and with no footpath on the subject site side of Clematis Road.
- Monitoring of rooming house occupant numbers.
- Surface run-off issue.
- Illegal site cut.
- Bulk of building along southern boundary.
- Permit expiry dates
- Traffic and car parking

At the conclusion of the PCC meeting, it was agreed that the applicant may be able to provide higher fencing and/or screening to balconies to provide additional privacy. All other issues remained unresolved.

4.3 Referrals

The application was referred to external authorities and internal departments for advice. The following is a summary of relevant advice:

Building: No objections.

Arborist: The Balcony for Room 9 is located too close to existing trees T18 & T19 and due to BMO requirements. The balcony for Room 9 must be deleted from the eastern side of the dwelling but could be relocated on the northern side of Room 9. The driveway must be reshaped so there is only a maximum of 10% encroachment into the TPZ of T5 Eucalyptus goniocalyx. The three proposed new canopy trees (Eucalyptus goniocalyx) located on the southern side of the dwelling must be moved to the east, so they are not adjacent to the dwelling and there is sufficient clearance in accordance with requirements under the BMO. An additional new canopy tree (Eucalyptus melliodora) is to be located in the front setback of the site to the north of the gravel driveway.

Drainage: There are scheduled drainage works for run-off issues in the road (approx. next financial year 2024/2025), which may address some of the on-site drainage issues.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 1. A permit is not required for the construction of a rooming house pursuant to Clause 32.09-2 of the Knox Planning Scheme.

5.1.2 Overlays

Significant Landscape Overlay – Schedule 2

The site is affected by the Significant Landscape Overlay (SLO2). A permit is required to construct a building or carry out works.

Schedule 2 to the Significant Landscape Overlay seeks to protect and enhance the views of the Dandenong Foothills: Foothills Backdrop and Ridgeline Area. Before deciding on an application, the following decision guideline must be considered: Landscape character, Finishes, Height, Landscaping, Vegetation, Building on slopes, Fences.



Attachment 1

- The proposal will not impact upon views within the foothills area or on more distant views across the city and suburbs of the Dandenongs, nor penetrate the tree canopy or ridgelines, as the building will sit below the tree canopy.
- The proposal is not considered to be of a high standard of architectural design. The design is uncharacteristic of the area, with a box like built form and large stark wall to the south. This issue can be addressed by way of condition to require the external materials and colours blend in with the landscape in order to reduce visual impact. The design is generally acceptable as there is generous landscaping opportunities elsewhere on the site and as discussed above can better fit within the landscape with the walls being a mix in materials and colours that blend in with the landscape.
- The maximum building height of 6.9m is below the preferred height of 7.5m.
- There are no additional vegetation impacts. All native and indigenous vegetation continues to be retained and protected. Fragmentation of tree canopy is minimised. The proposal to plant 3 canopy trees in-between the southern building wall and southern boundary is considered to be a bushfire risk and is required to be removed from the plans as a condition of any permit issue.
- The site is significantly sloped however, the building is proposed to be constructed in an area that has been previously cleared and cut. There will be a need to further cut to create a level area for the rear of the building, with a cut of up to approximately 2.5m. No concerns were raised with the additional cut as it does not impact on any protected vegetation. The cut is considered acceptable.
- The siting of the building in terms of being in a low-lying position is considered to be mostly acceptable given the constraints of the site in order to protect vegetation.
- It is not proposed to construct a front fence.

Environmental Significance Overlay – Schedule 3

The site is affected by the Environmental Significance Landscape Overlay (ESO3). A permit is required to construct a building or carry out works, when the buildings or works results in excavation or filling within a Tree Protection Zone (TPZ) of any indigenous vegetation (other than grass) that would otherwise require a permit for its removal, destruction or lopping.

- Complies. No further vegetation removal or impact is proposed.

Design and Development Overlay – Schedule 5

The site is affected by the Design and Development Overlay (DDO5). A permit is not required to construct a building or carry out works. The following requirements apply, and a permit cannot be granted to waive these requirements.

The site area covered by buildings must not exceed 40%, and the site area covered by buildings and impervious surfaces must not exceed 60%.

Land in the DDO5 must not be subdivided into lots less than 2,000m².

- The maximum building site coverage is 11.6% (149.4sqm) and the maximum overall site coverage is 25.6% (330.4sqm)
- It is understood that previous site works has caused run-off issues, impacting neighbouring properties and a Building Notice is in place.
- The proposal does not seek to subdivide.



Attachment 1

Bushfire Management Overlay – Schedule 5

The site is affected by the Bushfire Management Overlay – Schedule 2 (BMO2). A permit is required to construct a building or carry out works associated with accommodation, which includes rooming houses.

Under Schedule 2 of the BMO the application is not required to be referred to Fire Rescue Victoria under section 55 if the application meets all of the bushfire protection measures as below:

- The dwelling must be constructed to BAL-29
- Defendable space is to be provided for a distance of 30 metres around the dwelling or to the property boundary, whichever is the lesser and maintained in accordance with the vegetation management requirements of Clause 53.02 with the following variation:
 - The canopy of trees must be separated by at least 5 metres.
 - A static water supply must be provided in accordance with Clause 53.02, and;
 - Vehicle access must be provided in accordance with Clause 53.02.

If these requirements are not met, the requirements of Clause 53.02 apply.

- The submitted Bushfire Management Plan satisfies the requirements of Schedule 2 to the BMO and Clause 53.02 Bushfire Planning.

5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including landscape character).

Municipal Strategic Statement: Council's MSS encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable. The MSS makes specific reference to the diversifying and aging population in Knox which will see an increase in the number of smaller household types, with 'lone person' and 'couple only' households making up just over half of all households in Knox within 20 years.

5.2.1 Environmental and Landscape Values

Clause 12.05-2S Landscapes: To protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable landscapes.

Clause 21.04 Environmental Risks: Areas susceptible to bushfire in Knox are predominantly focused on the interface between urban development and the foothills of the Dandenong Ranges and bushland in Lysterfield and are shown in Figure 1 below. Land use and development planning in these areas must minimise the risk to life, property, and the environment by applying the precautionary principle in decision-making. It must also consider the appropriateness of the intensity and location of any use and/or development in the context of bushfire risk, directing new development to lower risk areas where appropriate.



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5.2.2 Infrastructure

Clause 19.03-3S Integrated Water Management: To sustainably manage water supply and demand, water resources, wastewater, drainage and stormwater through an integrated water management approach.

5.2.3 Housing

21.05 Built Environment and Heritage: A Vibrant City is one that is made up of liveable communities and neighbourhoods that have a strong identity and local character, reinforcing our sense of place. The creation of place facilitates the expression of diversity and identity in local areas. This includes urban design, landscape, historic and cultural elements, and physical and social infrastructure. These combined factors contribute to prosperity in local communities through new investment, infrastructure, services, and facilities.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the city will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within a 'Bush Suburban area', which has a distinctive and significant environmental and biological values, the key issues for land within the Bush Suburban foothills areas can be summarised as; protecting Bush Suburban areas from overdevelopment, ensuring new development responds to bushfire issues, to protect and enhance the landscape and environmental values of natural areas of significance within the municipality and to reduce the risks and impacts of bushfire in the high risk areas of the Foothills of the Dandenong Ranges and Lysterfield.

The proposed development is considered to be consistent with the state and local policy direction for housing provision for the following reasons:

- The proposal is considered to satisfy the MSS by providing for housing that caters to a changing population with diverse needs such as those needing a 'smaller household type' and for 'lone persons' and 'couple only households'.
- The site is located in an area at risk of bushfire and is affected by Bushfire Management Overlay Schedule 2 (BMO2). It is considered that the location and siting of the building responds appropriately to the BMO2 requirements. It is noted that the use of the land for a rooming house cannot form a part of this consideration.
- It is understood there are drainage issues as a result of the existing site cut located on the site. To ensure that site is appropriately drained, a condition of any permit can require a drainage plan to be submitted as a part of the application.
- The proposal responds satisfactorily to Knox's distinctive landscape characteristics by ensuring the building height is below the preferred maximum height which protects the vistas of the Dandenong Foothills.
- The development can cater to the housing needs of Knox residents and is considered to be a scaled approach for domestic scale housing.
- The site is located within a fully serviced area.



Attachment 1

- The design response respects the low scale nature of surrounding development, which is considered to be low density in scale and responsive to the environmental and biological values of the area, whilst allowing appropriate landscaping to ensure the building is nestled within its natural landscape.
- The proposal satisfactorily responds to the housing strategy to provide for the diverse needs of Knox's residents with the provision of rooming houses.

5.2.2 Particular Provisions

Clause 52.02 Car Parking Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.

Clause 52.06-5 specifies a ratio of one car space to each four bedrooms for a Rooming House. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause. An assessment of the design standards, including any areas of non-compliance are considered below:

- The proposal provides for 3 car parking spaces (2 spaces, plus 1 accessible space) and therefore complies with this clause.
- The proposal generally complies with the design standards of this clause.

Clause 52.23 Rooming House. The purpose of this clause is to facilitate the establishment of domestic scale rooming houses.

Clause 52.23-1 This clause applies to use and development of the land for a rooming house.

Use

Clause 52.23-2 Use exemption. Any requirement in the Neighbourhood Residential Zone to obtain a permit to use the land for a rooming house does not apply if all the following requirements are met:

- The total floor area of all buildings on the land, measured from the outside of the external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
- No more than 12 persons are accommodated.
- No more than 9 bedrooms are provided.

Buildings and works

Clause 52.23-3 Buildings and works exemption. Any requirement in the Neighbourhood Residential Zone to obtain a permit to construct a building or carry out works for a rooming house does not apply if all the following requirements are met:

- No more than 9 bedrooms are developed on the land.
 - Bedrooms can only be accessed from within the building.
 - The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
 - If the development is in the General Residential Zone or Neighbourhood Residential Zone, a garden area is provided in accordance with the minimum garden area requirement specified in the zone.
 - Shared entry facilities and common areas, including a kitchen and living area, are provided.
- The proposal meets all of the above criteria and therefore a planning permit is not required for the use and buildings and works pursuant to the Neighbourhood Residential Zone.



Attachment 1

5.5 General Decision Guidelines

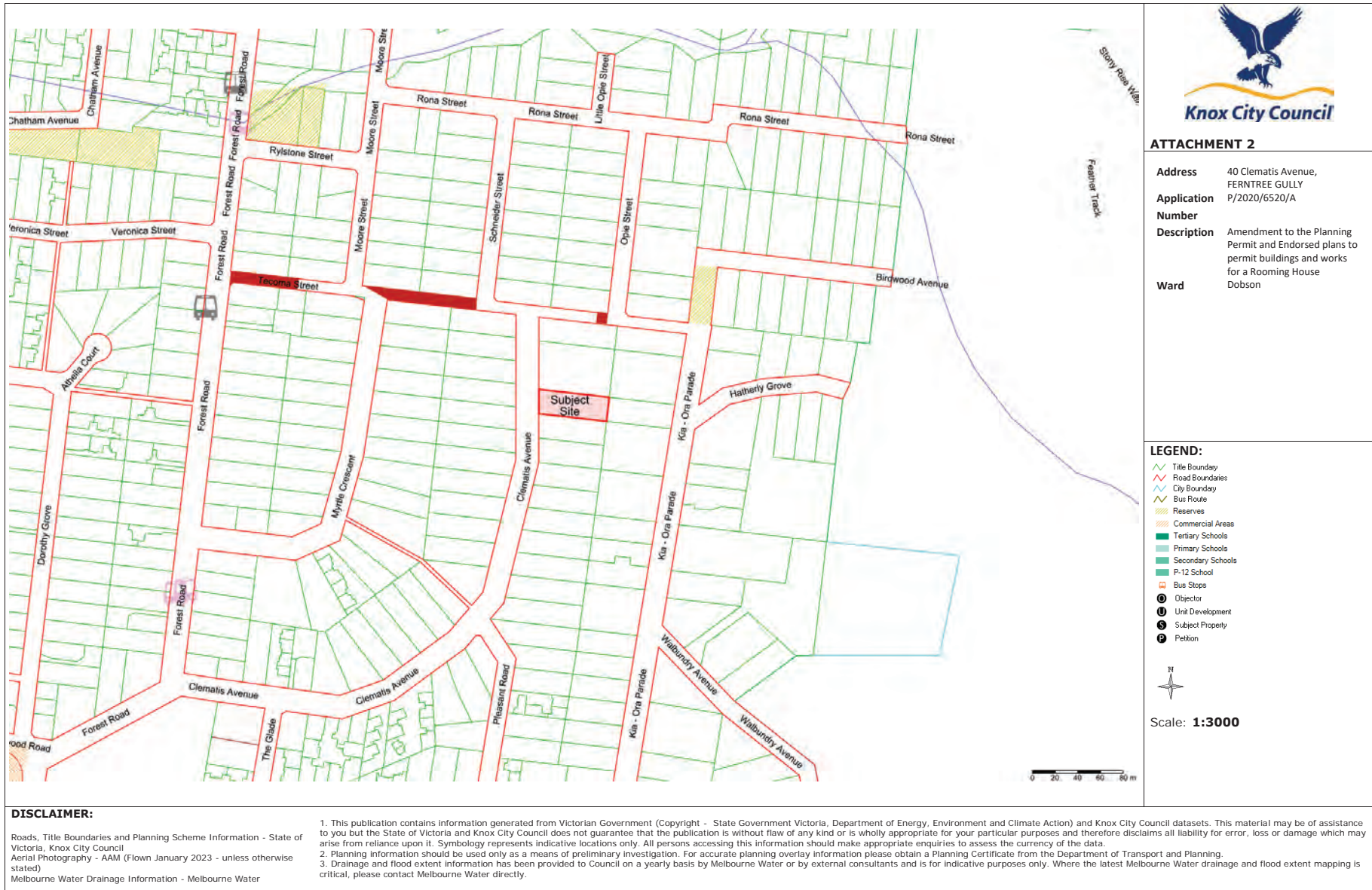
Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

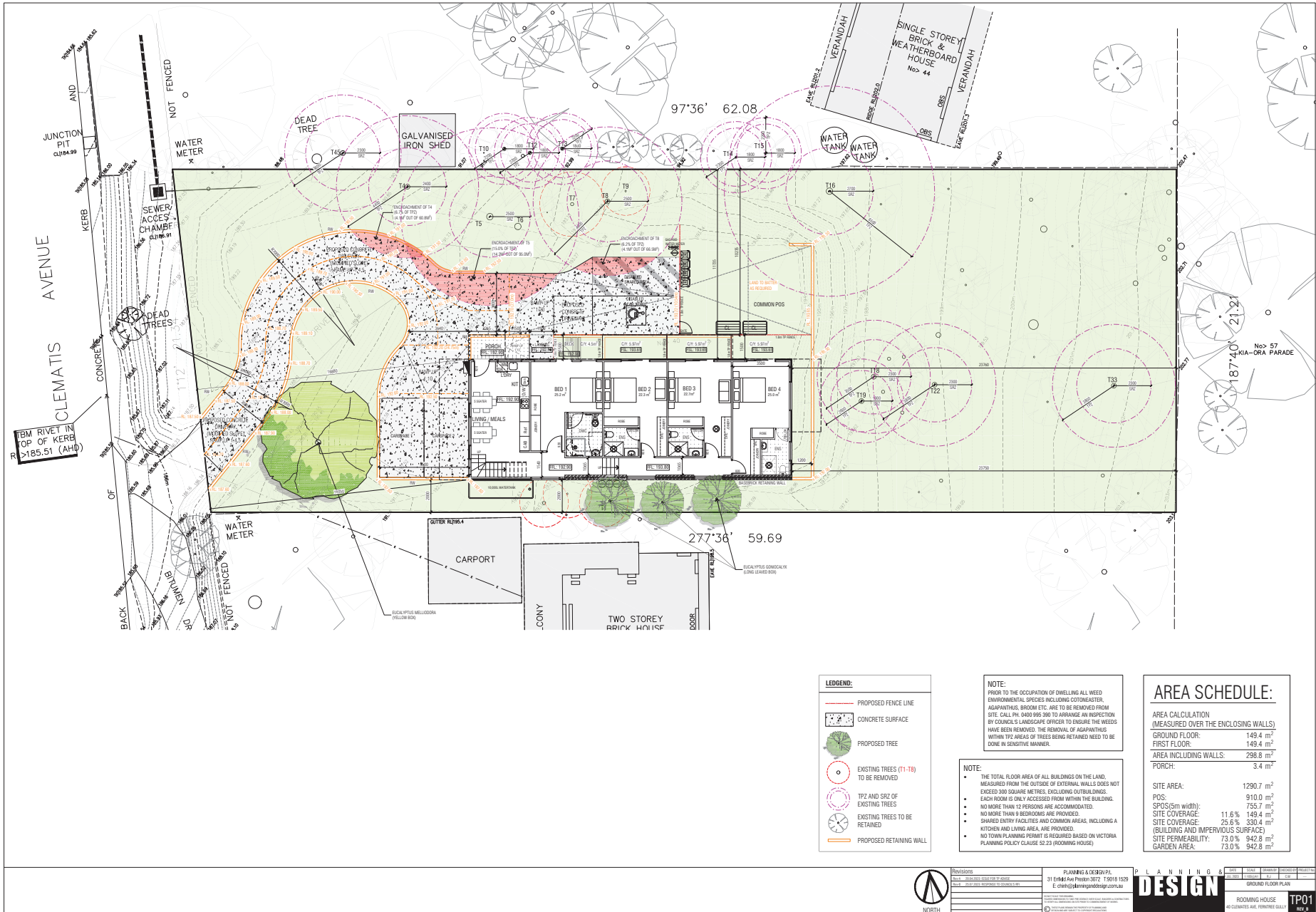
6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with State Policy, 19.03-3S – Integrated Water Management, Local Planning Policy; Clause 21.04 (Environmental Risks), Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone - Schedule 1.
- The development is compliant with the Design and Development Overlay Schedule 5, Significant Landscape Overlay Schedule 2, Environmental Landscape Overlay Schedule 3 and Bushfire Management Overlay Schedule 2, subject to conditions.
- The proposal is compliant with Clause 53.23 (Rooming House).
- The development provides an appropriate balance between the need for housing within an established residential area while ensuring the landscape and biological values of the area are not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the retention and protection of native and indigenous vegetation and the provision of 5 new canopy trees across the site.







LEGEND:

- PROPOSED FENCE LINE
- CONCRETE SURFACE
- PROPOSED TREE
- EXISTING TREES (T1-T8) TO BE REMOVED
- TPZ AND SRZ OF EXISTING TREES
- EXISTING TREES TO BE RETAINED
- PROPOSED RETAINING WALL

NOTE:
PRIOR TO THE OCCUPATION OF DWELLING ALL WEED ENVIRONMENTAL SPECIES INCLUDING COTONEASTER, AGAPATHUS, SPROOM ETC. ARE TO BE REMOVED FROM SITE. CALL P/L 0400 955 300 TO ARRANGE AN INSPECTION BY COUNCIL'S LANDSCAPE OFFICER TO ENSURE THE WEEDS HAVE BEEN REMOVED. THE REMOVAL OF AGAPATHUS WITHIN TPZ AREAS OF TREES BEING RETAINED NEED TO BE DONE IN SENSITIVE MANNER.

NOTE:
• THE TOTAL FLOOR AREA OF ALL BUILDINGS ON THE LAND, MEASURED FROM THE OUTSIDE OF EXTERNAL WALLS DOES NOT EXCEED 300 SQUARE METRES, EXCLUDING OUTRIG BUILDINGS.
• EACH ROOM IS ONLY ACCESSIBLE FROM WITHIN THE BUILDING.
• NO MORE THAN 12 PERSONS ARE ACCOMMODATED.
• NO MORE THAN 9 BEDROOMS ARE PROVIDED.
• SHARED ENTRY FACILITIES AND COMMON AREAS, INCLUDING A KITCHEN AND LIVING AREA, ARE PROVIDED.
• NO TOWN PLANNING PERMIT IS REQUIRED BASED ON VICTORIA PLANNING POLICY CLAUSE 52.23 (ROOMING HOUSE)

AREA SCHEDULE:

AREA CALCULATION (MEASURED OVER THE ENCLOSING WALLS)

GROUND FLOOR:	149.4 m ²
FIRST FLOOR:	149.4 m ²
AREA INCLUDING WALLS:	298.8 m ²
PORCH:	3.4 m ²

SITE AREA:	1290.7 m ²
POS:	910.0 m ²
SPOS (5m width):	755.7 m ²
SITE COVERAGE:	11.6% 149.4 m ²
SITE COVERAGE:	25.6% 330.4 m ²
(BUILDING AND IMPERVIOUS SURFACE)	
SITE PERMEABILITY:	73.0% 942.8 m ²
GARDEN AREA:	73.0% 942.8 m ²

Revisions

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	2024/02/26

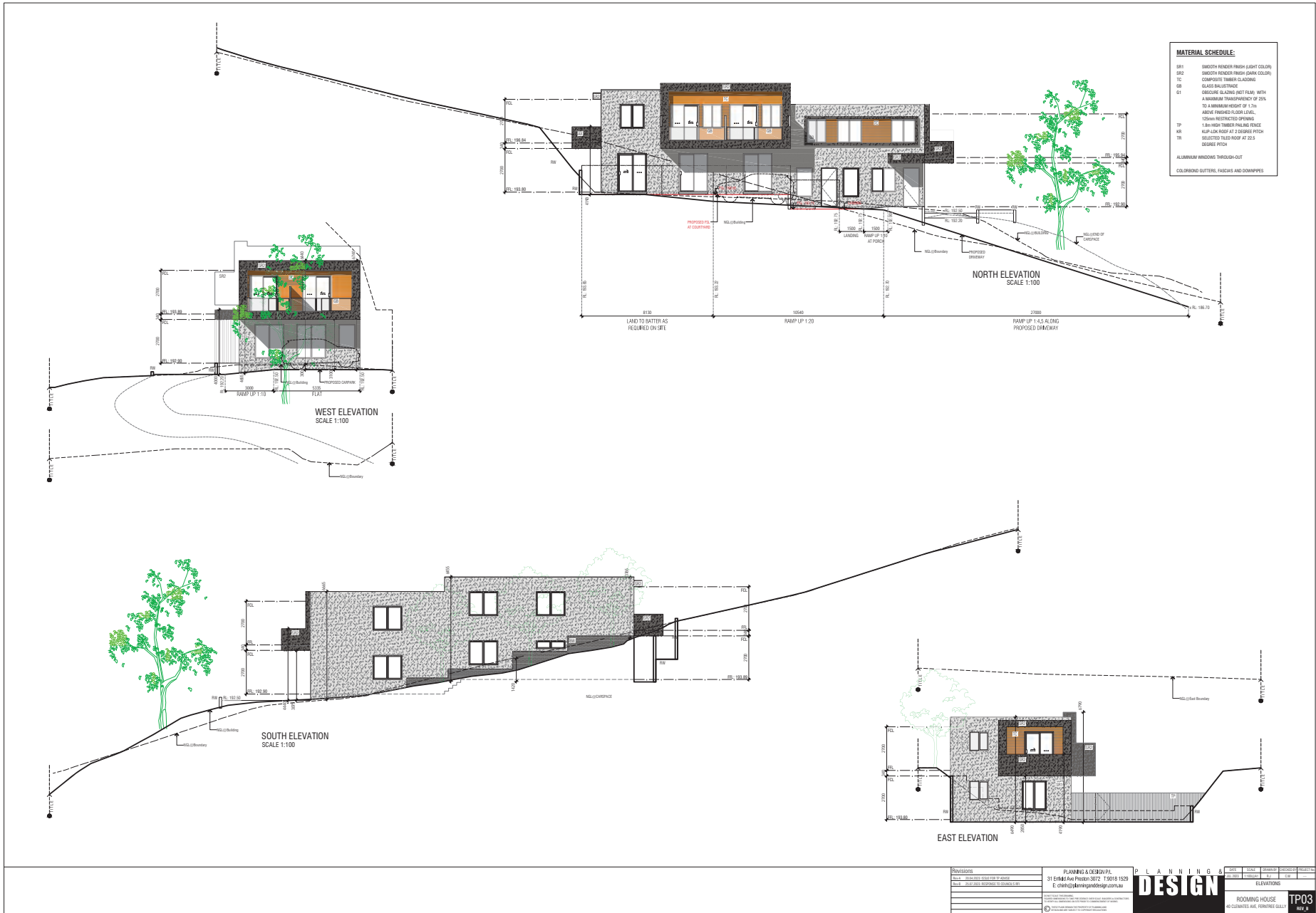
PLANNING & DESIGN P/L
31 ERMINGHAM STREET, ST. LEONARDS, VIC 3113
E: CHRYSLER@PANDSIGN.COM.au

PLANNING & DESIGN

ROOMING HOUSE
48 CLEMATIS AVE, FERMEE DAILY
TP01
Rev 1.0



	Revisions NO. DATE BY 1. 2024-02-26 TP02	PLANNING & DESIGN P/L 51 ERMINGHAM STREET, SUITE 2072, 19018 1929 E: chris@designpdl.com.au	DESIGN PLANNING & DESIGN P/L ROOMING HOUSE 48 CLEMATIS AVE, FERRIERE DAILY
	TP02	FIRST FLOOR PLAN	



6.3 69 Station Street, Ferntree Gully

SUMMARY: Principal Planner, Francis Wong

This report considers Planning Application P/2023/6366 for the development of the land for a double storey commercial development and a car park reduction at 69 Station Street, Ferntree Gully.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for a double storey commercial development and a car park reduction at 69 Station Street, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

Application P/2023/6366 has been lodged with Council for the development of the land for a double storey commercial development and a car park reduction at 69 Station Street, Ferntree Gully.

This application is being reported to Council as it has been called in by Cr Baker.

2. DISCUSSION

It is considered that the development, providing retail and office floor space, will provide urban renewal and employment opportunities within the commercial area of Ferntree Gully that is well serviced by public transport; including a bus stop fronting the subject site as well as Ferntree Gully train station located about 200 metres to the north.

The proposed development complies with the purpose of the Commercial 1 Zone and is consistent with the State and Local policy direction for economic development, employment and the local area planning policy for Ferntree Gully Village.

The Officer's Report is provided at Attachment 1.

3 CONSULTATION

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. One (1) objection was received.

The application was referred internally to Council's Building, Assets, Stormwater, Arborist, Traffic & Transport, City Futures, ESD, and Waste Services departments. No objections were raised with the application.

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 significant environmental impacts or amenity issues associated with the proposed development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report within Attachment 1.

6. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or economic implications associated with the proposed development for Council.

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found in the Officer's Report at Attachment 1.

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

Opportunity & Innovation

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

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.

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. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for a double storey commercial development and a car park reduction at 69 Station Street, Ferntree Gully, subject to the following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 The car park entry gate must be widened to 6 metres, with the widening to be towards the northern side.**
 - 1.2 Notation that the existing Station Street crossover must be removed and the footpath reinstated to Council Standard.**

- 1.3 Delete reference of rainwater tanks (to ensure no conflicts with any drainage plans).
- 1.4 Tree Protection Fencing and Tree Protection Zones for the street trees to be drawn on the Development and Drainage plans.
- 1.5 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:

- 2.1 Drainage plans in accordance with Condition 3.
- 2.2 Amended Waste Management Plan in accordance with Condition 4.
- 2.3 Construction Management Plan in accordance with Condition 14.

To the satisfaction of the Responsible Authority.

Drainage Plans

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:

- 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
- 3.2 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
- 3.3 The on-site detention system to be installed in a suitable location for easy access and maintenance.
- 3.4 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
- 3.5 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
- 3.6 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.
- 3.7 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Waste Management Plan

- 4. The Waste Management Plan (WMP) must be generally in accordance with the WMP prepared by Ratio Consultants, dated 10 August 2023, Version R01F01, with the following change:**

- 4.1 a mechanical assistance (bin tug) to move the 1,100-litre bin from the bin store to the bin collection point.**

To the satisfaction of the Responsible Authority.

General

- 5. All development must be in accordance with the endorsed plans.**
- 6. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 7. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 8. Prior to the occupation of the development, the development must be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 9. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

Sustainable Design Assessment

- 10. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority's expectations and requirements, reflected on Drainage Plans.**

Car Parking & Accessways

- 11. Before the development is occupied, accessways and car parking areas must be:**
 - 11.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority;**
 - 11.2 Formed to such levels and drained so that they can be used in accordance with the approved plan;**
 - 11.3 Treated with an all-weather seal or some other durable surface;**
 - 11.4 Line marked and maintained; and**
 - 11.5 Wheelstops must be installed at parking spaces 11-14 and 21-25.**

To the satisfaction of the Responsible Authority.

- 12. Parking areas and accessways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**

- 13. Before the development is occupied, vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.**

Construction Management Plan

- 14. Prior to the commencement of the development approved under this Permit (including demolition and material removal), a Construction Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit and must thereafter be complied with. The CMP must address, but not be limited to, the following:**
 - 14.1 A detailed schedule of works including a full project timing;**
 - 14.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
 - 14.3 The location for the parking of all construction vehicles and construction worker vehicles during construction;**
 - 14.4 A fully detailed plan indicating where construction hoardings would be located;**
 - 14.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing;**
 - 14.6 Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site;**
 - 14.7 Site security;**
 - 14.8 Public safety measures;**
 - 14.9 Construction times, noise and vibration controls;**
 - 14.10 Restoration of any Council assets removed and/or damaged during construction;**
 - 14.11 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site);**
 - 14.12 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site);**
 - 14.13 An emergency contact that is available for 24 hours a day.**
 - 14.14 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.**
- 15. During the construction, the following must occur to the satisfaction of the Responsible Authority:**

- 15.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines;
- 15.2 Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system;
- 15.3 Vehicle borne material must not accumulate on the roads abutting the site;
- 15.4 The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks;
- 15.5 All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly; and
- 15.6 All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

Tree Protection

16. Prior to any works commencing on the site (including demolition and tree removal), all street trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees' canopy drip-line unless an alternative tree protection zone has been approved by the Responsible Authority.
17. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
18. The tree protection fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
19. No temporary removal of the tree protection fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
20. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
21. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 21.1 Construction activities.
 - 21.2 Dumping and/or storage of materials, goods and/or soil.
 - 21.3 Trenching or excavation.
 - 21.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
22. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Fencing

- 23. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**
- 24. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.**

Amenity During Construction

- 25. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
 - 25.1 the appearance of building, works or materials on the land**
 - 25.2 parking of motor vehicles**
 - 25.3 transporting of materials or goods to or from the site**
 - 25.4 hours of operation**
 - 25.5 stockpiling of top soil or fill materials**
 - 25.6 air borne dust emanating from the site**
 - 25.7 noise**
 - 25.8 rubbish and litter**
 - 25.9 sediment runoff**
 - 25.10 vibration**

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

- 26. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.**

Permit Expiry

- 27. This permit will expire if one of the following circumstances applies:**
 - 27.1 The development is not started within two years of the date of this permit.**
 - 27.2 The development is not completed within four years of the date of this permit.**

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

 - The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**

- **The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- **Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area and be easily accessible for maintenance.**
- **The total Permissible Site Discharge for the property is 4.0L/s to the existing Council drainage system for a 10 year ARI (10% AEP) event.**
- **Applicant is to direct all stormwater to the Council Stormwater pit near the eastern corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system.**
- **The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- **Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- **Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, etc.**

Other Notes:

- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Francis Wong
Report Authorised By: Director City Liveability, Matt Kelleher

ATTACHMENTS

1. Attachment 1 - Officer Report - 69 Station Street, Ferntree Gully [**6.3.1** - 6 pages]
2. Attachment 2 - Council Attachments - 69 Station Street, Ferntree Gully [**6.3.2** - 8 pages]



Planning Application P/2023/6366 for the development of land for a double storey commercial development and a car park reduction at 69 Station Street, Ferntree Gully.

1. Summary:

Subject Site:	69 Station Street, FERNTREE GULLY VIC 3156
Proposed Development:	Development of land for a double storey commercial development and a car park reduction
Existing Land Use:	Commercial
Site Area:	1,100sqm
Planning Scheme Controls:	Commercial 1 Zone (C1Z) Design and Development Overlay Schedule 8 (DDO8) Vegetation Protection Overlay Schedule 3 (VPO3)
Application Received:	15 August 2023
Number of Objections:	One (1)
PCC Meeting:	N/A
Ward:	Dobson

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2023/6366 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is a large single allotment located on the western side of Station Street, known as 69 Station Street, Ferntree Gully.
- The subject site is rectangular in shape and has approximate dimensions of 24 metres wide (frontage) by 46 metres deep and an approximate lot size of 1,100sqm.
- The subject site has vehicular access via a single width crossover to Station Street. The subject site also has access from a laneway located to the rear.
- The subject site is not burdened with any restrictions, covenants or easements.
- There are three large non-native trees located at the front of the subject site.



Attachment 1

- The subject site is located within the Ferntree Gully Village, which provides the surrounding community with a mix of services, recreation/leisure, retail, as well as food and drink premises, and comprises of a mix of single and double storey buildings.
- The subject site is located within the Principal Public Transport Network area and there is a bus stop located in front of the site that is serviced by Bus Route Nos. 691 and 693. Ferntree Gully train station is located approximately 200 metres to the north.

3.2 The Proposal

The proposal seeks permission for the development of the land for a double storey commercial development and a car park reduction. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The ground floor of the proposed building will comprise of two retail premises and a car park with 25 car spaces with access from the rear laneway. There will also be a bicycle storage room and a bin storage room.
- The ground floor street frontage will comprise of glass windows for the retail premises, a lift lobby area, and a fire hydrant booster cabinet.
- The first floor will have four office spaces, outdoor terraces, and shared toilet facilities. The first floor is accessible by a staircase and a lift.
- The two retail spaces will each consist of approximately 170sqm of floor space, whilst the office spaces will range from approximately 177 to 197sqm.
- The two street (east) facing offices will have outdoor terraces along the front, each with an area of approximately 20sqm.
- The car park will have 21 car spaces within a secure gated area for the office use, and another 4 car spaces will be located outside the gated area predominantly for the retail use.

4. Consultation

4.1 Advertising

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. One objection was received and is summarised below:

Local policy non-compliance

- The primary purpose of the Commercial 1 Zone and the Ferntree Gully Village local area policy is to provide a vibrant mix of retail, office, business, entertainment and community uses to meet the needs of the local community. Residential use is a secondary purpose to facilitate consideration for mixed use proposals, and therefore should not be misconstrued as a requirement that all commercial development applications within Ferntree Gully Village must contain a residential component.
- The subject proposal includes a retail component and an office component and therefore meets the purpose and objectives of the zone and local policy.

Tree removal

- The planning application was referred internally to Council's arborist, who determined that the trees are non-native and therefore do not require planning permission for their removal.

Insufficient parking / impact to on-street parking availability

- The proposed provision of car parking is considered adequate for the proposed development. Furthermore, Council's Traffic & Transport Department have not raised any concerns as noted in Section 4.2 of this report.
- The proposal will not include any removal of on-street parking.



Attachment 1

- The subject site is well-served by public transport, with a bus stop located at the front of the site and the Ferntree Gully train station located approximately 200 metres to the north.
- The proposal has dedicated more than half of its site footprint to car parking. This proposed car park is secure and convenient, and are allocated exclusively for the proposed office and retail premises.

4.2 Referrals

The application was referred to internal departments for advice. The following is a summary of relevant advice:

Arborist: No objection – tree protection fencing for street trees.

Assets: No objection – the existing crossover to Station Street must be removed and the footpath reinstated to Council Standard.

Building: No objection – A building permit must be obtained prior to the commencement of the proposed building works.

City Futures: No objection – the proposal is consistent with the planning policy direction.

ESD: No objection – the Sustainable Design Assessment (SDA) submitted with the application is satisfactory.

Stormwater: No objection – standard conditions to be included on any permit issued.

Traffic & Transport: No objection – standard conditions to be included on any permit issued.

Waste Services: No objection – amended Waste Management Plan (WMP) to be included as a condition on any permit to issue.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The subject site is located within the Commercial 1 Zone (C1Z). A Planning Permit is required to construct a building or construct or carry out works.

- The proposal is consistent with the purpose of the Commercial 1 Zone by providing for a vibrant mix of retail and office space in a centrally accessible location within Ferntree Gully Village.
- The proposal will provide employment opportunities at a well-served location, ensuring that the retail and office spaces will have a good chance to attract employees and prosper, which in turn will activate the street frontage and enliven the vibrancy of Ferntree Gully Village.

5.1.2 Overlays

The subject site is affected by the Design and Development Overlay – Schedule 8 (DDO8) and the Vegetation Protection Overlay – Schedule 3 (VPO3).



Attachment 1

Design and Development Overlay - Schedule 8 (DDO8)

The site is affected by the Design and Development Overlay - Schedule 8, relating to the Ferntree Gully Village. A Planning Permit is required to construct a building or construct or carry out works. The design objectives of the DDO8 are:

- To protect and enhance the landscape significance of the Dandenong Foothills.
 - To protect and enhance the village character and landscape dominated settings of Ferntree Gully Village.
 - To protect important views towards the Dandenong Ranges from within Ferntree Gully Village.
 - To ensure buildings are sited and designed to complement the landscape setting and topography of the Ferntree Gully Village and the Dandenong Foothills.
 - To maintain a low built form that retains the dominance of tree canopies as a backdrop to views across the Ferntree Gully Village.
 - To create attractive and vibrant streetscapes defined by well-designed buildings of an appropriate scale and form.
 - To maintain the amenity of adjoining low-scale residential areas.
 - To provide a reasonable level of amenity to future dwelling residents within the activity centre.
- *The proposed development achieves the design objectives of the DDO8 as it includes active retail frontages, includes an articulated lobby area and verandah over the public footpath, avoids bulking building forms and blank facades. The proposed development includes a mix of non-reflective materials, with timber look cladding, metal cladding, fibre-cement sheet cladding, and clear glass glazing with muted tones of light and dark greys and brown.*

Vegetation Protection Overlay - Schedule 3 (VPO3)

The site is affected by the Vegetation Protection - Overlay Schedule 3, relating to remnant overstorey vegetation of eight metres in height or more. A permit is required to remove, destroy or lop native vegetation that is greater than 8 metres in height and with a trunk girth of 0.3 metres and more.

- *A planning permit is not required under the VPO3 as the proposal does not include the removal of any native vegetation.*

5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate a range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include the following:

Clause 11.03-1S – Activity centres: To encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres that are highly accessible to the community.

Clause 15.01-1S Urban Design: To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity

Clause 17.02 Commercial: To encourage development which meets the community's needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

Municipal Strategic Statement: Council's Municipal Strategic Statement (MSS) encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable.



Attachment 1

Clause 21.07-1 – Economic Growth and Employment: To create a strong and sustainable local economy and facilitate local employment opportunities. To ensure sufficient land is available for employment and production economy-related uses. To provide a local amenity that makes it attractive to work and do business in Knox.

Clause 21.10-6 – Local Areas – Ferntree Gully Village: to enable Ferntree Gully Village to become a flourishing centre with a heart; a Village that services the needs of the local community, with a variety of independent quality retail, services and dining options. It will become a place with a strong identity shaped by its landscape setting, niche commercial offer, public art and community spirit. Local employment, innovation and individual wellbeing will be highly valued and the community services sector will be well placed to service the wider area.

Clause 22.04 – Environmentally Sustainable Development: Development should achieve best practice ESD, from the design stage through to construction and operation.

- *Activity Centres* - The proposed development for retail and office space is concentrated within the Ferntree Gully Village area, which is highly accessible to the community due to its close proximity to a bus stop and train station.
- *Urban Design* – As outlined above in Section 5.1.2 of this report, the proposed development achieves the desired urban design outcomes and will integrate well into the existing Ferntree Gully Village streetscape.
- *Commercial* - The proposed development will provide additional retail and commercial space within the Ferntree Gully Village which will benefit the local community.
- *MSS* – The layout, design, massing and materials of the proposed development is appropriate and will integrate well into the surrounding commercial precinct.
- *Economic Growth and Employment* – The proposal provides retail and office space to meet the demand for high quality commercial premises in central and well-serviced locations. In turn, these spaces will provide suitable and attractive employment opportunities to the local area.
- *Local Areas – Ferntree Gully Village* – The proposed development achieves the objectives for Ferntree Gully Village and will assist the area to become more vibrant through the provision of a well-designed building with improved integration to the street than the current building.
- *Environmentally Sustainable Development* – The Sustainable Design Assessment submitted with the application has been reviewed and determined that the proposal achieves an appropriate outcome.

5.3 Particular Provisions

Clause 52.06 – Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land to the satisfaction of the responsible authority. Pursuant to Clause 52.06-3, a permit is required to reduce the number of car parking spaces required under Clause 52.06-5.

Clause 52.06-5 specifies a ratio of 3.5 spaces to each 100sqm of leasable Shop floor area and 3 spaces to each 100sqm of Office floor area. A permit may be granted to reduce or the number of car parking spaces required.

Clause 52.06-8 details the design standards for car parking, such as car space dimensions and minimum access widths. The design of the car park must meet the requirements of this clause.

- **Car parking provision:** A total of 33 car parking spaces are required by the Clause. The proposal provides for 25, which is a reduction of 8 car parking spaces.

It is considered that the proposed reduction of 8 car parking spaces is considered acceptable as:



Attachment 1

- The subject site is well-serviced by public transport, with a bus stop located in front of the site and Ferntree Gully train station located approximately 200 metres to the north.
- The subject site is located close to surrounding residential areas, which will allow local residents to walk or cycle to the site.
- There are bicycle racks in front of the site, and the proposal includes 8 bicycle spaces on-site.
- Council's Traffic & Transport department have not raised any concerns with the reduction in the provision of car parking.
- Car parking design: Complies.

5.5 General Decision Guidelines

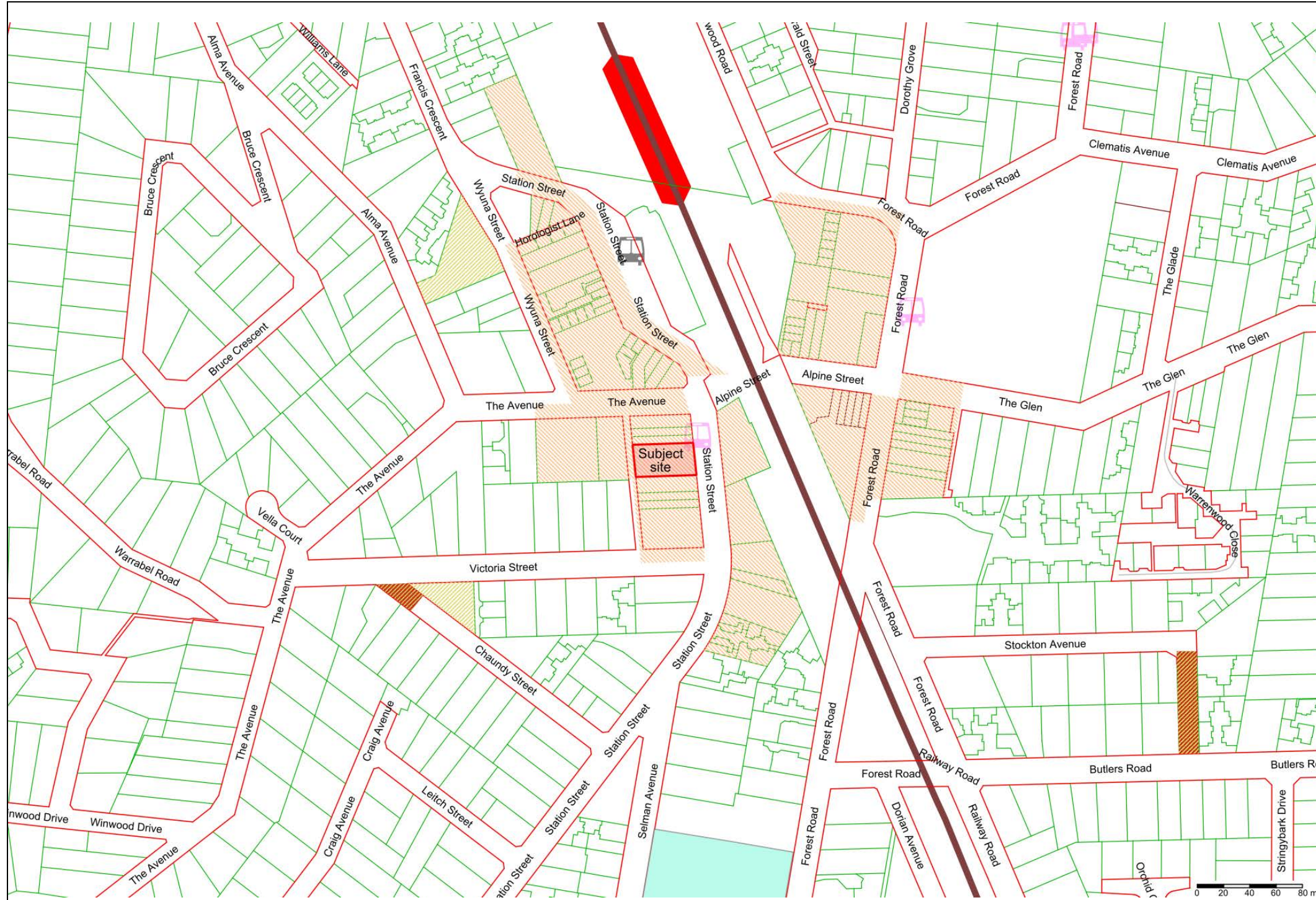
Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.


- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the *Planning and Environment Act (1987)* have been appropriately considered.

6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with State Policy, Clause 11.03-1S (Activity Centres), Clause 21.07-1 (Economic growth and employment), Clause 21.10-6 (Local Areas – Ferntree Gully Village), and Clause 22.04 (Environmentally Sustainable Development) of the Knox Planning Scheme.
- The proposal complies with the purpose of the Commercial 1 Zone and the Design and Development Overlay Schedule 8.
- The proposed development will not adversely impact the significant landscape values associated with the Dandenong Foothills, nor result in unreasonable material detriment to the amenity of adjoining land uses, the streetscape and Ferntree Gully Village.






Knox City Council
ATTACHMENT 2

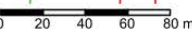
Address	69 Station Street, FERNTREE GULLY
Application Number	P/2023/6366
Description	Construction of a two-storey commercial development, tree removal and car parking reduction
Ward	Dobson

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition



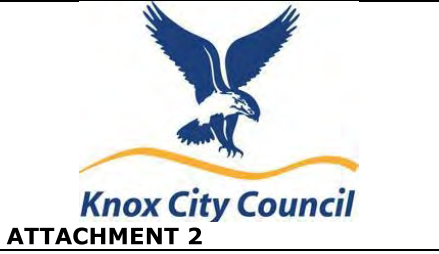
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 Aerial Photography - AAM (Flown January 2023 - unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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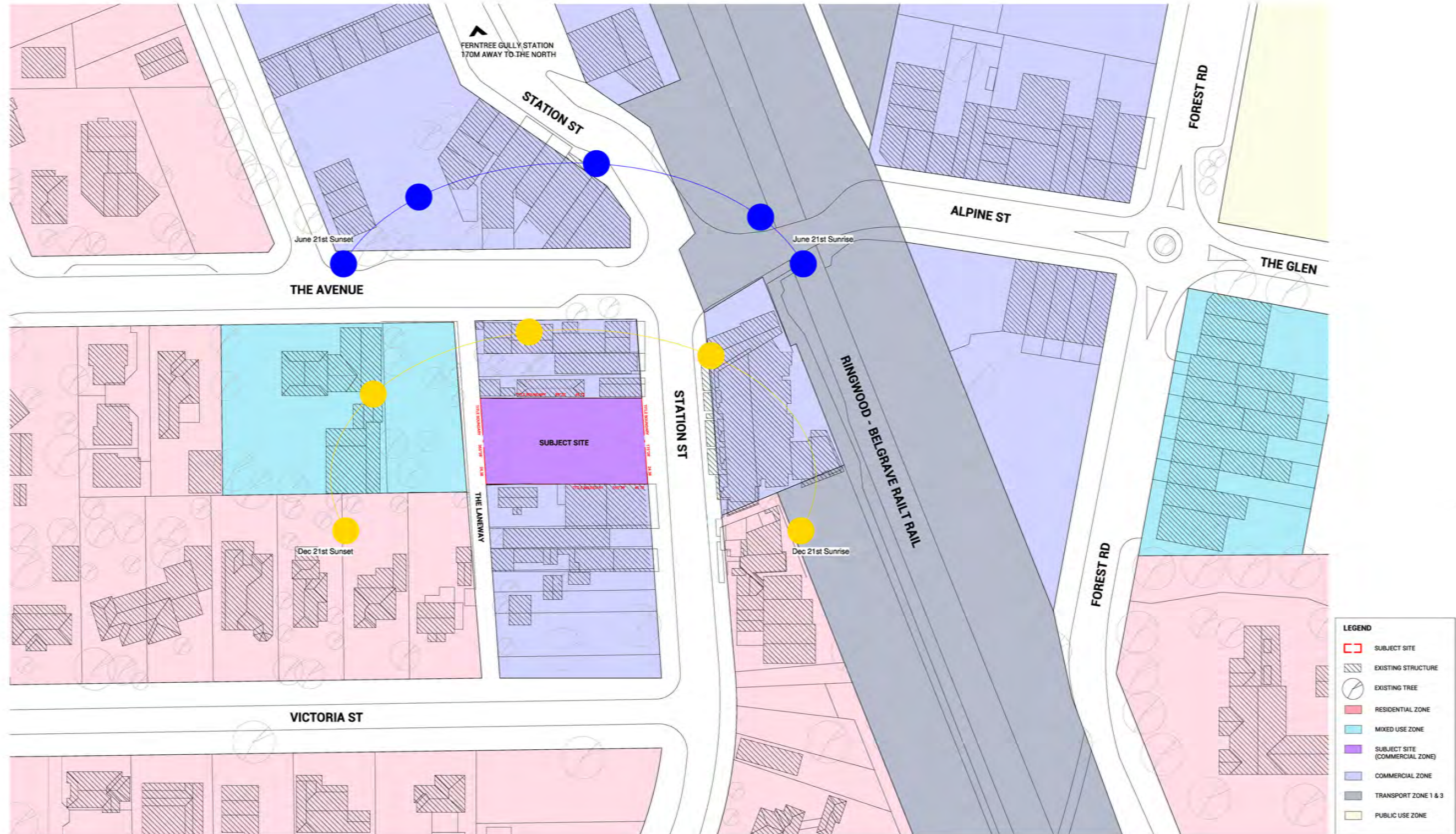
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- LEGEND:**
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Project: **COMMERCIAL AND OFFICE DEVELOPMENT**
69 Station Street, Ferntree Gully
Client: [Redacted]

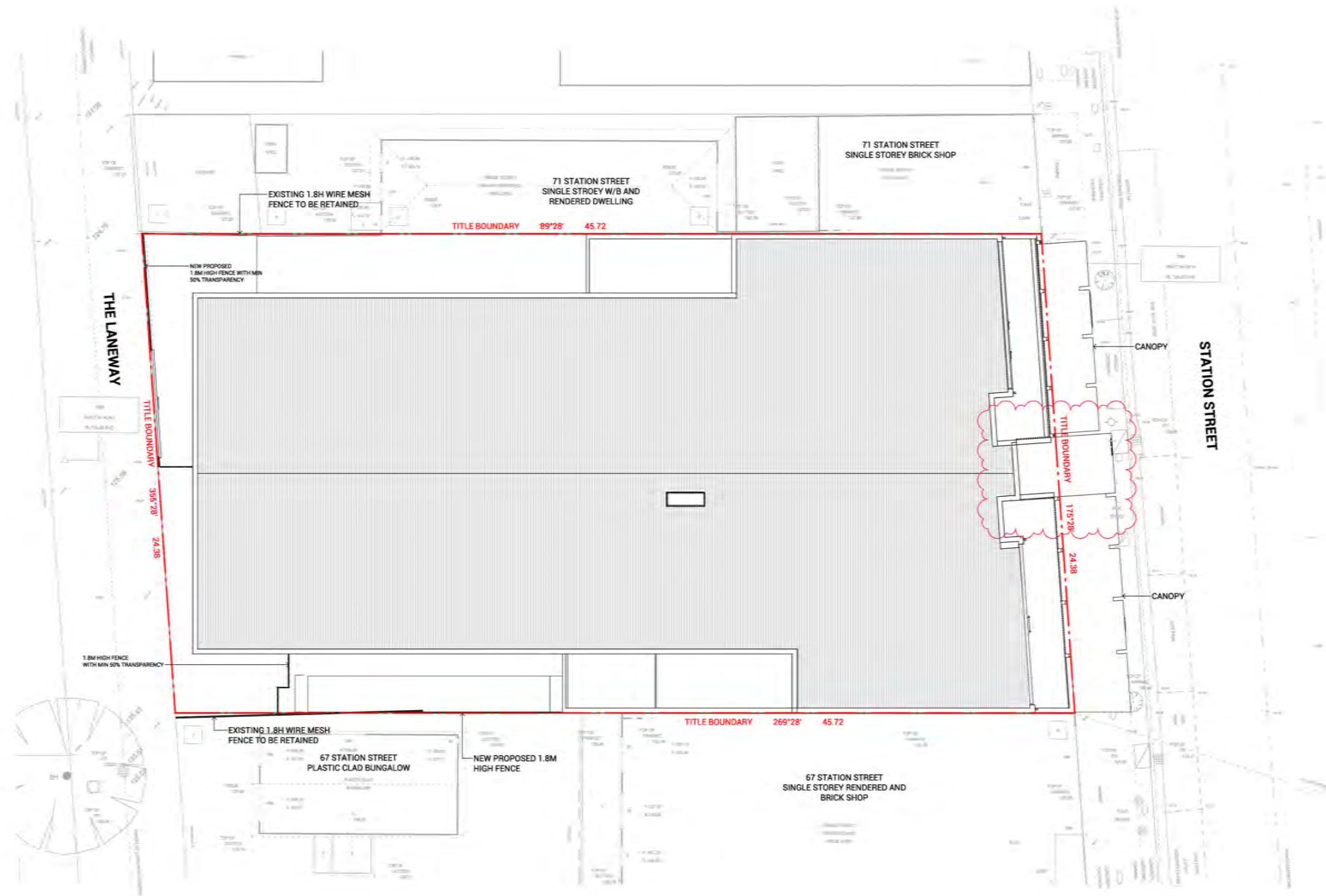
Revision	No.	Date	Notes	Drawn By
1	1	2023.10.10	ISSUE FOR TOWN PLANNING	[Redacted]
2	2	2023.10.10	REVISED FOR 2024	[Redacted]

Title: **SITE CONTEXT PLAN**
Sheet Status: **TOWN PLANNING NOT FOR CONSTRUCTION**



Sheet No.: **TP001**
Scale: **As indicated** at A1
Date: **2023.10.10**

TOWN PLANNING
Revision: **B**
Project No.: **23017**



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Project
COMMERCIAL AND OFFICE DEVELOPMENT
69 Station Street, Ferntree Gully

Client
[REDACTED]

No.	Date	Notes	Issued By
1	2023.07.24	ISSUE FOR TOWN PLANNING	[REDACTED]
2	2023.11.20	ISSUE FOR CONSTRUCTION	[REDACTED]
3	2023.11.20	ISSUE FOR CONSTRUCTION	[REDACTED]

Title
SITE PLAN

Sheet Status
**TOWN PLANNING
NOT FOR CONSTRUCTION**



Sheet No.
TP003

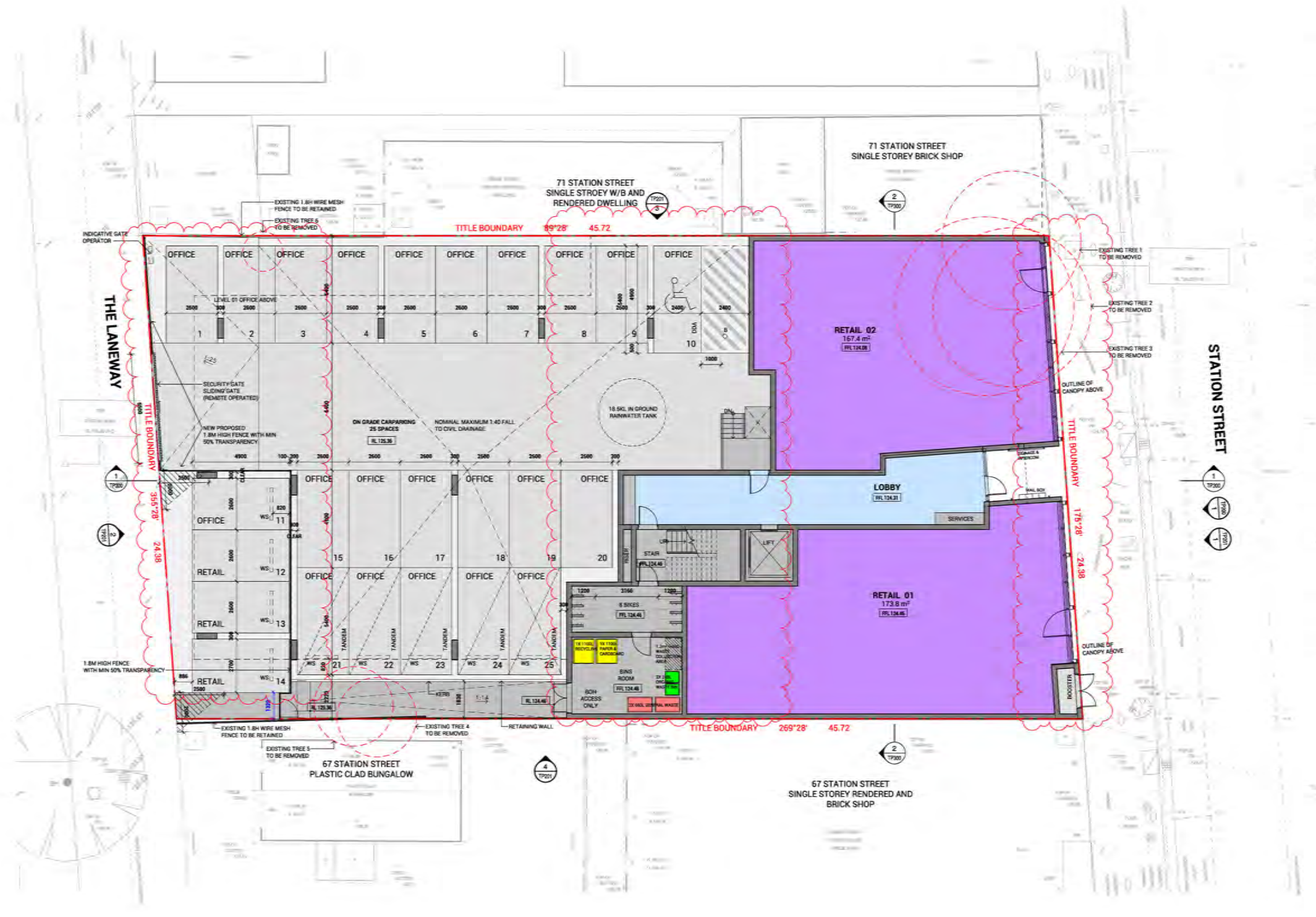
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1 : 100 at A1

Date
2023.11.20

TOWN PLANNING

Revision
C

Project No.
23017



- ESD INITIATIVES**
- BUILDING FABRIC**
 - BUILDING ENVELOPE TO COMPLY WITH ENERGY DEEMED-TO-SATISFY REQUIREMENTS WITH A 10% IMPROVEMENT ON THE MINIMUM MCC 2019 REQUIREMENTS FOR INSULATION LEVELS FOR FLOORS AND CEILING.
 - WALL AND GLAZING TO MEET REQUIREMENTS OF MCC 2019 SECTION J1.5
 - ENERGY**
 - GAS CONNECTION TO BE PROVIDED TO SERVICE CAFE/RESTAURANT ON GROUND FLOOR.
 - LIGHTING**
 - LED DOWNLIGHTS AND OTHER HIGH EFFICIENCY LIGHT FITTINGS TO BE USED THROUGHOUT.
 - MAXIMUM ILLUMINATION POWER DENSITY (W/M²) IN AT LEAST 80% OF THE AREA OF THE RELEVANT BUILDING CLASS TO MEET REQUIREMENTS IN TABLE J5.2a OF THE MCC 2019 VOL.1
 - APPLIANCES**
 - HEATING AND COOLING SYSTEM TO BE WITHIN ONE STAR OF THE MOST EFFICIENT EQUIVALENT CAPACITY UNIT AVAILABLE OR COEFFICIENT OF PERFORMANCE (COP) & ENERGY EFFICIENCY RATIOS (EER) NOT LESS THAN 85% OF THE COP & EER OF THE MOST EFFICIENT EQUIVALENT CAPACITY UNIT AVAILABLE.
 - WATER HEATING SYSTEMS TO BE WITHIN ONE STAR OF THE BEST AVAILABLE, OR AT LEAST 85% BETTER THAN THE MOST EFFICIENT EQUIVALENT CAPACITY UNIT.
 - WATER**
 - 5 STAR WELS RATED BASIN TAPS IN KITCHENS AND BATHROOMS.
 - 4 STAR WELS RATED TOILETS PLUMBED TO RAINWATER TANK FOR FLUSHING.
 - 4 STAR WELS RATED URINALS.
 - POTABLE WATER CONSUMPTION TO BE REDUCED BY AT LEAST 80% IN THE BUILDING'S AIR-CONDITIONING CHILLERS AND FOR FIRE SAFETY SYSTEM TESTS.
 - RAINWATER TANK TO BE CONNECTED TO ALL TOILETS FOR FLUSHING IN THE OFFICE.
 - REDUCE REQUIREMENTS
 - TANK AND ASSOCIATED FILTRATION TO BE SPECIFIED BY CIVIL SERVICES ENGINEER AND TO BE APPROPRIATE FOR INTENDED USES OF HARVESTED WATER.
 - SELECTED FITTINGS AND APPLIANCES TO BE SUITABLE FOR RAINWATER FILTRATION SYSTEM SPECIFIED.
 - DETAILED, SITE-SPECIFIC DESIGN OF WSD MEASURES TO BE UNDERTAKEN BY A SUITABLY QUALIFIED PERSON.
 - WIND**
 - ALL GLAZING NOT TO HAVE A VISIBLE LIGHT TRANSMITTANCE LESS THAN 40%.
 - VENTILATION SYSTEMS TO BE DESIGNED TO ACHIEVE MONITOR AND MAINTAIN 80% INCREASE IN OUTDOOR AIR (I/O) AVAILABLE TO REGULAR USE AREAS COMPARED TO THE MINIMUM REQUIREMENT BY AS 1588.2:2012.
 - ALL PAINTS, SEALANTS, ADHESIVES, CARPETS AND ENGINEERED WOOD TO MEET INDOOR POLLUTANT LIMITS.
 - ACCEPTED STANDARDS INCLUDE GEGA, GLOBAL SPREADING GREENWAVE, CARPET INSTITUTE AUSTRALIA ENVIRONMENTAL CLASSIFICATION SCHEME LEVEL 2, GREEN STAR OR WELL, ST ANDARDS FOR TVOC IN PAINTS, ADHESIVES AND SEALANTS (BY FLOORING) AND CARPETS (BY AREA) AS WELL AS FOR FORMALDEHYDE IN ENGINEERED WOOD (BY AREA).
 - SHADING**
 - SHADING TO WEST FACING GLAZING ON OFFICE BALCONIES TO BE PARTIALLY PROTECTED BY BALUSTRADE WALLS AROUND THE BALCONIES.
 - WASTE**
 - ALL WASTE RECEPTACLES AND DISPOSAL POINTS TO INCLUDE RECYCLING FACILITIES WHICH TO BE AS CONVENIENT OR MORE CONVENIENT TO USE COMPARED WITH FACILITIES FOR WASTE FOR LANDFILL.
 - AT LEAST 10% OF DEMOLITION AND CONSTRUCTION WASTE WILL BE REUSED OR RECYCLED.
 - MANAGEMENT**
 - UTILITY METERS TO BE PROVIDED FOR ALL INDIVIDUAL TENANTS.
 - A BUILDING USER GUIDE TO BE PROVIDED IN NON-TECHNICAL LANGUAGE TO OCCUPANTS BUILDINGS USER GUIDE TO COLLECT AND PRESENT INFORMATION THAT COVERS THE FUNCTION AND USE OF BUILDING EFFICIENTLY AND INCLUDE ADVICE ON MAXIMISING SUSTAINABILITY WITHIN THE BUILDING.
- NOTES**
- GATE WILL OPERATE WITH A REMOTE DEVICE ONLY AND THAT THERE IS NO NEED FOR FURTHER INFRASTRUCTURE.

- LEGEND:**
- EXISTING TREE TO REMAIN
 - EXISTING TREES TO BE REMOVED
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 - TREE PROTECTION ZONE
REFER ARCHITECT'S REPORT FOR DETAILS
 - STRUCTURAL ROOT ZONE
REFER ARCHITECT'S REPORT FOR DETAILS
 - HATCHED AREA DENOTES SPOS
 - HW HIGHLIGHT WINDOW WITH MIN. 1.7m SILL
 - MB MAIL BOXES
 - OHS FIXED OBSCURED GLAZING TO MIN. 1.7m HIGH
 - RW RETAINING WALL
 - WS WHEEL STOP

TOWN PLANNING



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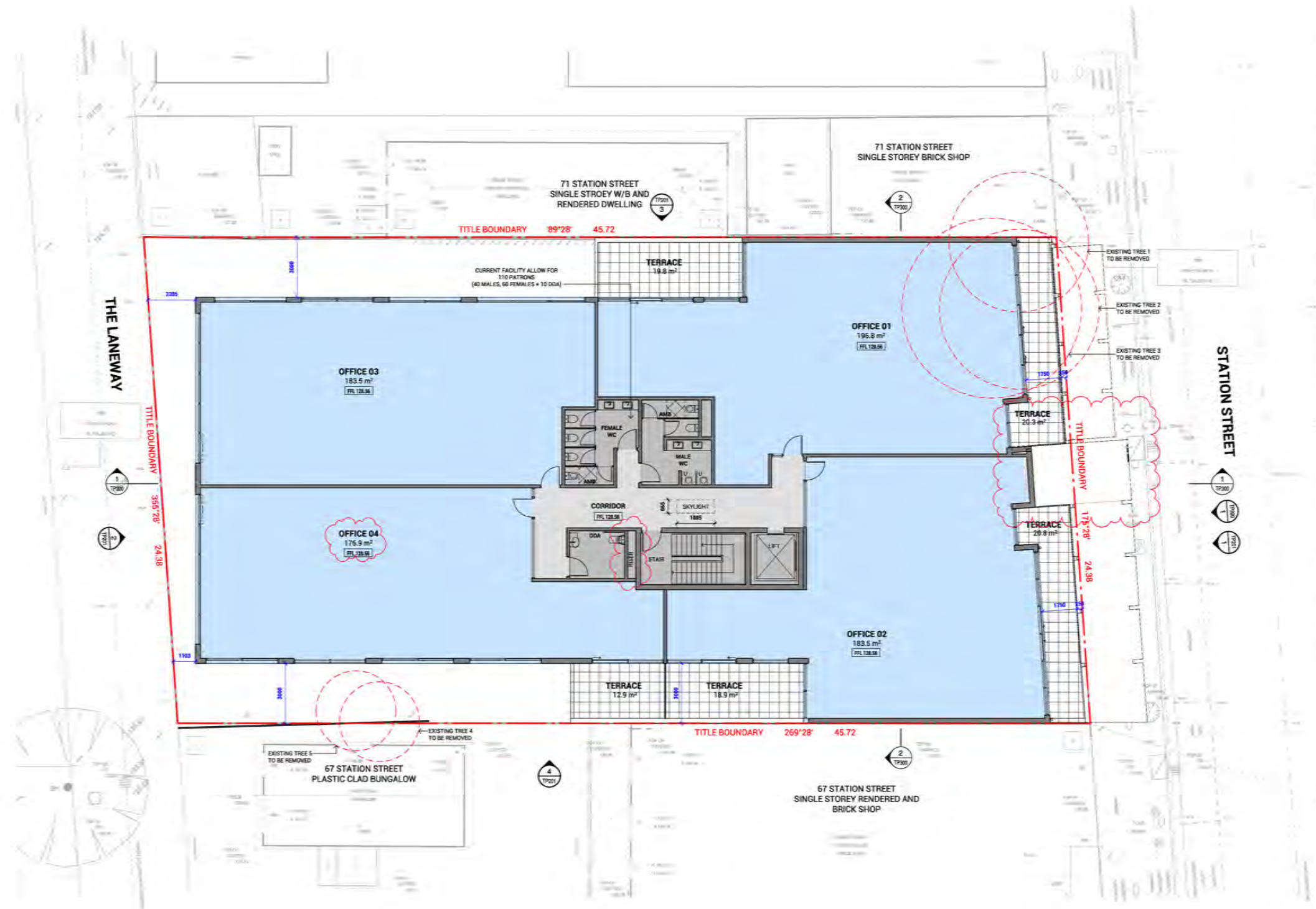
Revision	No.	Date	Notes	Issued By
1	01/11/23	01/11/23	ISSUE FOR TOWN PLANNING	
2	02/11/23	02/11/23	ISSUE FOR TOWN PLANNING	
3	03/11/23	03/11/23	ISSUE FOR TOWN PLANNING	

Title: **GROUND FLOOR PLAN**
Sheet Status: **TOWN PLANNING NOT FOR CONSTRUCTION**



Sheet No: **TP100**
Scale: **1:100** at A1
Date: **2023.11.20**

Revision: **C**
Project No: **23017**



- ESD INITIATIVES**
- BUILDING FABRIC**
 - BUILDING ENVELOPE TO COMPLY WITH ENERGY DEEMED-TO-SATISFY REQUIREMENTS WITH A 10% IMPROVEMENT ON THE MINIMUM MCC 2019 REQUIREMENTS FOR INSULATION LEVELS FOR FLOORS AND CEILINGS.
 - WALL AND GLAZING TO MEET REQUIREMENTS OF MCC 2019 SECTION J1.5
 - ENERGY**
 - GAS CONNECTION TO BE PROVIDED TO SERVICE CAFE/RESTAURANT ON GROUND FLOOR.
 - LIGHTING**
 - LED DOWNLIGHTS AND OTHER HIGH EFFICIENCY LIGHT FITTINGS TO BE USED THROUGHOUT.
 - MAXIMUM ILLUMINATION POWER DENSITY (W/M²) IN AT LEAST 80% OF THE AREA OF THE RELEVANT BUILDING CLASS TO MEET REQUIREMENTS IN TABLE J5.2a OF THE MCC 2019 VOL.1
 - APPLIANCES**
 - HEATING AND COOLING SYSTEM TO BE WITHIN ONE STAR OF THE MOST EFFICIENT EQUIVALENT CAPACITY UNIT AVAILABLE OR COEFFICIENT OF PERFORMANCE (COP) & ENERGY EFFICIENCY RATIOS (EER) NOT LESS THAN 85% OF THE COP & EER OF THE MOST EFFICIENT EQUIVALENT CAPACITY UNIT AVAILABLE.
 - WATER HEATING SYSTEMS TO BE WITHIN ONE STAR OF THE BEST AVAILABLE, OR AT LEAST 80% BETTER THAN THE MOST EFFICIENT EQUIVALENT CAPACITY UNIT.
 - WATER**
 - 5 STAR WELS RATED BASIN TAPS IN KITCHENS AND BATHROOMS.
 - 4 STAR WELS RATED TOILETS, PLUMBED TO RAINWATER TANK FOR FLUSHING.
 - 4 STAR WELS RATED URINALS.
 - POTABLE WATER CONSUMPTION TO BE REDUCED BY AT LEAST 80% IN THE BUILDING'S AIR-CONDITIONING CHILLERS AND FOR FIRE SAFETY SYSTEM TESTS.
 - RAINWATER TANK TO BE CONNECTED TO ALL TOILETS FOR FLUSHING IN THE OFFICE.
 - WATER REQUIREMENTS
 - TANK AND ASSOCIATED FILTRATION TO BE SPECIFIED BY CIVIL/SERVICES ENGINEER AND TO BE APPROPRIATE FOR INTENDED USAGE OF HARVESTED WATER.
 - SELECTED FITTINGS AND APPLIANCES TO BE SUITABLE FOR RAINWATER FILTRATION SYSTEM SPECIFIED.
 - DETAILED, SITE-SPECIFIC DESIGN OF WSD MEASURES TO BE UNDERTAKEN BY A SUITABLY QUALIFIED PERSON.
 - WIND**
 - ALL GLAZING NOT TO HAVE A VISIBLE LIGHT TRANSMITTANCE LESS THAN 40%.
 - VENTILATION SYSTEMS TO BE DESIGNED TO ACHIEVE, MONITOR, AND MAINTAIN 80% INCREASE IN OUTDOOR AIR (I/O) AVAILABLE TO REGULAR USE AREAS COMPARED TO THE MINIMUM REQUIREMENT BY AS 1588.2:2012.
 - ALL PAINTS, SEALANTS, ADHESIVES, CARPETS AND ENGINEERED WOOD TO MEET INDOOR POLLUTANT LIMITS.
 - ACCEPTED STANDARDS INCLUDE GECA, GLOBAL GREENING GREENWAVE, CARPET INSTITUTE AUSTRALIA ENVIRONMENTAL CLASSIFICATION SCHEME LEVEL 2, GREEN STAR OR WELL, STANDARDS FOR TVOC IN PAINTS, ADHESIVES AND SEALANTS (BY WOLLAND) AND CARPETS (BY AREA) AS WELL AS FOR FORMALDEHYDE IN ENGINEERED WOOD (BY AREA).
 - SHADING**
 - SHADING TO WEST FACING GLAZING ON OFFICE BALCONIES TO BE PARTIALLY PROTECTED BY BALUSTRADE WALLS AROUND THE BALCONIES.
 - WASTE**
 - ALL WASTE RECEPTILES AND DISPOSAL POINTS TO INCLUDE RECYCLING FACILITIES WHICH TO BE AS CONVENIENT OR MORE CONVENIENT TO USE COMPARED WITH FACILITIES FOR WASTE FOR LANDFILL.
 - AT LEAST 10% OF DEMOLITION AND CONSTRUCTION WASTE WILL BE REUSED OR RECYCLED.
 - MANAGEMENT**
 - UTILITY METERS TO BE PROVIDED FOR ALL INDIVIDUAL TENANTS.
 - A BUILDING USER'S GUIDE TO BE PROVIDED IN NON-TECHNICAL LANGUAGE TO OCCUPANTS. BUILDINGS USER'S GUIDE TO COLLATE AND PRESENT INFORMATION THAT COVERS THE FUNCTION AND USE OF BUILDING EFFICIENTLY AND INCLUDE ADVICE ON MAXIMISING SUSTAINABILITY WITHIN THE BUILDING.
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TOWN PLANNING

PWA
Architecture | Interior Design
Parallel Workshop Pty Ltd
10 Elizabeth Street, Richmond VIC 3121
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Project: **COMMERCIAL AND OFFICE DEVELOPMENT**
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Revision	No.	Date	Notes	Issued By
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3	03/11/23	03/11/23	ISSUE FOR PERMITS	[REDACTED]

Title: **FIRST FLOOR PLAN**

Sheet Status: **TOWN PLANNING NOT FOR CONSTRUCTION**

Sheet No: **TP101**

Scale: **1:100** at A1

Date: **2023.11.20**

Revision: **C**

Project No: **23017**



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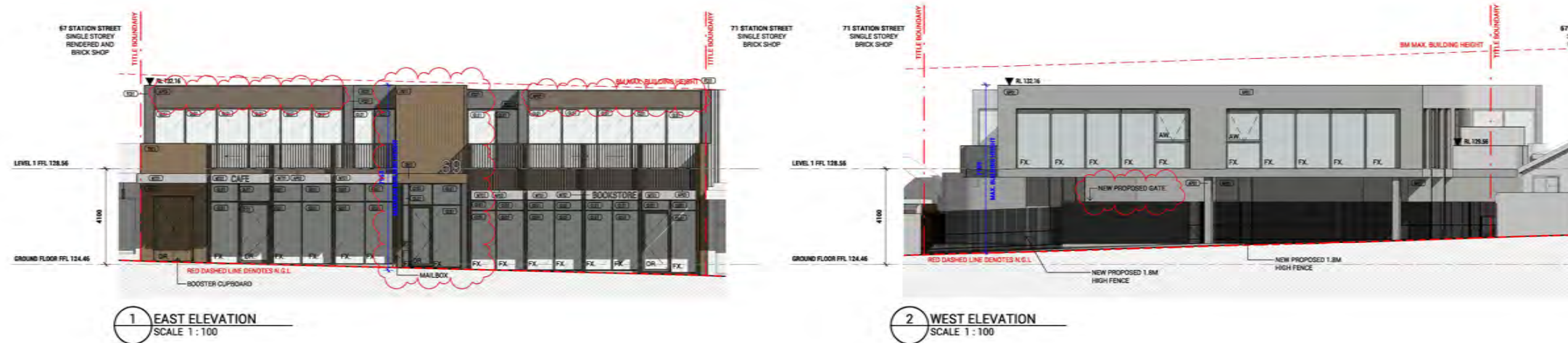
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 69 Station Street, Ferntree Gully
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3	2023.11.20	ISSUE FOR PERMITS	[REDACTED]

Title: STREET FRONT ELEVATION
 Sheet Status: TOWN PLANNING NOT FOR CONSTRUCTION

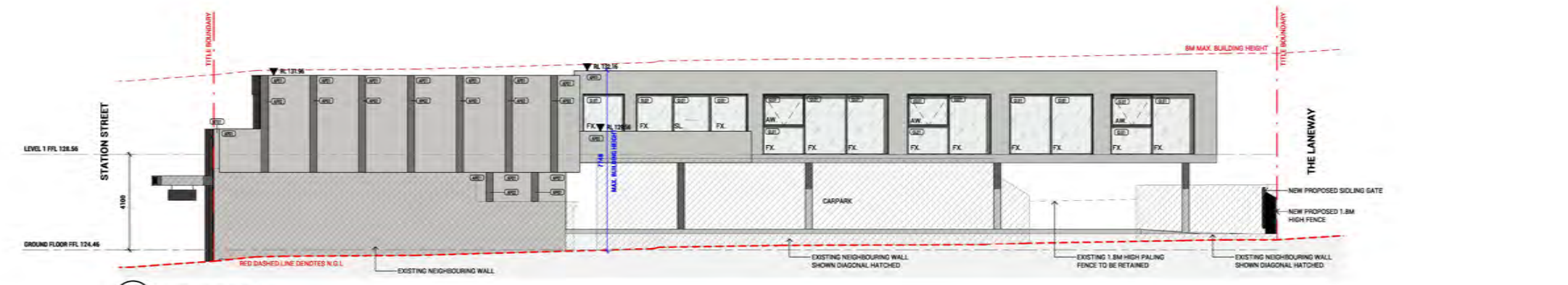
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 Scale: 1 : 100 at A1
 Date: 2023.11.20

TOWN PLANNING
 Revision: C
 Project No.: 23017

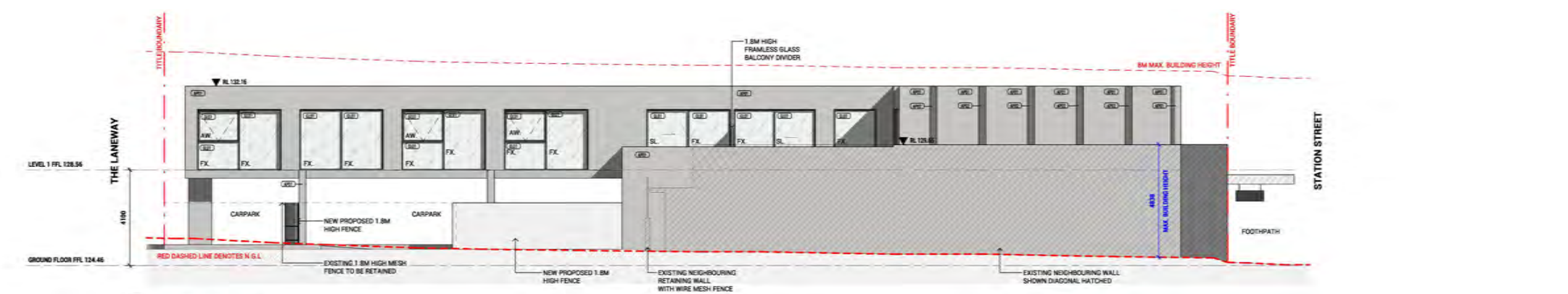


1 EAST ELEVATION
SCALE 1 : 100

2 WEST ELEVATION
SCALE 1 : 100



3 NORTH ELEVATION
SCALE 1 : 100



4 SOUTH ELEVATION
SCALE 1 : 100

MATERIAL LEGEND

	AP01	APPLIED FINISH - LIGHT
	AP02	APPLIED FINISH - DARK
	AP03	APPLIED FINISH - BROWN
	FC01	FIBRECEMENT SHEET CLADDING - GREY
	FT01	FENCE
	GL01	GLAZING - CLEAR
	GL02	GLAZING - OBSCURED
	MT01	METAL CLADDING - LIGHT
	REN01	CONCRETE TEXTURED RENDER - LIGHT GREY
	TB01	TIMBER LOOK CLADDING
		REFERENCE IMAGE FOR NON ILLUMINATED DIRECTORY SIGNAGE

OBS.	OBSCURED WINDOW
AW.	AWNING WINDOW
FX.	FIXED WINDOW
SL.	SLIDING WINDOW
DR.	DOOR

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Project
COMMERCIAL AND OFFICE DEVELOPMENT
69 Station Street, Ferntree Gully

Client
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Revision

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Title
ELEVATIONS

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TOWN PLANNING
NOT FOR CONSTRUCTION

TOWN PLANNING

Sheet No.
TP201

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1 : 100 at A1

Date
2023.11.20

Revision
C

Project No.
23017

7 Public Question Time

8 Officer Reports

8.1 Quarterly Performance Report for the Quarter Ended 31 December 2023

**SUMMARY: Coordinator Finance Operations, James Morris and
Corporate Planning & Reporting Officer, Rod Beecham.**

The Quarterly Performance Report for the period ended 31 December 2023 is presented for consideration.

RECOMMENDATION

That Council:

- 1. Receive and not the Quarterly Performance Report for the period ended 31 December 2023.**
- 2. Note that the Chief Executive, as required under Section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required for the current financial year.**

1. INTRODUCTION

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

The Council Plan Quarterly Progress Report provides an overview of how we are performing in Year 3 of the Council Plan 2021-2025.

2. DISCUSSION

Financial Performance Report

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

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

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted and Amended Budgets. Council adopted its 2023-24 Annual Budget at its Ordinary Council Meeting held 26 June 2023. The Amended Budget was tabled to Council at its Ordinary Council Meeting held 23 October 2023. The year-to-date position is compared with the amended budget position. The forecast end of year position is compared to the Amended Budget and the Adopted Budget.

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

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted and Amended Budgets are compared against the projected financial year-end position as reflected by the Forecast. The 2023-24 forecast includes the following details:

- The 2023-24 Adopted Budget;
- Carry forward funding from 2022-23 into 2023-24 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments to forecasts as a result of officers periodically assessing Council's budgetary performance considering emerging events and matters.

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

Council Plan Progress Report

The Council Plan 2021-25 (incorporating the Municipal Public Health & Wellbeing Plan) was adopted on 25 October 2021 and outlines Council's contribution to achieving the Community Vision. The Council Plan includes a number of 4-year initiatives, which are broken down into annual milestones. These are described in the format "Initiative-Milestone". Delivery against these milestones is monitored through quarterly progress reports. These are not comprehensive reports on all of Council's activities but identify the progress Council has made towards the achievement of the Key Directions of the Council Plan and, ultimately, the Community Vision.

Attachment 2 provides the Council Plan 2021-25 Year 3 Quarterly Progress Report for the second quarter of 2023-24.

Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. Initiatives that are behind schedule or not started include commentary to explain why we are behind schedule, how we will get back on schedule, and when we expect to be back on schedule.

Of the 40 initiatives included in 2023-24 (Year 3) of the Council Plan:

- Thirty-seven (37) initiatives are on schedule.
- Three (3) initiatives are behind schedule.

The initiatives currently behind schedule are:

- CP 1.1.3 - Research and review supply chain connectivity and networks, to enable and advance the circular economy - Prepare a briefing paper to advise of opportunities to improve supply chain connectivity and support circular economy initiatives.
- CP 2.2.5 - Progress implementation of the Knox Central program - Prepare a Planning Scheme Amendment to rezone the Knox Central precinct land.

- CP 4.4.18 - Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters – Develop the final draft Community Resilience Plan in a format that will allow broader community consultation.

Also included in this report are the incomplete initiatives from Year 2 of the Council Plan 2021-25 (see Attachment 2, Appendix 1). These initiatives were incomplete on 30 June 2023 primarily due to external factors beyond Council's control. They will be included as an appendix to this report until completion.

3. CONSULTATION

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit and Risk Committee.

Significant community engagement was incorporated into the development of the Council Plan 2021-2025 and the Community Plan 2021-2031, which incorporates the Community Vision. The initiatives identified in the Council Plan 2021-2025 Year 3 Quarterly Progress Report (2023-24) support the delivery of the Council Plan 2021-2025 and ultimately will help achieve the Community Vision.

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

This report does not have any environmental or amenity issues for discussion. A number of initiatives within Year 3 (2023-24) of the Council Plan 2021-2025 seek to have a positive impact on environmental issues within the Knox municipality.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The overall financial position as at 31 December 2023 is satisfactory with a working capital ratio of 3.71 to 1, and indicates that Council, after taking into consideration carry forward funding requirements from 2022-23 into 2023-24, is on track to meet the established operational targets this financial year established in the 2023-24 Amended Budget. The major watch point for the year continues to be the timing of proceeds, together with the timing of receipt of capital grants and monetary contributions.

For the period ended 31 December 2023, Council has achieved an operating surplus of \$82.174 million. This is \$11.817 million favourable to the year to date (YTD) Amended Budget. The favourable variance of \$9.735 million for YTD expenditure includes a favourable variance of \$9.518 million for materials and services. This is partially offset by an unfavourable variance of \$0.335 million for employee costs. These are all largely timing variances. There is a favourable variance of \$2.083 million for YTD income.

Council expects to deliver an operating surplus of \$23.772 million for the financial year, which is a \$3.127 million improvement on the Amended Budget.

The total capital works expenditure for the period ended 31 December 2023 is \$23.729 million. This is \$9.605 million less than the YTD Amended Budget. The asset classes with the greatest underspend against budget are Recreation, Leisure, Parks and Playgrounds (\$3.168 million), Buildings (\$2.652 million), Roads (\$1.912 million), Computers and Telecommunications (\$0.881 million), and Other Infrastructure (\$0.813 million).

The Amended Budget capital works expenditure totalling \$83.525 million includes \$25.830 million in capital works carried forward from 2022-23 into 2023-24. The forecast capital works expenditure for the year is \$77.323 million, however we expect to see a decrease in this figure as forecasts are updated based on the year-to-date capital works expenditure and will be updated for the March quarterly performance report.

Council's cash and financial assets are \$25.883 million as at 31 December 2023.

Further detail and discussion of the financial performance of Council for the period ended 31 December 2023 is provided in the attached Financial Performance Report (Attachment 1).

Revised Budget

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

Section 95(1) of The Act states:

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

- (a) can make a variation to the declared rates or charges; or*
- (b) can undertake any borrowings that have not been approved in the budget; or*
- (c) can make a change to the budget that the Council considers should be the subject of community engagement.*

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

7. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report. A number of initiatives within Year 2 (2022-23) of the Council Plan 2021-2025 seek to have a positive social impact within the Knox municipality.

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.

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 Finance Operations, James Morris;
Corporate Planning & Reporting Officer, Rod Beecham

Report Authorised By: Chief Financial Officer, Navec Lorkin

Attachments

1. Attachment 1 - Financial Performance Report - December 2023 [**8.1.1** - 27 pages]
2. Attachment 2 - Quarter 2 2023-24 Council Plan Year 3 Progress Report [**8.1.2** - 41 pages]

KNOX
your city



Financial Performance Report

For year to date ended 31 December 2023

Contents

Financial Performance Report for year to date ended 31 December 2023



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Executive Summary

Financial Performance Report for the year to date ended 31 December 2023



Introduction and Purpose

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

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2023-24 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning. The 2023-24 Amended Budget was approved by Council on 23 October 2023.

The full year adopted budget and amended budget is compared against the full year projected position as reflected by the forecast. The 2023-24 forecast includes carry forward funding from 2022-23 into 2023-24 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

Financial Performance

Summary

Summary	Year to Date			Full Year				
	Amended Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Operating								
Income	171,427	173,510	2,083	207,329	207,645	209,783	2,138	2,454
Expense	101,070	91,335	9,735	182,887	187,000	186,011	989	(3,124)
Surplus (Deficit)	70,357	82,174	11,817	24,441	20,645	23,772	3,127	(670)
Capital Works	33,334	23,729	9,605	75,661	83,525	77,323	6,202	(1,662)
Cash and Investments	23,360	25,883	2,523	41,339	40,961	50,048		8,709

The overall financial position at 31 December 2023 is satisfactory with a working capital ratio of 3.71 to 1.

The year-to-date favourable variance of \$11.8M is driven by an underspend in materials and services against the amended budget, together with an increase in interest income (a permanent variance) and favourable timing variances with operating grants.

The forecast increase in income against the amended budget, primarily in operating grants and interest income, is partially offset by a forecast decrease in statutory fees (traffic infringement fines).

The forecast capital works expenditure totalling \$77.3M is \$6.2M lower than the amended budget, and takes into account identified carried forward expenditure up to the end of December 2023. The reduction in forecast capital expenditure is reflected in an increased forecast cash and investments balance at year-end.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 2023



Operating

Operating Results	Year to Date			Full Year				
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Income	171,427	173,510	2,083	207,329	207,645	209,783	2,138	2,454
Expense	101,070	91,335	9,735	182,887	187,000	186,011	989	(3,124)
Surplus (Deficit)	70,357	82,174	11,817	24,441	20,645	23,772	3,127	(670)

Year-to-Date

There is a \$11.8M favourable variance between the YTD actual result and the amended budget. The variance primarily relates to:

Revenue

- \$1.1M favourable variance for other income, including \$0.5M for interest income;
- \$0.9M favourable variance for operating grants, including \$0.6M in Community Access and Support, \$0.2M in Community Wellbeing;
- \$0.6M favourable variance for capital grants, including \$0.5M for unbudgeted capital grants received; and
- \$0.7M unfavourable variance in statutory fees across Community Laws and City Planning and Building.

Expenditure

- \$9.5M favourable variance in materials and services including \$3.8M in the Infrastructure directorate (including \$2.2M in Waste Management due to timing of invoices and projects, and \$0.7M in the Urban Forest and City Presentation department), \$0.9M in the Connected Communities directorate due to timing variances, and \$2.8M for capital expenditure that is operational in nature due to the timing of capital activities; and
- \$0.5M unfavourable variance for the WorkCover premium and \$1.5M unfavourable variance for agency staff is partially offset by a favourable variance of \$1.7M in all other employee costs throughout the organisation.

Forecast

The 2023-24 forecast result is showing a surplus of \$23.8M which is \$3.1M favourable to the amended budget result. Revenue is forecast to increase by \$2.1M, while expenditure is forecast to decrease by \$1.0M compared with the amended budget position. The main variances relate to:

Revenue

- \$1.4M increase in other income, including \$0.8M for interest received on cash and investments; and
- \$0.8M decrease in statutory fees, including \$0.4M for traffic enforcement fine income and \$0.2M for statutory planning application fees.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 2023



Expenditure

- \$0.7M increase in kindergarten services employee costs against the amended budget, with this increased expenditure being offset through increased operating grants income; and
- \$0.5M decrease in Information Management relating to reduced telecommunications expenditure and a reduction in subscription services.

Capital

Capital Works Expenditure	Year to Date			Full Year				
	Amended Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Property	9,489	6,837	2,652	16,038	22,673	22,545	128	(6,507)
Plant and Equipment	3,590	2,970	620	11,606	11,491	7,109	4,381	4,497
Infrastructure	20,255	13,922	6,333	48,017	49,362	47,669	1,693	347
Total Capital Works Expenditure	33,334	23,729	9,605	75,661	83,525	77,323	6,202	(1,662)

Year-to-Date

The capital works underspend against budget at the end of November 2023 is mainly within Property and Infrastructure (particularly recreation, leisure, parks and playgrounds, roads, and other infrastructure). There are favourable timing variances for projects such as the Egan Lee Reserve Top Oval Renewal (\$1.3M), floodlighting upgrades at various reserves (\$1.1M), the Stamford Park Development (\$1.0M), the Carrington Park Squash Facility (\$0.7M), the Building Renewal and Rehabilitation Program (\$0.7M), the Road Resurfacing Program (\$0.6M), and the Westfield Library (\$0.5M). These are partially offset by an unfavourable timing variance for the Playground Renewal Program (\$0.7M).

The Plant and Equipment underspend primarily relates to Computers and Telecommunications (\$0.9M).

Forecast

The forecast capital expenditure is currently \$6.2M below the amended budget. The forecast capital expenditure includes \$25.8M in capital expenditure carried forward from 2022-23, while capital expenditure has been identified to be carried forward to 2024-25. Capital forecasts continue to be reviewed and updated accordingly.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 2023



Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Current Assets	132,463	138,042	5,579	66,277	75,365	9,088
Non-Current Assets	2,167,902	2,158,338	(9,565)	2,196,417	2,190,628	(5,789)
Total Assets	2,300,365	2,296,380	(3,985)	2,262,694	2,265,994	3,300
Current Liabilities	37,125	37,241	(116)	51,940	52,113	(173)
Non-Current Liabilities	84,600	67,443	17,157	80,588	80,588	0
Total Liabilities	121,725	104,684	17,041	132,528	132,701	(173)
Net Assets	2,178,640	2,191,696	13,056	2,130,166	2,133,293	3,127
Accumulated Surplus	777,358	790,605	13,247	729,502	733,279	3,777
Asset Revaluation Reserve	1,374,530	1,374,529	(1)	1,374,530	1,374,530	0
Other Reserves	26,752	26,562	(190)	26,134	25,484	(650)
Total Equity	2,178,640	2,191,696	13,056	2,130,166	2,133,293	3,127
Working Capital Ratio	3.57	3.71		1.28	1.45	

The Balance Sheet as at 31 December 2023 indicates a sustainable result. A comparison of total Current Assets of \$138.0M with total Current Liabilities of \$37.2M continues to depict a sustainable financial position (Working Capital Ratio of 3.71 to 1). The Working Capital Ratio for the same period last year was 3.57. Current Assets primarily comprises Cash, Cash Equivalents and Other Financial Assets (\$25.9M) and Trade and Other Receivables (\$109.8M). Trade and Other Receivables includes \$106.4M of rates debtors (of which \$11.6M relates to arrears pre July 2023) and \$2.7M in other debtors.

The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.46 at year end, which is an improvement on the Adopted Budget working capital ratio of 1.28 as a result of the forecast improved cash position at year-end. This improved cash position is timing related.

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	94,767	0	0	11,640	106,407
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	193	55	89	341	678
Other Debtors	1,710	245	165	575	2,695
Total Trade and Other Receivables	96,670	300	254	12,608	109,832

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. The due date for rates being paid in full is 15 February 2024, while the third instalment due date is 29 February 2024.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 December 2023



Rates outstanding for more than 90 days is \$3.9M greater than at the same time last year, while other debtors outstanding for more than 90 days is \$0.1M greater than at the same time last year.

Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	23,360	20,633	(2,727)	40,961	50,048	9,087
Other Financial Assets	0	5,250	5,250	0	0	0
Total Funds Invested	23,360	25,883	2,523	40,961	50,048	9,087
Earnings on Investments	275	783	508	550	1,384	834

The earnings on investments for the period ended 31 December 2023 were greater than budgeted due to the increase in interest rates.



Financial Performance Indicators

as at 31 December 2023

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

Indicator	Calculation of Measure	Full Year		Notes
		Expected Bands	Amended Budget Forecast	
<p>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</p> <p>Adjusted Underlying Result</p> <p>Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.</p>				
	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	4.60% 6.22%	✓ 1
<p>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</p> <p>Working Capital</p> <p>Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.</p>				
	[Current Assets / Current Liabilities] x 100	100% - 400%	127.60% 144.62%	✓ 2
<p>Unrestricted Cash</p> <p>Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.</p>				
	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	49.96% 68.56%	✓ 3
<p>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</p> <p>Loans and Borrowings</p> <p>Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.</p>				
	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	56.17% 56.12%	⚠ 4
<p>Debt Commitments</p> <p>Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.</p>				
	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	7.32% 7.32%	⚠ 5
<p>Indebtedness</p> <p>Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations</p>				
	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	46.29% 46.08%	⚠ 6



Financial Performance Indicators

as at 31 December 2023

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Amended Budget	Forecast	
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	156.97%	149.39% ❌	7
Stability - Measures whether a council is able to generate revenue from a range of sources. Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	74.51%	73.70% ⚠️	8
Treasury Corporation of Victoria - Undertakings to obtain and maintain loans Indebtedness The aggregate Interest Bearing Loans and Borrowings at all times must not exceed 60% of Own Source Revenue	[Interest Bearing Loans and Borrowings / Own Source Revenue] x 100	0% - 60%	52.71%	52.57% ⚠️	9
Interest Cover Ratio The Interest Cover Ratio at all times must not be less than 2.00:1.00	[EBITDA / Interest Expense]	2.00 - 100.00	13.19	14.64 ✅	10
✅ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position. ⚠️ Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands. ❌ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.					
Notes:					
1 Timing Variance: - The adjusted underlying result ratio is within the expected bands - The forecast increase in the ratio is primarily due to the increase in interest income, combined with the forecast decrease in materials and services					
2 Timing Variance: - The working capital ratio is within the expected bands - The forecast increase in the ratio is due to the increased cash and investments balance at year-end, which is largely driven by the forecast reduction in the capital works program					
3 Timing Variance: - The unrestricted cash ratio is within the expected bands - The forecast increase in the ratio is due to the increased cash and investments balance at year-end, which is largely driven by the forecast reduction in the capital works program					
4 Timing Variance: - The loans and borrowings ratio is within expected bands - Budgeted borrowings for the 2023-24 financial year have yet to be taken up					
5 No Variance: - The debt commitments ratio is within expected bands					
6 Timing Variance: - The indebtedness ratio is within expected bands - Budgeted borrowings for the 2023-24 financial year have yet to be taken up					
7 Timing Variance: - The forecast asset renewal is within the expected bands - The forecast decrease in the ratio is due to the forecast carry forward of capital expenditure to the 2024-25 financial year					
8 Timing Variance: - The rates concentration ratio is within the expected bands					
9 Timing Variance: - The TCV indebtedness ratio is within the expected bands					
10 Timing Variance: - The TCV interest cover ratio is within the expected bands - The forecast increase in the ratio is due to the forecast increase in the net surplus					

Appendix A

Summary of Net Income and Expenditure

by Department

for year to date ended 31 December 2023



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year					
		Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S	
Rates											
Rates and Valuation		(116,730)	(117,039)	309	0.26%	✔	(116,980)	(116,980)	(117,008)	29	29
Net (Income) / Expense - Rates		(116,730)	(117,039)	309	0.26%		(116,980)	(116,980)	(117,008)	29	29
CEO											
Chief Executive Office		350	322	28	8.06%	✔	700	700	700	0	0
Chief Financial Office	1	1,625	1,478	147	9.05%	✔	3,417	3,477	3,492	(15)	(75)
Chief People Office	2	2,482	2,052	429	17.30%	✔	4,855	4,855	4,826	29	29
Net (Income) / Expense - CEO		4,457	3,853	605	13.57%		8,973	9,033	9,018	14	(46)
City Liveability											
Directorate City Liveability		283	202	81	28.72%	✔	566	566	566	0	0
City Futures	3	2,022	1,637	386	19.07%	✔	3,902	4,603	4,320	283	(417)
City Planning and Building	4	1,253	1,939	(686)	(54.78%)	✘	2,505	2,505	3,038	(532)	(532)
City Safety and Health	5	1,311	1,014	297	22.66%	✔	2,439	2,836	3,033	(197)	(594)
City Projects		238	146	92	38.52%	✔	475	475	431	44	44
Net (Income) / Expense - City Liveability		5,107	4,937	169	3.31%		9,888	10,986	11,388	(402)	(1,500)
Connected Communities											
Directorate Connected Communities		412	493	(80)	(19.48%)	✘	825	825	889	(64)	(64)
Community Access and Support	6	2,017	1,051	966	47.91%	✔	3,805	3,809	3,447	362	358
Community Wellbeing	7	4,533	4,102	432	9.52%	✔	8,120	8,241	8,232	9	(112)
Active and Creative Communities	8	2,119	1,644	475	22.40%	✔	3,905	3,935	3,977	(43)	(73)
Family and Children's Services		2,226	2,310	(84)	(3.77%)	⚠	4,755	4,017	4,018	(1)	736
Net (Income) / Expense - Connected Communities		11,307	9,599	1,708	15.11%		21,409	20,826	20,563	263	846
Customer and Performance											
Directorate Customer and Performance		185	187	(2)	(1.11%)	⚠	370	370	370	0	0
Governance and Risk		3,628	3,544	84	2.32%	✔	5,594	5,342	5,374	(32)	220
Chief Information Officer		5,606	5,611	(5)	(0.08%)	⚠	9,524	9,524	8,948	576	576
Strategy and Transformation		1,078	1,043	35	3.24%	✔	2,153	2,153	2,156	(4)	(4)
Customer and Communications	9	2,462	2,256	207	8.40%	✔	4,889	4,907	5,002	(96)	(114)
Net (Income) / Expense - Customer and Performance		12,959	12,640	319	2.46%		22,529	22,296	21,851	445	679
Infrastructure											
Directorate Infrastructure		351	296	55	15.66%	✔	806	806	773	33	33
Strategic Infrastructure	10	2,894	2,402	493	17.03%	✔	5,714	5,714	5,604	110	110
Green Spaces & Environment	11	(8,864)	(12,194)	3,331	37.57%	✔	12,593	12,642	12,542	100	52
Engineering Services & Operations	12	3,600	3,231	369	10.25%	✔	6,607	6,607	6,638	(31)	(31)
Major Projects & Facilities	13	1,501	1,328	173	11.54%	✔	2,892	2,892	2,941	(50)	(50)
Net (Income) / Expense - Infrastructure		(518)	(4,938)	4,420	853.75%		28,612	28,660	28,498	162	114

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

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

Notes have been provided for these variances:

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

Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2023



Notes:	
1	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$106K favourable variance for employee costs and oncosts in Strategic Procurement - \$52K favourable variance for Rates and Valuations transaction charges
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$80K favourable variance for employee costs and oncosts across the department - \$60K favourable variance for grant received for the Covid-19 Rapid Antigen Test Program <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$104K favourable variance for Leadership Development - \$48K favourable variance for the Wellbeing Program expenditure - \$39K favourable variance in Corporate Training - \$37K favourable variance in the Diversity program
3	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$48K favourable variance for employee costs and oncosts across the department <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$194K favourable variance in City Strategy & Planning (excluding employee costs), including \$104K for Planning Scheme Amendments - \$53K favourable variance in Research & Mapping
4	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$44K favourable variance for employee costs and oncosts across the department - \$273K unfavourable variance for Building Services income, including \$82K for fines and \$51K for statutory fees - \$262K unfavourable variance for Development Services income, including \$214K for statutory planning application fees - \$96K unfavourable variance for legal fees, with the variance relating to 621 Burwood Highway - \$78K unfavourable variance for consultants, including consultants for 621 Burwood Highway - \$45K unfavourable variance for subscriptions and software
5	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$218K favourable variance in employee costs and oncosts across the department - \$249K unfavourable variance for traffic enforcement fines due to delays in the implementation of the parking strategy <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$193K favourable variance for carry forward expenditure related to the parking strategy - \$62K favourable variance for the pound contract
6	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$67K favourable variance in employee costs across the department <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$179K favourable variance for Home Maintenance CHSP grant income - \$164K favourable variance for Food Services grant income and \$25K favourable variance in contract payments - \$138K favourable variance for the School Focused Youth Service program - \$126K favourable variance for Allied Health grant income - \$80K favourable variance for Home Modifications CHSP grant income and \$43K favourable variance in contract payments, partially offset by an unfavourable variance of \$31K for fees received - \$35K favourable variation for Social Connections grant income and \$29K favourable variance for the activities program
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$227K favourable variance for the Community Grants program - \$162K favourable variance related to grant income received for the Empowering Communities Project - \$52K favourable variance for the Eastern Affordable Housing Alliance
8	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$74K favourable variance for Arts and Cultural Services fee income - \$63K favourable variance for Leisure Facilities fee income - \$61K favourable variance for Citizenship Ceremonies <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$86K favourable variance for the Minor Recreation Grant Scheme - \$74K favourable variance for Leisure Facilities contract and consultant payments - \$67K favourable variance for Sports and Leisure Services fee income
9	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$206K favourable variance for employee costs and oncosts across the department - \$44K unfavourable variance for after hours service monitoring <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$50K favourable variance for customer surveys
10	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$143K favourable variance in Open Space and Landscape Design, including \$72K for employee costs and oncosts, and \$40K for consultants - \$202K favourable variance for Asset Strategy, including \$124K for survey/condition ratings - \$67K favourable variance for Stormwater Management, including \$49K for employee costs and oncosts

Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2023



Notes (continued):	
11	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1,090K favourable variance for Waste Management materials and services (excluding the Kerbside Reform Transition Project) due to the timing of the receipt of invoices, and includes a favourable variance of \$416K for the State Government Landfill Levy, \$145K for Council's landfill sites, \$138K for Recycling costs, \$103K for Domestic waste costs, \$97K for the Waste/Recycling Education program, \$79K for Hard Waste costs, and \$76K for the Administration program - \$1,150K favourable variance for the Kerbside Reform Transition Project due to the timing of activities - \$724K favourable variance for Urban Forest and City Presentation, including \$304K for Street Tree Pruning, and \$232K for Urban Forest Trees Maintenance - \$114K favourable variance for Biodiversity, including \$55K for Bushland Management
12	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$51K favourable variance for fees received relating to garden maintenance at the State Basketball Centre <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$83K favourable variance for Waste Disposal - \$80K favourable variance for Drainage Maintenance Works - \$78K favourable variance for Local Road Maintenance
13	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$247K favourable variance for Council facilities utility costs - \$127K favourable variance for employee costs and oncosts across the department - \$189K unfavourable variance for routine maintenance, vandalism and unscheduled repairs - \$32K unfavourable variance for security service costs



Comprehensive Income Statement

for year to date ended 31 December 2023

Description	Notes	Year-to-Date				Full Year				
		Amended Budget	Actual	Variance		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
				\$000'S	\$000'S					
Income										
Rates and Charges		145,510	145,935	425	0.29%	146,056	146,056	146,182	125	125
Statutory Fees and Fines	1	2,076	1,425	(652)	(31.38%)	4,373	4,373	3,536	(838)	(838)
User Fees		6,611	6,727	116	1.76%	11,226	11,226	11,357	130	130
Grants - Operating		9,690	10,555	865	8.93%	27,608	22,239	23,763	1,524	(3,844)
Grants - Capital	2	1,077	1,679	601	55.83%	4,821	9,006	8,825	(181)	4,004
Contributions - Monetary		5,791	5,392	(399)	(6.88%)	9,931	11,430	11,436	5	1,505
Contributions - Non-Monetary		0	0	0	0.00%	2,000	2,000	2,000	0	0
Increment on investment in associates		0	0	0	0.00%	0	0	0	0	0
Other Income	3	671	1,796	1,125	167.64%	1,314	1,314	2,685	1,371	1,371
Total Income		171,427	173,510	2,083	1.22%	207,329	207,645	209,783	2,138	2,454
Expenses										
Employee Costs		41,437	41,771	(335)	(0.81%)	79,703	80,232	80,946	(713)	(1,243)
Materials and Services	4	42,198	32,681	9,518	22.55%	78,032	82,333	80,930	1,403	(2,898)
Depreciation		11,613	11,572	41	0.35%	23,206	23,235	23,235	0	(29)
Amortisation - Intangible Assets		323	446	(123)	(38.02%)	893	647	647	0	246
Amortisation - Right-of-Use Assets		586	327	259	44.20%	1,171	1,171	908	263	263
Contributions and Donations		3,371	3,241	131	3.88%	5,728	5,902	6,017	(116)	(289)
Borrowing Costs		1,493	1,496	(2)	(0.16%)	3,058	3,293	3,293	0	(235)
Finance Costs - Leases		147	20	126	86.20%	293	293	120	173	173
Bad and Doubtful Debts		152	198	(47)	(31.00%)	311	311	310	1	1
Other Expenses		359	407	(48)	(13.47%)	716	716	739	(23)	(23)
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		(608)	(824)	215	35.38%	(10,223)	(11,133)	(11,134)	0	910
Total Expenses		101,070	91,335	9,735	9.63%	182,887	187,000	186,011	989	(3,124)
Surplus (Deficit)		70,357	82,174	11,817	16.80%	24,441	20,645	23,772	3,127	(670)
Total Comprehensive Income for the Year		70,357	82,174	11,817	16.80%	24,441	20,645	23,772	3,127	(670)

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

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

Notes have been provided for the following variances:

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

Comprehensive Income Statement

for year to date ended 31 December 2023



Notes:	
1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.351M unfavourable variance for City Planning and Building Development statutory fees, including \$0.214M for statutory planning application fees, and \$0.051M for statutory fees - \$0.351M unfavourable variance for Community Laws statutory fees, including \$0.249M for traffic enforcement fines due to the delays in the implementation of the parking strategy, and \$0.075M for animal control fines
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.474M favourable variance for unbudgeted capital grants received, including Bayswater Oval Cricket Net Renewal (\$0.260M), and Knox BMX Track Renewal Works (\$0.180M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.435M favourable variance for grants received earlier than budgeted, including Wantirna Reserve Tennis Court Renewals (\$0.151M), and the Bridges Renewal Program (\$0.100M) - \$0.184M favourable variance for the Roads to Recovery grant - \$0.487M unfavourable variance for budgeted grants yet to be received or recognised, including for floodlighting at Chandler Park, Kings Park, and Guy Turner Reserve (\$0.365M)
3	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.508M favourable variance for interest received due to higher than budgeted cash and investment balances together with the increase in interest rates - \$0.273M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - \$0.160M favourable variance for WorkCover prior year refund - \$0.144M favourable variance for rebates received through Victorian Energy Efficiency Certificates
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$2.802M favourable variance for capital expenditure that is operational in nature due to the timing of capital activities - \$1.120M favourable variance for the Kerbside Reform Transition Project due to the timing of activities - \$1.090M favourable variance in Waste Management (Excluding the Kerbside Reform Project) due to the timing of the receipt of invoices, and includes a favourable variance of \$0.416M for the State Government Landfill Levy, \$0.145M for Council's landfill sites, \$0.138M for Recycling, \$0.103M for Domestic waste costs, \$0.097M for the Waste/Recycling Education program, \$0.079M for Hard Waste costs, and \$0.076M for the Administration program - \$0.695M favourable variance in Urban Forest and City Presentation due to the timing of receipts and the receipt of invoices, including \$0.304M for Street Tree Pruning and \$0.184M for Urban Forest Trees Maintenance - \$0.453M favourable variance in City Futures, including \$0.186M for Economic Development, and \$0.158M for City Strategy and Planning - \$0.364M favourable variance for Engineering Services and Operations, including \$0.093M for Local Road Maintenance, \$0.082M for Waste Disposal, and \$0.072M for Drainage Maintenance Works - \$0.350M favourable variance for Community Access & Support, including \$0.138M for Youth Services - \$0.339M favourable variance for Community Laws - \$0.317M favourable variance in Strategic Infrastructure, including \$0.182M for Asset Management - \$0.276M favourable variance for the Chief People Office, including \$0.104M for Leadership Development - \$0.240M favourable variance for Active & Creative Communities, including \$0.146M for Arts and Cultural Services, and \$0.083M for Leisure Facilities & Contracts - \$0.239M favourable variance for Community Wellbeing - \$0.214M favourable variance for the Chief Information Office - \$0.144M favourable variance in Family & Children's Services - \$0.118M favourable variance for Governance and Risk, including \$0.107M for Governance Civic Management - \$0.101M for Biodiversity, including \$0.060M for Bushland Management - \$0.100M favourable variance for Strategy and Transformation - \$0.195M unfavourable variance for City Planning and Building

Balance Sheet

as at 31 December 2023



Description	Notes	Year-to-Date				Full Year		
		Amended Budget	Actual	Variance		Amended Budget	Forecast	Variance
		\$'000'S	\$'000'S	\$'000'S	%	\$'000'S	\$'000'S	\$'000'S
Current Assets								
Cash and Cash Equivalents	1	23,360	20,633	(2,727)	(11.68%)	40,961	50,048	9,087
Other Financial Assets	2	0	5,250	5,250	100.00%	0	0	0
Trade and Other Receivables		109,082	109,832	751	0.69%	23,071	23,072	1
Other Current Assets	3	0	244	244	100.00%	2,224	2,224	0
Non-Current Assets classified as Held for Sale	4	0	2,072	2,072	100.00%	0	0	0
Inventories		21	11	(10)	(49.23%)	21	21	0
Total Current Assets		132,463	138,042	5,579	4.21%	66,277	75,365	9,088
Non-Current Assets								
Investment in Associates		2,455	2,455	(0)	(0.02%)	2,455	2,455	0
Property, Infrastructure, Plant and Equipment		2,157,126	2,152,731	(4,396)	(0.20%)	2,186,550	2,180,498	(6,052)
Right-of-Use Assets	5	5,256	857	(4,399)	(83.70%)	4,670	4,933	263
Intangible Assets		3,066	2,296	(770)	(25.11%)	2,742	2,742	0
Total Non-Current Assets		2,167,902	2,158,338	(9,565)	(0.44%)	2,196,417	2,190,628	(5,789)
Total Assets		2,300,365	2,296,380	(3,985)	(0.17%)	2,262,694	2,265,994	3,300
Current Liabilities								
Trade and Other Payables		6,740	6,287	453	6.72%	20,665	20,665	0
Trust Funds and Deposits		2,652	3,078	(426)	(16.08%)	2,652	2,652	0
Unearned Income	6	0	1,763	(1,763)	(100.00%)	0	0	0
Provisions - Employee Costs		17,510	18,301	(791)	(4.52%)	18,546	18,546	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		663	664	(1)	(0.10%)	663	663	0
Interest-Bearing Loans and Borrowings	7	8,356	6,906	1,450	17.35%	8,356	8,356	0
Lease Liabilities		1,205	243	962	79.87%	1,058	1,231	(173)
Other Provisions		0	0	0	0.00%	0	0	0
Total Current Liabilities		37,125	37,241	(116)	(0.31%)	51,940	52,113	(173)
Non-Current Liabilities								
Provisions - Employee Costs		1,175	1,131	44	3.74%	1,175	1,175	0
Interest-Bearing Loans and Borrowings	8	77,690	63,704	13,986	18.00%	73,678	73,678	0
Provision - Landfill Rehabilitation		1,966	1,966	0	0.02%	1,966	1,966	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities	9	3,769	643	3,126	82.94%	3,769	3,769	0
Other Provisions		0	0	0	0.00%	0	0	0
Total Non-Current Liabilities		84,600	67,443	17,157	20.28%	80,588	80,588	0
Total Liabilities		121,725	104,684	17,041	14.00%	132,528	132,701	(173)
Net Assets		2,178,640	2,191,696	13,056	0.60%	2,130,166	2,133,293	3,127
Equity								
Accumulated Surplus		777,358	790,605	13,247	1.70%	729,502	733,279	3,777
Asset Revaluation Reserve		1,374,530	1,374,529	(1)	0.00%	1,374,530	1,374,530	0
Other Reserves		26,752	26,562	(190)	(0.71%)	26,134	25,484	(650)
Total Equity		2,178,640	2,191,696	13,056	0.60%	2,130,166	2,133,293	3,127

Balance Sheet

as at 31 December 2023



Notes have been provided for items with the following variances:

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

Notes:

1	<p>Timing Variance: - \$2.523M favourable variance across cash and cash equivalents, and other financial assets; this includes a favourable variance of \$5.322M for cash from payments for Property, Infrastructure, Plant and Equipment, and a favourable variance of \$12.271M from net cash provided by operating activities, partially offset by budgeted loan proceeds of \$15.480M yet to be taken up</p>
2	<p>Timing Variance: - Other financial assets are term deposits currently held with an original maturity date of more than 90 days</p>
3	<p>Timing Variance: - Other Current Assets primarily relate to prepaid expenses and accrued income; prepaid expenses are taken up at year-end, while only interest income is taken up as accrued income during the year with the remainder taken up at year-end</p>
4	<p>Timing Variance: - \$2.072M favourable variance for land and buildings that have been agreed to sell</p>
5	<p>Timing Variance: - \$4.399M unfavourable variance due to the Knox Library lease not being entered into yet; it was budgeted to commence from 1 April 2023</p>
6	<p>Timing Variance: - Unearned grants are operating and capital grants that were received in 2022-23 but have been treated as unearned income as at 30 June 2023 in accordance with accounting standards and have yet to be expended</p>
7	<p>Timing Variance: - Budgeted borrowings for the 2023-24 financial year have yet to be taken up</p>
8	<p>Timing Variance: - Budgeted borrowings for the 2023-24 financial year have yet to be taken up</p>
9	<p>Timing Variance: - \$4.088M favourable variance for current and non-current lease liabilities due to the Knox Library lease not being entered into yet; it was budgeted to commence from 1 April 2023</p>

Cash Flow Statement

for year to date ended 31 December 2023



Description	Notes	Year-to-Date				Full Year		
		Amended Budget	Actual	Variance		Amended Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	\$000'S
Cash Flows from Operating Activities								
Receipts								
Rates and Charges		55,876	58,495	2,619	4.69%	144,557	144,681	124
Statutory Fees and Fines	1	2,076	1,425	(652)	(31.38%)	4,373	3,536	(838)
User Fees		7,351	8,059	708	9.63%	11,120	11,250	130
Grants - Operating		9,192	9,676	484	5.27%	20,714	22,238	1,524
Grants - Capital		1,041	1,335	294	28.26%	7,809	7,628	(181)
Contributions - Monetary		5,781	5,383	(398)	(6.89%)	11,427	11,433	5
Interest Received	2	275	783	508	184.91%	550	1,384	834
Other Receipts	3	396	1,013	617	155.65%	764	1,301	537
Net Movement in Trust Deposits		112	516	404	361.06%	90	90	0
Employee Costs		(42,022)	(41,318)	704	1.67%	(79,490)	(80,203)	(713)
Materials and Services		(51,135)	(46,482)	4,653	9.10%	(81,471)	(80,069)	1,402
Contributions and Donations		(3,905)	(3,901)	4	0.10%	(5,843)	(5,783)	60
Short Term, Low Value and Variable Lease Payments		(13)	(96)	(83)	(638.46%)	(27)	(27)	0
Other Payments		(346)	(311)	35	10.04%	(689)	(712)	(23)
Net Cash Provided by / (Used in) Operating Activities		(15,320)	(5,422)	9,898	64.61%	33,883	36,746	2,862
Cash Flows from Investing Activities								
Payments for Property, Infrastructure, Plant and Equipment	4	(29,051)	(21,356)	7,695	26.49%	(73,847)	(67,795)	6,052
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		983	1,137	154	15.65%	20,669	20,670	0
Payments for investments	5	0	(5,250)	(5,250)	(100.00%)	0	0	0
Proceeds from sale of investments		12,500	12,500	0	0.00%	12,500	12,500	0
Net Cash Used in Investing Activities		(15,567)	(12,968)	2,599	16.69%	(40,678)	(34,626)	6,052
Cash Flows from Financing Activities								
Proceeds of Borrowings	6	15,480	0	(15,480)	(100.00%)	15,480	15,480	0
Repayment of Borrowings		(3,390)	(3,347)	43	1.28%	(7,402)	(7,402)	0
Finance costs		(1,493)	(1,499)	(5)	(0.36%)	(3,305)	(3,305)	0
Interest Paid - Lease Liability		(147)	(20)	126	86.20%	(293)	(120)	173
Repayment of Lease Liabilities		(521)	(429)	92	17.66%	(1,042)	(1,042)	0
Net Cash Provided by / (Used in) Financing Activities		9,929	(5,295)	(15,224)	(153.33%)	3,438	3,611	173
Net increase / (decrease) in Cash and Cash Equivalents		(20,958)	(23,685)	(2,727)	(13.01%)	(3,357)	5,731	9,087
Cash and Cash Equivalents at the Beginning of the Financial Year		44,318	44,318	0	0.00%	44,318	44,318	0
Cash at the End of the Year		23,360	20,633	(2,727)	(11.68%)	40,961	50,048	9,087

Notes have been provided for items with the following variances:

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

Cash Flow Statement

for year to date ended 31 December 2023



Notes:	
1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.351M unfavourable variance for City Planning and Building Development statutory fees, including \$0.214M for statutory planning application fees, and \$0.051M for statutory fees - \$0.351M unfavourable variance for Community Laws statutory fees, including \$0.249M for traffic enforcement fines due to the delays in the implementation of the parking strategy, and \$0.075M for animal control fines
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.508M favourable variance for interest received due to higher than budgeted cash and investment balances together with the increase in interest rates
3	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.273M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - \$0.160M favourable variance for WorkCover prior year refund - \$0.144M favourable variance for rebates received through Victorian Energy Efficiency Certificates
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$9.605M favourable variance for capital works expenditure against budget as detailed in the Statement of Capital Works - \$1.911M unfavourable variance for capital expenditure that is operational in nature due to the timing of capital activities
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Payments for investments are term deposits taken out during the financial year and still held with an original maturity date of more than 90 days
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Budgeted borrowings for the 2023-24 financial year have yet to be taken up



Statement of Capital Works

for year to date ended 31 December 2023

Description	Notes	Year-to-Date				Full Year				
		Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S
Expenditure - Capital Works Program										
Property										
Land		0	0	0	0.00%	0	0	0	0	0
Buildings	1	9,489	6,837	2,652	27.95%	16,038	22,673	22,545	128	(6,507)
Total Property		9,489	6,837	2,652	27.95%	16,038	22,673	22,545	128	(6,507)
Plant and Equipment										
Artworks		120	48	72	60.15%	348	355	355	0	(7)
Plant, Machinery and Equipment		1,150	1,379	(229)	(19.95%)	3,121	2,785	2,785	0	336
Fixtures, Fittings and Furniture		0	104	(104)	(100.00%)	0	213	213	0	(213)
Computers and Telecommunications	2	2,320	1,439	881	37.96%	8,138	8,138	3,756	4,381	4,381
Total Plant and Equipment		3,590	2,970	620	17.26%	11,606	11,491	7,109	4,381	4,497
Infrastructure										
Roads (including Kerb and Channel)	3	4,056	2,144	1,912	47.14%	8,088	8,118	8,090	28	(2)
Drainage		1,989	1,697	293	14.71%	6,637	6,278	6,239	39	398
Bridges		110	49	61	55.26%	340	340	340	0	0
Footpaths and Cycleways		2,265	2,370	(105)	(4.65%)	4,713	4,748	4,881	(133)	(167)
Off Street Car Parks		431	238	192	44.60%	1,764	1,692	1,706	(14)	58
Recreation, Leisure, Parks and Playgrounds	4	10,341	7,173	3,168	30.63%	23,610	25,144	23,371	1,773	240
Other Infrastructure	5	1,064	250	813	76.46%	2,865	3,043	3,043	0	(178)
Total Infrastructure		20,255	13,922	6,333	31.27%	48,017	49,362	47,669	1,693	347
Total Expenditure - Capital Works Program		33,334	23,729	9,605	28.82%	75,661	83,525	77,323	6,202	(1,662)
Represented by:										
Extension / Expansion		2,566	2,553	13	0.49%	4,486	4,569	4,834	(264)	(348)
Legal Requirements		0	0	0	0.00%	0	0	0	0	0
New		4,086	3,355	731	17.89%	6,331	10,924	10,263	661	(3,933)
Renewal		15,936	12,079	3,857	24.20%	39,869	40,338	38,579	1,759	1,291
Upgrade		10,747	5,742	5,005	46.57%	24,975	27,694	23,648	4,046	1,328
Total Expenditure - Capital Works Program		33,334	23,729	9,605	28.82%	75,661	83,525	77,323	6,202	(1,662)
Funding Source for Capital Works Program										
External Funding										
Contributions - Monetary - Capital		1,500	1,500	0	0.00%	1,625	3,125	3,125	0	1,500
Grants - Capital	6	1,077	1,679	601	55.83%	4,821	9,006	8,795	(211)	3,974
User Fees - Capital		0	0	0	0.00%	0	0	0	0	0
Proceeds from Loan Borrowings	7	15,480	0	(15,480)	(100.00%)	15,480	15,480	15,480	0	0
Other Income - Capital		0	144	144	100.00%	0	0	0	0	0
Total External Funding		18,057	3,323	(14,735)	(81.60%)	21,926	27,611	27,400	(211)	5,474
Internal Funding										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		983	1,137	154	15.62%	17,687	18,597	18,597	0	910
Reserves		5,355	5,702	347	6.49%	13,386	13,386	14,079	693	693
Rate Funding	8	8,939	13,567	4,628	51.78%	22,662	23,931	17,247	(6,684)	(5,415)
Total Internal Funding		15,277	20,406	5,129	33.57%	53,735	55,915	49,924	(5,991)	(3,812)
Total Funding Source for Capital Works Program		33,334	23,729	(9,605)	(28.82%)	75,661	83,525	77,323	(6,202)	1,662
Less Operating Projects Expenditure										
Operating Projects Expenditure		4,284	2,373	1,911	44.61%	8,568	9,678	9,528	(150)	960
Net Capital Works (Capitalised Expenditure Excluding Operating Projects Expenditure)		29,051	21,356	7,695	26.49%	67,093	73,847	67,795	(6,052)	702
Summary										
2023-24 Capital Budget		22,478	14,816	7,662	34.09%	56,165	57,695	52,150	5,545	4,015
Carried Forward Capital Budget		10,856	8,913	1,943	17.90%	19,496	25,830	25,173	657	(5,677)
Total Expenditure - Capital Works Program		33,334	23,729	9,605	28.82%	75,661	83,525	77,323	6,202	(1,662)



Statement of Capital Works

for year to date ended 31 December 2023

<p>Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:</p> <ul style="list-style-type: none"> ✔ 0% or greater. ! Less than 0% and greater than negative 10%. ✘ Negative 10% or less. <p>Notes have been provided for the following variances:</p> <ol style="list-style-type: none"> 1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%. 2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%. 	
Notes:	
1	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to the timing of activities for Carrington Park Squash Facility (\$0.748M); the Building Renewal & Rehabilitation Program (\$0.689M); Westfield Library (\$0.478M); Solar in Community Facilities (\$0.205M); the Fairpark Reserve Pavilion Upgrade (\$0.137M); and Rowville Recreation Reserve DDA and Baby Change Facilities Upgrade (\$0.120M)
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Favourable variance of \$0.881M relating to the timing of activities for the Computers and Telecommunications projects, with expenditure forecast to be carried forward to 2024-25
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to the timing of activities for the Road Resurfacing Program (\$0.621M) - Favourable variance relating to timing of reconstruction activities for Allister Close, Knoxfield (\$0.400M); Rickards Avenue, Knoxfield (\$0.389M); Faraday Street, Boronia (\$0.152M); the High Risk Road Failure Road Reconstruction Program (\$0.144M); and The Haven, Ferntree Gully (\$0.102M)
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1.060M favourable variance for floodlighting upgrades at various reserves including Kings Park, Windermere Reserve, Chandler Park, Guy Turner Reserve, and Egan Lee Reserve - Favourable variance due to the timing of activities for Egan Lee Reserve Top Oval Renewal (\$1.328M); the Stamford Park Development (\$0.976M); Picketts Reserve Cricket Net Renewal (\$0.262M); Schultz Reserve Landscape Plan (\$0.148M); Knox City Tennis Court Lighting Upgrade (\$0.140M); Parks Coring Plant (\$0.120M), and Knox Regional Netball Centre (\$0.103M) - Unfavourable variance due to the timing of activities for the Playground Renewal Program (\$0.745M); and HV Jones Reserve Masterplan Stage 3 (\$0.239M)
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to the timing of activities for Erica Avenue Streetscape Renewal (\$0.391M); and Major Roads LED Streetlight Replacement (\$0.280M)
6	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.474M favourable variance for unbudgeted capital grants received, including Bayswater Oval Cricket Net Renewal (\$0.260M), and Knox BMX Track Renewal Works (\$0.180M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.435M favourable variance for grants received earlier than budgeted, including Wantirna Reserve Tennis Court Renewals (\$0.151M), and the Bridges Renewal Program (\$0.100M) - \$0.184M favourable variance for the Roads to Recovery grant - \$0.487M unfavourable variance for budgeted grants yet to be received or recognised, including for floodlighting at Chandler Park, Kings Park, and Guy Turner Reserve (\$0.365M)
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Budgeted borrowings for the 2023-24 financial year have yet to be taken up
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Council generates cash from its operating activities which is used as a funding source for the capital works program - It is forecast that \$17.247M will be required from operations to fund the 2023-24 capital works program (inclusive of projects carried forward from 2022-23)

Detailed Capital Works Program Expenditure

for year to date ended 31 December 2023



Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000		\$'000		\$'000
Land and Buildings									
<i>Fairpark Reserve - Pavilion Upgrade</i>	2,549	2,413	137	5.4%	4,329	4,364	4,364	0	(35)
<i>Westfield Library</i>	2,924	2,446	478	16.3%	2,309	5,257	5,257	0	(2,948)
<i>Modular Building Program (Modern Construction System)</i>	187	141	46	24.8%	0	187	187	0	(187)
<i>Operations Centre Relocation</i>	21	3	19	88.0%	0	21	21	0	(21)
<i>Knox Athletics Track - New Shade Structure</i>	0	0	0	0.0%	96	96	96	0	0
Gilmour Park - Shade Shelter	21	4	17	81.4%	50	50	50	0	0
Knox Community Art Centre - Theatre Equipment Renewal	0	(1)	1	100.0%	0	0	0	0	0
Replacements of components for all Council owned buildings based on Building Asset Management Systems	2,008	1,320	689	34.3%	4,732	4,732	4,732	0	0
Wally Tew Reserve - Pavilion Upgrade (this will only be funded if State funding is confirmed)	0	0	0	0.0%	100	100	100	0	0
Wantirna Reserve - Pavilion Upgrade	15	17	(2)	(11.5%)	40	40	17	23	23
Milpera Reserve - Pavilion Refurbishment	0	0	0	0.0%	110	110	110	0	0
<i>Park Ridge Reserve - Pavilion Refurbishment</i>	0	1	(1)	(100.0%)	2,000	3,550	3,550	0	(1,550)
Boronia Progress Hall - Access Ramp	0	0	0	0.0%	10	10	3	7	7
The Basin Senior Citizens Hall - Upgrade	0	0	0	0.0%	35	35	35	0	0
HV Jones Pavilion - Upgrade	0	4	(4)	(100.0%)	25	25	25	0	0
Carrington Park Multi-Purpose Hub - Wall Mirror Installation	0	6	(6)	(100.0%)	25	25	7	18	18
Carrington Park - Squash Facility	150	248	(98)	(65.6%)	623	623	623	0	0
Carrington Park - Squash Contribution	846	0	846	100.0%	0	1,500	1,500	0	(1,500)
Warm Water Project - Design	0	17	(17)	(100.0%)	0	0	0	0	0
<i>Energy Retrofits in Community Buildings</i>	85	60	25	29.9%	150	199	199	0	(49)
<i>Ambleside Park</i>	50	21	29	57.9%	80	100	100	0	(20)
Kitchen Retrofitting Program at sports pavilions	13	1	12	95.0%	25	25	25	0	0
<i>The Basin Community House - Kitchen Upgrade</i>	43	0	43	99.9%	0	43	43	0	(43)
Family & Children Centres Office	0	0	0	0.0%	100	100	0	100	100
<i>Energy Performance Audit for Community Buildings</i>	0	0	0	0.0%	0	51	25	26	(25)
<i>Community Toilet Replacement Program</i>	70	78	(8)	(10.8%)	451	446	446	0	5
Rowville Community Centre - Yard Upgrade	10	2	8	80.1%	10	10	10	0	0
<i>Knox Regional Netball Centre - Way Finding Signage</i>	70	9	61	87.5%	5	80	57	23	(52)
Upgrades to Early Years Facilities	50	9	41	82.2%	100	100	100	0	0
Installation of Electronic Entry System	14	16	(2)	(14.1%)	63	63	63	0	0
Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade (Design)	141	21	120	84.8%	200	200	145	55	55
<i>Tormore Reserve - Facility Redevelopment (this will only be funded if State/Federal funding is confirmed)</i>	0	1	(1)	(100.0%)	160	220	350	(130)	(190)
<i>Solar panels in Community Facilities</i>	205	0	205	100.0%	195	253	253	0	(58)
<i>Community Facilities Signage - Upgrades</i>	0	0	0	0.0%	0	42	42	0	(42)
Knox Regional Netball Centre - Outdoor Scoreboards Courts 1-18	15	0	15	100.0%	15	15	9	6	6
Total Buildings	9,489	6,837	2,652	28.0%	16,038	22,673	22,545	128	(6,507)
Total Property	9,489	6,837	2,652	28.0%	16,038	22,673	22,545	128	(6,507)
Plant and Equipment									
Artworks									
<i>Public Art Project</i>	120	48	72	60.2%	248	285	285	0	(37)
<i>Lupton Way Future Public Art Lighting</i>	0	0	0	0.0%	100	70	70	0	30
Total Artworks	120	48	72	60.2%	348	355	355	0	(7)
Plant, Machinery and Equipment									
<i>Plant and machinery replacement program</i>	1,150	1,376	(226)	(19.6%)	3,071	2,735	2,735	0	336
Installation of Electric Vehicle Charging Stations at	0	4	(4)	(100.0%)	50	50	50	0	0
Total Plant, Machinery and Equipment	1,150	1,379	(229)	(20.0%)	3,121	2,785	2,785	0	336
Fixtures, Fittings and Furniture									



Detailed Capital Works Program Expenditure

for year to date ended 31 December 2023

Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Westfield Library Furniture</i>	0	104	(104)	(100.0%)	0	213	213	0	(213)
Total Fixtures, Fittings and Furniture	0	104	(104)	(100.0%)	0	213	213	0	(213)
Computers and Telecommunications									
Enterprise Integration Platform	0	140	(140)	(100.0%)	157	157	470	(313)	(313)
Replacement of PDF Forms on Website	16	0	16	100.0%	0	49	0	49	0
Business Process Improvements	0	41	(41)	(100.0%)	0	0	50	(50)	(50)
<i>Master Data Management</i>	<i>256</i>	<i>104</i>	<i>153</i>	<i>59.6%</i>	<i>512</i>	<i>512</i>	<i>180</i>	<i>332</i>	<i>332</i>
Corporate Reporting Solutions	109	116	(7)	(6.8%)	109	109	107	2	2
Voice of Customer	47	57	(11)	(22.7%)	0	140	0	140	0
Live Chat Trial	7	0	7	100.0%	0	21	0	21	0
IT Renewal Program to be Distributed	0	0	0	0.0%	1,500	345	0	345	1,500
Facilities Booking Solution	0	0	0	0.0%	76	76	0	76	76
Asset Management Information System	0	123	(123)	(100.0%)	63	63	424	(361)	(361)
Architecture Design & Planning	120	26	94	78.3%	425	425	260	165	165
WAN Network Enhancements	25	67	(42)	(168.5%)	50	50	100	(50)	(50)
DC1 - Server Room Ac & Ups	0	0	0	0.0%	20	20	30	(10)	(10)
Mobile Device Program	0	0	0	0.0%	30	30	30	0	0
Intramaps Review/Replacement	0	38	(38)	(100.0%)	200	200	101	99	99
Transformation Governance Committee	0	3	(3)	(100.0%)	25	10	25	(15)	0
Early Years Platform	0	8	(8)	(100.0%)	288	288	30	258	258
Expense Management	0	68	(68)	(100.0%)	0	0	100	(100)	(100)
PPM Tool Replacement	0	35	(35)	(100.0%)	0	600	0	600	0
ERP System - EOI & Proof of Concept	0	43	(43)	(100.0%)	0	0	250	(250)	(250)
Call System Upgrade - Phase 1	190	51	139	73.3%	0	570	0	570	0
Information Asset Transformation	0	32	(32)	(100.0%)	0	0	110	(110)	(110)
S&T - Project Delivery Management	0	18	(18)	(100.0%)	0	0	0	0	0
<i>Roadmap Core Systems Implementation</i>	<i>1,000</i>	<i>0</i>	<i>1,000</i>	<i>100.0%</i>	<i>2,540</i>	<i>2,025</i>	<i>160</i>	<i>1,865</i>	<i>2,380</i>
Project Delivery Management	240	96	144	60.1%	250	250	250	0	0
Intranet Redevelopment	275	237	38	13.7%	384	600	384	216	0
Cloud Solutions	0	69	(69)	(100.0%)	279	279	250	29	29
Cyber And DRP Program	0	45	(45)	(100.0%)	510	510	435	75	75
Customer Relationship Management	0	0	0	0.0%	510	510	0	510	510
IT Network Security Evaluation & Upgrade	5	21	(16)	(310.0%)	10	10	10	0	0
Digital Customer Channels Transformation - Phase 3	0	0	0	0.0%	200	200	0	200	200
E-Pathway Forms UX	3	0	3	100.0%	0	10	0	10	0
Website Customer Request Look-Up	27	0	27	100.0%	0	80	0	80	0
Total Computers and Telecommunications	2,320	1,439	881	38.0%	8,138	8,138	3,756	4,381	4,381
Total Plant and Equipment	3,590	2,970	620	17.3%	11,606	11,491	7,109	4,381	4,497
Infrastructure									
Roads (including Kerb and Channel)									
Road Surface Renewal Program across multiple locations within Knox	1,935	1,314	621	32.1%	4,596	4,596	4,596	0	0
Industrial Road Renewal Program across multiple locations within Knox	0	4	(4)	(100.0%)	170	170	172	(2)	(2)
High Risk Road Failure Program	225	81	144	64.1%	425	425	425	0	0
<i>Programmed Works From June Audits</i>	<i>0</i>	<i>8</i>	<i>(8)</i>	<i>(100.0%)</i>	<i>9</i>	<i>9</i>	<i>9</i>	<i>0</i>	<i>1</i>
Chandler Road, Boronia (Design)	20	19	1	3.6%	33	33	33	0	0
<i>Faraday Street, Boronia</i>	<i>152</i>	<i>0</i>	<i>152</i>	<i>100.0%</i>	<i>620</i>	<i>589</i>	<i>589</i>	<i>0</i>	<i>31</i>
<i>Harley Street, Knoxfield</i>	<i>403</i>	<i>351</i>	<i>51</i>	<i>12.7%</i>	<i>340</i>	<i>439</i>	<i>439</i>	<i>0</i>	<i>(99)</i>
<i>Allister Close, Knoxfield</i>	<i>400</i>	<i>0</i>	<i>400</i>	<i>100.0%</i>	<i>345</i>	<i>422</i>	<i>422</i>	<i>0</i>	<i>(77)</i>
<i>The Haven, Ferntree Gully (Design)</i>	<i>102</i>	<i>0</i>	<i>102</i>	<i>99.9%</i>	<i>0</i>	<i>161</i>	<i>161</i>	<i>0</i>	<i>(161)</i>
<i>Rickards Avenue, Knoxfield</i>	<i>655</i>	<i>266</i>	<i>389</i>	<i>59.3%</i>	<i>1,000</i>	<i>695</i>	<i>695</i>	<i>0</i>	<i>305</i>
Templeton Road, Wantirna - 3 sections (Design)	55	27	28	50.9%	113	113	113	0	0
Station Street, Ferntree Gully (Design)	10	13	(3)	(27.5%)	35	35	35	0	0
Blackwood Park Road, Scoresby (Design)	55	25	30	54.4%	60	60	60	0	0
<i>Napoleon Road - Electronic Signs</i>	<i>0</i>	<i>2</i>	<i>(2)</i>	<i>(100.0%)</i>	<i>79</i>	<i>79</i>	<i>79</i>	<i>0</i>	<i>(0)</i>
Parking Management Plan Implementation	30	25	5	17.1%	30	30	30	0	0
Victoria Road - School Crossing Kerb Outstands	0	1	(1)	(100.0%)	0	0	0	0	0
Sundew Ave - Local Area Traffic Management (Design)	0	0	(0)	(100.0%)	130	130	130	0	0

Detailed Capital Works Program Expenditure

for year to date ended 31 December 2023



Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
Wyandra Way, Rowville - Local Area Traffic Management	15	0	15	100.0%	15	15	15	0	0
Scoresby/Victoria/Devenish Road Intersection	0	0	0	0.0%	18	48	18	30	0
Barmah Drive West, Wantirna - Linemarking and Green Intersection Treatment	0	0	0	0.0%	60	60	60	0	0
Teddington Way, Wantirna - Splitter Island	0	6	(6)	(100.0%)	10	10	10	0	0
Total Roads (including Kerb and Channel)	4,056	2,144	1,912	47.1%	8,088	8,118	8,090	28	(2)
Drainage									
Liberty Avenue Reserve - Wetland/Harvesting	15	13	2	14.4%	40	40	40	0	0
Norvel Quarry Reserve - Water Quality System	0	0	0	0.0%	32	32	32	0	0
Peregrine Reserve - Wetland	10	0	10	100.0%	25	25	25	0	0
<i>Egan Lee Reserve - Wetland Construction</i>	<i>10</i>	<i>30</i>	<i>(20)</i>	<i>(190.9%)</i>	<i>450</i>	<i>820</i>	<i>820</i>	<i>0</i>	<i>(370)</i>
Alexander Crescent Reserve FTG Retarding	0	1	(1)	(100.0%)	0	0	0	0	0
Boronia Park Retarding Basin Flood Management	0	4	(4)	(100.0%)	50	50	34	16	16
<i>Gilbert Reserve - Wetland Scoping and Analysis</i>	<i>10</i>	<i>8</i>	<i>3</i>	<i>24.9%</i>	<i>450</i>	<i>855</i>	<i>855</i>	<i>0</i>	<i>(405)</i>
Drainage Renewal Program across multiple locations within Knox	1,910	1,588	322	16.9%	2,600	2,600	2,600	0	0
<i>Water Sensitive Urban Design System Renewal Program across multiple locations within Knox</i>	<i>33</i>	<i>6</i>	<i>27</i>	<i>80.3%</i>	<i>200</i>	<i>209</i>	<i>209</i>	<i>0</i>	<i>(9)</i>
<i>Cardiff Street - Flood Mitigation Design</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>600</i>	<i>600</i>	<i>600</i>	<i>0</i>	<i>0</i>
<i>Forest Road to Koolunga Reserve, Ferntree Gully</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>386</i>	<i>386</i>	<i>386</i>	<i>0</i>	<i>0</i>
Olive Bank Road - Water Sensitive Urban Design	0	4	(4)	(100.0%)	320	320	320	0	0
<i>Kevin Avenue Ferntree Gully - Flood Investigation</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>184</i>	<i>161</i>	<i>161</i>	<i>0</i>	<i>23</i>
<i>1825 Ferntree Gully Road - Flood Mitigation Works</i>	<i>0</i>	<i>8</i>	<i>(8)</i>	<i>(100.0%)</i>	<i>1,120</i>	<i>0</i>	<i>8</i>	<i>(8)</i>	<i>1,113</i>
Flood Mitigation Reactive Upgrade Works	1	37	(36)	(3,562.0%)	150	150	120	30	30
193 Forest Rd, Boronia - Flood Mitigation Works (Scoping)	0	0	0	0.0%	30	30	30	0	0
Total Drainage	1,989	1,697	293	14.7%	6,637	6,278	6,239	39	398
Bridges									
<i>Bridge Renewal Program across multiple locations</i>	<i>110</i>	<i>49</i>	<i>61</i>	<i>55.3%</i>	<i>340</i>	<i>340</i>	<i>340</i>	<i>0</i>	<i>0</i>
Total Bridges	110	49	61	55.3%	340	340	340	0	0
Footpaths and Cycleways									
Cypress Avenue, Boronia - Footpath, east side, 37 Cypress Avenue to Boronia Road	18	17	1	3.5%	300	300	300	0	0
Pleasant Road, Ferntree Gully - Footpath, Clematis Avenue to The Glen Parade (Design)	40	10	30	74.3%	80	80	80	0	0
<i>Rose Street, Upper Ferntree Gully - Footpath</i>	<i>5</i>	<i>0</i>	<i>5</i>	<i>100.0%</i>	<i>0</i>	<i>5</i>	<i>5</i>	<i>0</i>	<i>(5)</i>
Olive Grove, Boronia - Footpath, north side, Dorset Road to Albert Avenue (Design)	3	12	(9)	(300.4%)	40	40	40	0	0
Mount View Road, Upper Ferntree Gully - Footpath (Scoping)	10	8	2	23.0%	10	10	10	0	0
Musk Grove, Boronia - Footpath (Scoping)	10	4	6	61.8%	10	10	10	0	0
Oak Avenue, Boronia - Footpath (Scoping)	10	0	10	100.0%	10	10	10	0	0
High Street Road, Wantirna South - Footpath (Design)	1	3	(2)	(200.0%)	55	55	55	0	0
Footpaths Renewal Program across multiple locations within Knox	1,743	2,136	(392)	(22.5%)	2,761	2,761	2,894	(133)	(133)
<i>Brenock Park Drive Footpath and Bus Stop works</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>30</i>	<i>30</i>	<i>30</i>	<i>0</i>	<i>0</i>
<i>Mountain Highway, Boronia - Shared Path (Design)</i>	<i>5</i>	<i>2</i>	<i>3</i>	<i>54.7%</i>	<i>0</i>	<i>45</i>	<i>45</i>	<i>0</i>	<i>(45)</i>
<i>Ferntree Gully Road, Ferntree Gully - Shared Path, O'Connor Road to Henderson Road</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0%</i>	<i>35</i>	<i>40</i>	<i>40</i>	<i>0</i>	<i>(5)</i>
<i>Napoleon Road, Lysterfield - Shared Path, East side, Kellets Road to Wellington Road</i>	<i>8</i>	<i>15</i>	<i>(7)</i>	<i>(91.3%)</i>	<i>300</i>	<i>324</i>	<i>324</i>	<i>0</i>	<i>(24)</i>
<i>Upper Ferntree Gully Rail Link</i>	<i>10</i>	<i>0</i>	<i>10</i>	<i>100.0%</i>	<i>148</i>	<i>148</i>	<i>148</i>	<i>0</i>	<i>0</i>
<i>Liverpool Road, The Basin - Shared Path, West side, Salvation Army to Retarding Basin (Design)</i>	<i>40</i>	<i>0</i>	<i>40</i>	<i>100.0%</i>	<i>85</i>	<i>40</i>	<i>40</i>	<i>0</i>	<i>45</i>
Green Spine Corridor - Shared Path, Chandler Road	35	68	(33)	(95.2%)	50	50	50	0	0
Wellington Road, Rowville - Shared Path, Pinehill Drive to Napoleon Road (Design)	5	4	1	25.0%	50	50	50	0	0



Detailed Capital Works Program Expenditure

for year to date ended 31 December 2023

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	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
Capital Works Program Expenditure									
Shared Path Renewal Program across multiple locations within Knox	320	90	230	72.0%	619	619	619	0	0
Macaulay Place, Bayswater - Shared Path	0	0	0	0.0%	10	10	10	0	0
Burwood Highway - Shared Path lighting, Stud Road to The Knox School	0	0	0	0.0%	60	60	60	0	0
Turrumurra Drive, Rowville - Shared Path	1	1	0	17.5%	60	60	60	0	0
Total Footpaths and Cycleways	2,265	2,370	(105)	(4.7%)	4,713	4,748	4,881	(133)	(167)
Off Street Car Parks									
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	350	199	151	43.2%	577	577	591	(14)	(14)
<i>Rowville Recreation Reserve - Carpark Upgrade</i>	0	0	0	0.0%	72	0	0	0	72
Wantirna Reserve - Carpark Upgrade	30	8	23	75.0%	40	40	40	0	0
Egan Lee Reserve - Carpark	5	8	(3)	(52.5%)	430	430	430	0	0
Knox Skate and BMX Park - Carpark	5	1	4	86.5%	540	540	540	0	0
Stud Park Reserve - Carpark Upgrade	30	2	28	93.5%	35	35	35	0	0
Carrington Park - Carpark Upgrade	6	20	(14)	(239.9%)	35	35	35	0	0
Knox Park Reserve - Carpark Upgrade	5	2	3	66.7%	35	35	35	0	0
Total Off Street Car Parks	431	238	192	44.6%	1,764	1,692	1,706	(14)	58
Recreation, Leisure, Parks and Playgrounds									
<i>Knox Regional Sport Park - VARMS</i>	49	35	14	29.3%	101	92	92	0	10
<i>Quarry Reserve, Ferntree Gully - Masterplan Stage 3</i>	235	234	1	0.5%	197	235	235	0	(38)
<i>Knox Hockey Facility Development</i>	80	115	(35)	(44.2%)	122	378	178	200	(56)
Reactive Park Signage Renewal	10	2	8	84.6%	20	20	20	0	0
Park Furniture Renewal	45	6	39	86.6%	90	90	90	0	0
Bush Boulevard Renewal	40	21	19	46.6%	80	80	80	0	0
Parkland Asset Renewal	45	23	22	49.2%	95	95	95	0	0
Significant Municipal Site Renewal	70	24	47	66.4%	140	140	140	0	0
Reserve Paths Renewal	40	15	25	62.6%	90	80	80	0	10
Open Space Asset Artwork Renewal	42	24	18	42.1%	82	82	82	0	0
Reactive Sportsfield Surface Renewal	0	81	(81)	(100.0%)	100	100	100	0	0
Irrigation Infrastructure Renewal	0	37	(37)	(100.0%)	70	70	70	0	0
Oversowing of Sportsfields	30	14	16	52.2%	90	90	90	0	0
Exner Reserve - Tennis Court Renewal	5	6	(1)	(26.0%)	600	650	600	50	0
Knox Regional Netball Centre - Court renewal	25	43	(18)	(73.2%)	150	150	150	0	0
<i>Public Tennis / Netball / Basketball Court Renewal</i>	111	48	62	56.2%	150	110	130	(20)	20
Sporting Oval Fencing Renewal	40	27	13	33.8%	75	75	75	0	0
Knox Park, Knoxfield - Turf Renewal	0	0	(0)	(100.0%)	0	0	0	0	0
<i>Knox Athletics Track - Reactive Track Renewal</i>	0	24	(24)	(100.0%)	3,094	4,718	3,500	1,218	(406)
<i>Batterham Reserve - Oval Renewal</i>	0	3	(3)	(100.0%)	1,750	0	0	0	1,750
<i>Eildon Park Reserve - Tennis Court Renewal</i>	150	136	14	9.2%	128	181	231	(50)	(103)
Glenfern Park - Tennis Court Renewal (Design)	0	0	0	0.0%	30	30	30	0	0
<i>Parks - New Tractor</i>	120	0	120	100.0%	0	120	120	0	(120)
<i>Egan Lee Reserve - Oval (Top) Renewal</i>	1,550	222	1,328	85.7%	2,779	3,669	3,669	0	(890)
Golf Practice Nets Signage	6	0	6	100.0%	6	6	6	0	0
Lewis Park - Oval 2 Sportsfield Renewal (Design)	20	15	5	27.0%	50	50	17	33	33
Talaskia Reserve, Upper Ferntree Gully - Cricket Net Renewal	0	(5)	5	100.0%	0	0	0	0	0
Dobson Park, Ferntree Gully - Cricket Net Renewal	0	(5)	5	100.0%	0	0	0	0	0
<i>Guy Turner - Sportsfield Renewal</i>	0	0	0	0.0%	30	0	0	0	30
<i>Bayswater Oval - Cricket Net Renewal</i>	0	2	(2)	(100.0%)	260	550	550	0	(290)
<i>Pickett Reserve - Cricket Net Renewal</i>	339	77	262	77.3%	400	370	370	0	30
Sportsfield Infrastructure Replacement Program	0	67	(67)	(100.0%)	75	75	75	0	0
<i>Fairpark Reserve - Cricket Net Renewal</i>	0	6	(6)	(100.0%)	13	13	13	0	0
<i>Templeton Reserve - Cricket Net Renewal</i>	430	374	56	13.1%	400	450	450	0	(50)
Wally Tew Reserve - Oval 1 Sportsfield Renewal	20	20	(0)	(1.4%)	50	50	20	30	30
Knox BMX Track Renewal	7	31	(24)	(347.3%)	300	300	300	0	0
Eildon Park - Oval 1 Fencing Renewal	65	77	(12)	(17.9%)	65	65	65	0	0
Windermere Reserve - Cricket Net Renewal	15	7	8	52.1%	15	15	15	0	0
Street Tree Replacement Program	255	329	(74)	(28.9%)	524	524	524	0	0
<i>Playground Renewal Program</i>	105	850	(745)	(709.9%)	1,919	1,890	1,890	0	29

Detailed Capital Works Program Expenditure

for year to date ended 31 December 2023



Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Stamford Park Development</i>	2,963	1,987	976	32.9%	4,000	3,968	3,968	0	32
Boronia Park - Masterplan Implementation	0	0	0	0.0%	50	50	50	0	0
Walker Reserve - Pedestrian Lighting	1	3	(2)	(129.6%)	10	10	3	7	7
<i>Kings Park - Floodlighting Upgrade</i>	388	31	357	92.0%	360	388	483	(95)	(123)
Dog Play Park	27	0	27	100.0%	54	54	54	0	0
<i>Knox Regional Netball Centre - Floodlight Outdoor</i>	0	7	(7)	(100.0%)	198	123	0	123	198
Carrington Park Reserve - Stormwater Harvest Upgrade	9	0	9	100.0%	120	120	120	0	0
Bayswater Oval - Stormwater Harvesting Upgrade	0	0	0	0.0%	220	220	220	0	0
<i>Knox Park Athletics - Track Lighting</i>	0	0	0	0.0%	0	382	382	0	(382)
<i>Guy Turner Reserve - Floodlighting Upgrade</i>	195	23	172	88.1%	260	291	195	96	65
Chandler Park Reserve - Floodlighting Upgrade	216	0	216	100.0%	300	300	216	84	84
Bayswater Oval - Floodlighting Upgrade	192	233	(41)	(21.6%)	250	250	192	58	58
Windermere Reserve - Floodlighting Upgrade	240	24	216	90.0%	300	300	240	60	60
Egan Lee - Lighting Upgrade	100	0	100	100.0%	300	300	300	0	0
Knox City Tennis Courts - Lighting Upgrade	140	0	140	100.0%	140	140	140	0	0
The Basin Triangle - Masterplan	0	0	0	0.0%	30	30	30	0	0
<i>Kings Park Reserve - Masterplan Implementation</i>	0	15	(15)	(100.0%)	80	90	90	0	(10)
Replanting of priority areas within Knox including tree reserves and open space.	9	3	6	70.4%	110	110	110	0	0
<i>Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated Works</i>	515	412	103	20.0%	382	515	536	(21)	(154)
<i>HV Jones, Ferntree Gully - Masterplan Stage 3</i>	205	445	(239)	(116.7%)	435	424	423	1	11
<i>Lewis Park - Stage 1 Contribution</i>	1,012	1,001	11	1.1%	1,000	1,012	1,012	0	(12)
Wantirna Reserve - Masterplan	30	3	27	90.8%	80	80	80	0	0
Peregrine Reserve - Masterplan	0	2	(2)	(100.0%)	0	0	0	0	0
Major Crescent Reserve - Landscape Plan	0	0	0	0.0%	200	200	200	0	0
Flamingo Reserve - Landscape Plan	0	0	0	0.0%	25	25	25	0	0
Schultz Reserve - Landscape Plan	150	2	148	98.9%	150	150	150	0	0
<i>Lewis Park, Wantirna South - Masterplan Stage 2</i>	0	0	0	0.0%	417	0	0	0	417
Total Recreation, Leisure, Parks and Playgrounds	10,341	7,173	3,168	30.6%	23,610	25,144	23,371	1,773	240
Other Infrastructure									
Fire Hydrant Replacement Program	0	0	0	0.0%	151	151	151	0	0
Boronia Basketball Stadium Demolition Design	50	4	46	92.0%	50	50	50	0	0
Boronia Wayfinding Strategy	0	0	0	0.0%	120	120	120	0	0
Community Planning to support Boronia Railway Station Development	0	0	0	0.0%	100	100	100	0	0
Knox Leisureworks - Strategic Review	0	0	0	0.0%	150	150	150	0	0
Community Placemaking - Murals & Lighting	0	(2)	2	100.0%	0	0	0	0	0
Liberty Reserve Bicycle Repair Station	0	1	(1)	(100.0%)	0	0	0	0	0
Tim Neville Arboretum Bicycle Pump	0	5	(5)	(100.0%)	0	0	0	0	0
<i>Stud Road - Onroad Bicycle Facilities</i>	4	0	4	100.0%	44	44	44	0	0
<i>Erica Avenue Street Scape Upgrade</i>	505	114	391	77.5%	572	750	750	0	(178)
Street furniture renewal program	65	33	32	49.9%	103	103	103	0	0
Essential Service Building Code Measures	65	24	41	63.8%	75	75	75	0	0
Asbestos Removal Program	75	47	28	37.0%	75	75	75	0	0
Major Roads Streetlight Replacement	300	20	280	93.3%	1,400	1,400	1,400	0	0
Railway Parade, Bayswater - Street Light Improvement	0	1	(1)	(100.0%)	25	25	25	0	0
Boronia Bowls Club - Green Lighting	0	5	(5)	(100.0%)	0	0	0	0	0
Total Other Infrastructure	1,064	250	813	76.5%	2,865	3,043	3,043	0	(178)
Total Infrastructure	20,255	13,922	6,333	31.3%	48,017	49,362	47,669	1,693	347
Total Expenditure - Capital Works Program	33,334	23,729	9,605	28.8%	75,661	83,525	77,323	6,202	(1,662)

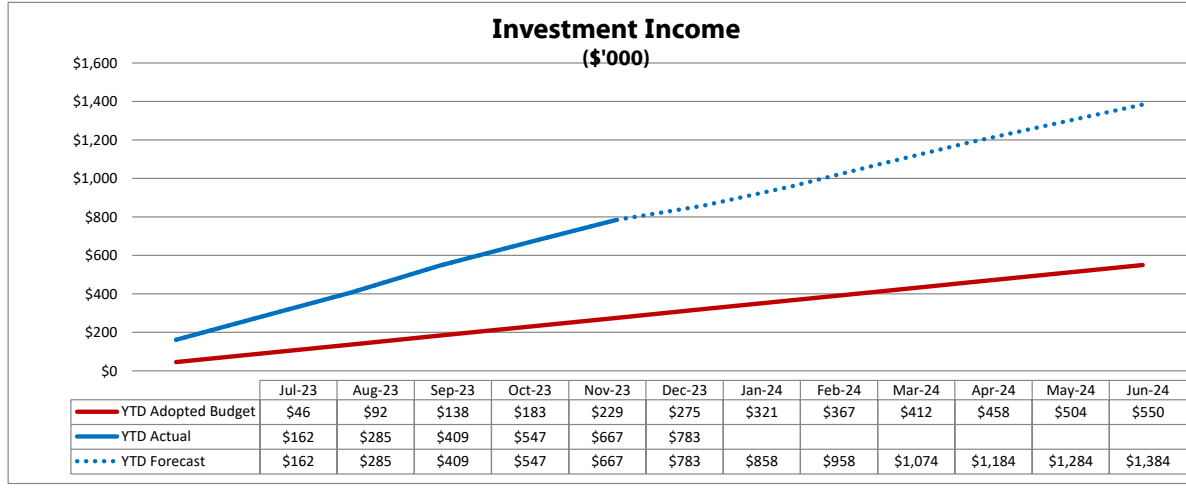
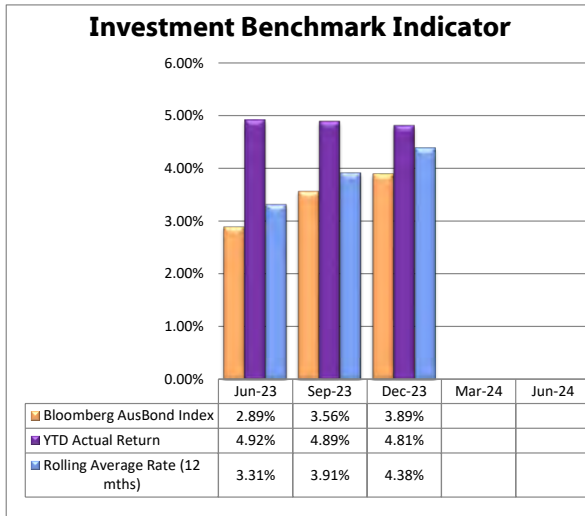
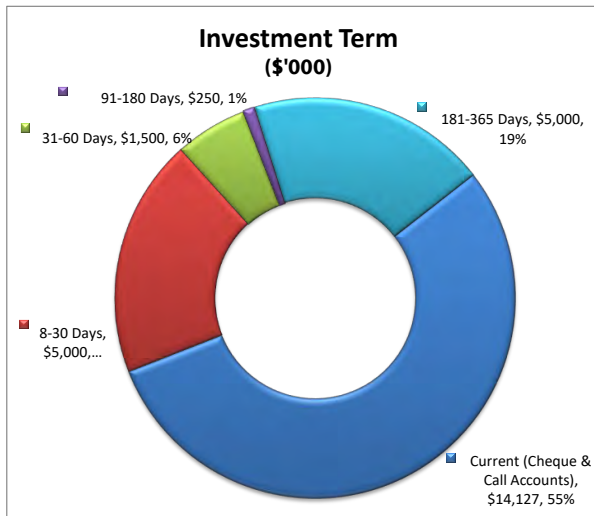
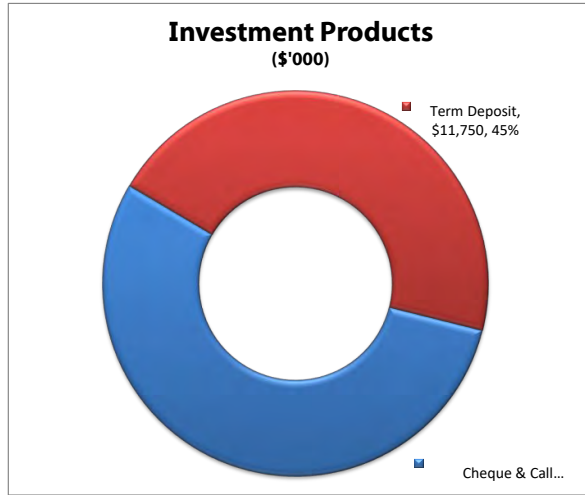
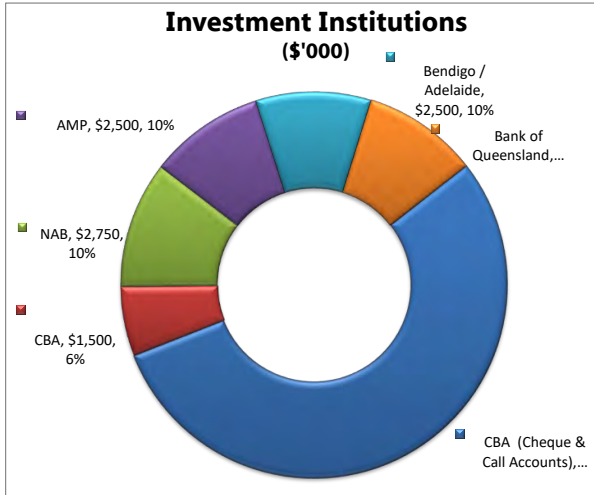
Items in Italics contain carry forward funds from 2022-23 into 2023-24. A total of \$25.830M has been carried forward from 2022-23 into 2023-24



Investment Analysis

as at 31 December 2023

A total amount of \$25.88 million in funds were invested with various financial institutions as at 31 December 2023



Councillor Expenses

for the quarter ended 31 December 2023



Councillor expenses

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

Quarterly Expenses: December 2023

Ward	Performance of the Role	Professional Development	Travel	Total
Baird	\$305.40			\$305.40
Chandler	\$321.90		\$2,798.53	\$3,120.43
Collier	\$326.30		\$1,390.08	\$1,716.38
Dinsdale	\$492.90			\$492.90
Dobson	\$998.68	\$7,600.00		\$8,598.68
Friberg	\$321.90			\$321.90
Scott	\$305.40			\$305.40
Taylor	-\$0.04 *			-\$0.04
Tirhatuan	\$199.96			\$199.96
Total	\$3,272.40	\$7,600.00	\$4,188.61	\$15,061.01

* includes a \$200.00 reimbursement for expenditure reported in the quarter ended 30 September 2023

Vehicle Expenses

Cr Marcia Timmers-Leitch (Collier Ward) Mayor: October 2023	Monthly Vehicle Expenses: October – December 2023	Total \$1,390.08
Cr Jude Dwight (Chandler Ward) Mayor: November – December 2023	Monthly Vehicle Expenses: October – December 2023	Total \$2,780.16

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



Introduction

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

Community Plan 2021-2031

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

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

Council Plan 2021-2025

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

Our Key Directions

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



Opportunity and innovation

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



Connection, resilience and wellbeing

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



Neighbourhoods, housing and infrastructure

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



Civic engagement and integrity

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



Natural environment and sustainability

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

Progress Report Q2, 2023/2024





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

Initiatives

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

Each Key Direction also has a major initiative(s). The major initiatives are those identified by Council as priorities to be undertaken during the financial year and have “(Major Initiative)” in the title. Major initiatives are the critical pieces of work that deliver on Council’s objectives. In the “Initiative – 2023-24 Milestone” column, the Council Plan action appears first, with the annual Major Initiative following after a hyphen (“-”).

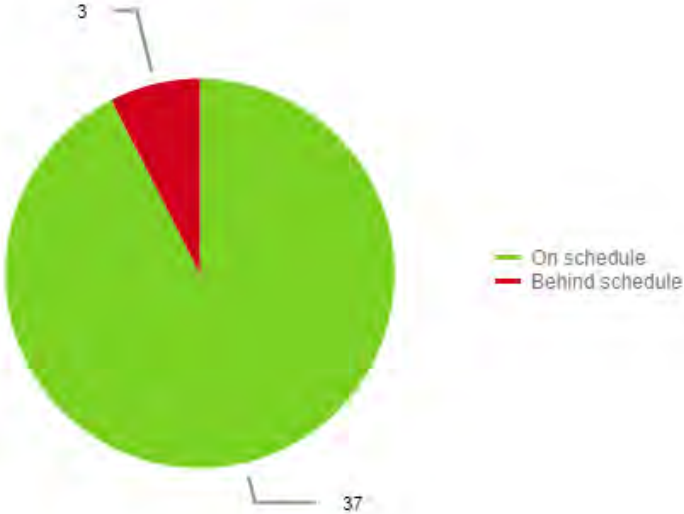
Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years.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

Complete	On schedule	Behind schedule	Not started	Deferred
✓				

Indicators

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

Q2, 2023/2024 - Progress Summary






The assessment of progress against the milestones relates only to Q2, 2023-2024 of the four-year Council Plan 2021-25, with the majority of initiatives spanning multiple years.


Opportunity and innovation

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


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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 1.1.1	Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy - Commence preparation of a Spatial Plan for the Bayswater Business Precinct (BBP).	On schedule	25%	Development of a brief to engage a consultant to prepare the Bayswater Business Precinct (BBP) Spatial Plan is still underway. The brief is being developed collaboratively through the Project Working Group, comprising staff from the strategic planning departments of the three councils: Knox, Maroondah and Yarra Ranges. The brief is expected to go out to tender once a new Precinct Coordinator is appointed in February 2024.	
CP 1.1.3	Research and review supply chain connectivity and networks, to enable and advance the circular economy - Prepare a briefing paper to advise of opportunities to improve supply chain connectivity and support circular economy initiatives.	Behind schedule	10%	No progress was made in Q2 2023-24. Officers are still exploring alternative opportunities to engage specialist advice to inform the briefing paper. The paper is still expected to be complete by the end of Q4 2023-24.	
CP 1.1.4	Continue to monitor the local economy to inform the strategic direction of future economic development initiatives - Develop a draft economic plan informed by data gathered from the evaluation of the reporting framework.	On schedule	15%	An initial review and investigation have commenced to gain an understanding of Knox's economic profile, particularly the industrial and retail precincts. The investigation includes reviewing data through Remplan, Neighbourlytics and working with Council's Research and Geospatial Analytics team.	

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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 1.2.6	Implement Council's decision regarding kindergarten review - Determine Council's future role in kindergarten service provision, and develop and action the Kindergarten Service Review Outcome Implementation Plan. (Major Initiative 2023-24)	On schedule	50%	The Kindergarten Service Review Implementation Plan has been developed and the following actions taken: the Expression of Interest process to identify alternative providers to deliver sessional kindergarten services was completed in December 2023, successful applicants will next be invited to a Request for Proposal process which will begin in late February 2024, and a Senior Management Project Control Group has been established to oversee and support project activities.	

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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 1.3.9	Coordinate the implementation of Knox's Retail Activation Strategy - Implement the Year 2 actions of the Retail Activation Strategy.	On schedule	10%	Implementation of the Year 2 actions of the Retail Activation Strategy is being undertaken concurrently with developments of the Year 1 actions of the strategy to develop the 'What's on Knox' platform. Development of an Industrial Creative Precinct Plan is being scoped as part of the implementation of the Year 2 actions.	

The difference we're making

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

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
Maintaining the number of existing businesses in Knox.	The total number of businesses registered in Knox.	Annual	14,046 (2019)	14,077 (2021)	15,019 (2022)	N/A	
An increase in new businesses in Knox.	The total number of new business registered in Knox.	Annual	875	1,174	300	N/A	



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
			(2020-21)				
More residents employed in Knox.	The percentage of Knox residents who work in Knox.	5 yearly	32.2% (2016)	32.1% (2021)	Data not available	N/A	
More people with need for assistance employed in Knox.	The percentage of Knox residents (community of interest - people with need for assistance) employed.	5 yearly	83.9% (2016)	87% (2021)	Data not available	N/A	
An increase in Knox’s Gross Regional Product/capita.	An estimate of the total value of all final goods and services produced in the economy based on final market value for the end consumer.	Annual	\$65,030 (2018)	\$70,819 (2021)	\$74,416 (2022)	N/A	
Improved secondary school completion rates.	Percentage of population 15+ years with Year 12 or equivalent.	5 yearly	55% (2016)	60.7% (2021)	Data not available	N/A	
Increased participation in Knox’s Business Education program.	Number of businesses who participated in Knox education programs.	Annual	335 (2020-21)	113	24	N/A	
More community education programs run by Knox.	The number of community training workshops run by Knox.	6 monthly	12	12	18	5	Five community training workshops were conducted between July – December 2023.
Participation in funded 3-year old kindergarten.	Percentage of eligible children enrolled in	Annual	New data set	69.3% (2022)	80% (2023)	N/A	


Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
	Government funded 3-year old kindergarten.						
Increased participation in funded 4-yearold-kindergarten.	Percentage of eligible children enroled in Government funded 4-year old kindergarten.	Annual	85.7% (2020)	94% (2021)	87% (2023)	N/A	

Neighbourhoods, housing and infrastructure




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



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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.1.1	Implement the Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox - Update Council's advocacy position to include the targets and definitions adopted in the Social and Affordable Housing Strategy, and commence review of Council's Homeless and Rough Sleeping Policy and Procedure. Explore an audit of Council land and other government owned land to identify potential sites suitable for future social and affordable housing developments. ♦	On schedule	40%	The submission to the National Housing and Homelessness Strategy was submitted in October 2023 as scheduled. Officers have scheduled a meeting with Homes Victoria in January 2024 to discuss the implications of the Victorian Government Housing Statement for the supply of social and affordable housing in Knox. Investigations continue into suitable sites for future social and affordable housing developments. The expression of interest process has continued for a social housing development in Station Street, Bayswater, and a confidential report will progress to Council in Q3 2023-24 outlining the outcomes of the process.	
CP 2.1.2	Commence review of the Knox Housing Strategy 2015 - Undertake a preliminary investigation of the Knox Housing Strategy and develop a project scope/brief to commence a review of the strategy. ♦	On schedule	50%	To gain a better understanding of the scope and budget required, in Q2 of 2023-24 the project team consulted other councils who have recently reviewed their housing strategies. As part of the budgeting process in November 2023, budget savings were identified from other projects in City Futures which can potentially be re-purposed for the Housing Strategy review. A draft business case is being prepared along with an updated draft project plan to reflect these matters.	


Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.1.3	Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA) - Complete the Preventing Homelessness in Older Women research project and commence implementation of the key recommendations. ◆	On schedule	95%	The Eastern Affordable Housing Alliance (EAHA) has completed a 12-month research project on Preventing Homelessness among Older Women and the final report is now available on the EAHA website with key findings and recommended local solutions. The project has been delivered by the EAHA councils, including Knox City Council (project lead), and supported by \$180,000 in funding from the Victorian Government's Metropolitan Partnerships Development Fund. Single women over 55 are the fastest growing group of people experiencing homelessness in the eastern metropolitan region (and Australia). The research project included speaking with women in the region who have experienced homelessness, as well as with service providers. A total of 120 participants were involved in the research through interviews, surveys, and focus groups. The project explored factors contributing to women's homelessness in the region and identified service gaps and key stages of early intervention to prevent homelessness. Key recommendations include using under-utilised homes and buildings, and including affordable housing in retirement villages and independent living units. EAHA will commence advocacy and partnerships for implementation of the key recommendations in Q3 2023-24.	



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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.4	Facilitate and support the implementation of the Boronia Renewal program - Adopt Amendment C192knox (implementation of the Boronia Renewal Strategy into the Knox Planning Scheme) and submission of Amendment C192knox to the Minister for Planning for approval.	On schedule	50%	In Q2 of 2023-24 the Panel process for the Boronia Amendment C192knox progressed, including the Directions Hearing which occurred on 10 November 2023 and the Panel Hearing on 8 December 2023, where representatives from Council and the community presented their submissions to the panel members. Officers are currently awaiting the Panel Report (expected in late January 2024). Once received, officers will review the amendment in light of the Panel recommendations to inform a report back to Council. Work also progressed on the Boronia Train Station Precinct with an urban design workshop facilitated by the Knox Urban Design Advisor in November 2023 which captured input from officers from across Council and the Level Crossing Removal Project to develop urban design principles and solutions for the precinct.	
CP 2.2.5	Progress implementation of the Knox Central program - Prepare a Planning Scheme Amendment to rezone the Knox Central precinct land.	Behind schedule	10%	Competing priorities have delayed the progress of this initiative, but a Project Officer has been recruited to drive through the Planning Scheme Amendment, which is expected to be back on schedule by the end of Q3 2023-24.	
CP 2.2.9	Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years - Apply the Community and Social Infrastructure Modelling (CASIMO) tool and database to support community infrastructure planning. ♦	On schedule	45%	Officers undertook a Fit-For-Purpose assessment of all Kindergarten facilities, Community Wellbeing buildings, Maternal and Child Health facilities and Playgroup facilities over Q1 and Q2 2023-24, as well as starting on sporting pavilions. Fit-For-Purpose assessments ascertain how well a facility meets the needs the community, and the purpose for which it is used. This information has been uploaded to the CASIMO tool. Utilisation assessments, providing information on how well-used facilities are for Community Wellbeing buildings and Playgroups, have started. In Q3 2023-24 officers will commence analysis of service-related data and assessments across Knox suburbs by six local areas.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.2.11	Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan - Commence the development of the draft Open Space Plan following completion of Background Research and Initial Community Engagement ◆	On schedule	30%	Background Research for the draft Open Space Plan has been completed. Community consultation will commence in Q3 2023-24.	
CP 2.2.13	Finalise and implement the Bayswater Renewal Strategy - Present the Bayswater Renewal Strategy to Council for endorsement, for the purpose of requesting authorisation from the Minister for Planning to prepare and exhibit the a planning scheme amendment to implement the recommendations of the Bayswater Renewal Strategy in the Knox Planning Scheme. (Major Initiative 2023-24)	On schedule	50%	In Q2 2023-24 input was provided from internal departments on the draft Bayswater Renewal Strategy, including a stakeholder workshop and multiple targeted meetings with officers from across Council. The feedback has been consolidated and forwarded to the project consultants who will be updating the strategy to reflect the feedback received. The Strategy is expected to be presented to Council in March 2024 for endorsement to commence community engagement and consultation with external stakeholders in April 2024. Planning for the upcoming public engagement has also commenced.	

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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.14	Advocate to State Government for improved public transport and arterial road connectivity in Knox - Develop Project Specific Advocacy material for Council's Transport priorities and advocate for Long Term Public Transport priorities including Rowville Rail, Knox Tram and Trackless Tram proposals. ◆	On schedule	50%	Submission of the bus planning advocacy document, outlining priority requirements across the Knox municipality, was delayed but is expected to be submitted to the State Government in Q3 2023-24. Knox City Council continues to pursue advocacy through the Eastern Transport Coalition (ETC), identifying priority safe arterial road crossing routes to enhance access to frequent bus services.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 2.3.15	Enhance sustainable transport utilisation through delivery of active transport infrastructure - Deliver the Footpath Program and the Shared Path and On Road Bicycle infrastructure program. ♦	On schedule	40%	The tender process has been completed and construction of the Napoleon Road shared path is scheduled for the first half of 2024.	
CP 2.3.17	Provide new and innovative community transport programs for the Knox community - Implement a new community transport pricing structure to provide an affordable service to individuals, seniors, clubs, etc. within the Knox community, as well as to allow cost recovery for other potential users of the service. ♦	On schedule	50%	The new community transport pricing structure introduced from July for the 2023-24 financial year has been well embraced. With approximately 50 bookings for community groups to host excursions, the feedback for the first six months of delivery has been positive. The process to enhance the booking process for the 2024-25 financial year is currently under development with learning and feedback received. Investigation will continue this financial year to further innovate the community transport program for Knox to include an on-demand service option.	

The difference we’re making

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



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
More social and rental housing that is affordable to low income households in Knox.	The proportion of need that can be met with existing local social housing and affordable private rentals.	5 yearly	77% (2020)	77% (2021)	N/A	N/A	
A reduction in the median household incomes needed to purchase a typical house.	The average number of household incomes needed to purchase a typical house.	5 yearly	8.9 (2016)	9.7 (2021)	N/A	N/A	
Increased public transport usage.	Percentage of weekday trips made by public transport.	2 yearly	6.54% (2018)	6.41% (2020)	Data not available	N/A	
More one and two bedroom dwellings approved for construction in Knox.	The number of one & two bedroom dwellings	Annual	240 (2020-21)	Data not available	174	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
	approved for construction in Knox.						
An increase in the number of cyclists recorded on a typical day at a typical site on Knox’s shared path networks.	The number of cyclists recorded on a typical day at a typical site on Knox’s shared path networks.	Annual	517 (March 2020)	1,090 (March 2022)	1,251 (March 2023)	N/A	
Improved community satisfaction with recreation facilities.	Community satisfaction score for recreation facilities.	Annual	74 (2021)	73 (2022)	70 (2023)	N/A	
Improved community satisfaction with arts centres and libraries.	Community satisfaction score for arts centres and libraries.	Annual	72 (2021)	70 (2022)	70 (2023)	N/A	
Improved community satisfaction with appearance of public areas.	Community satisfaction score for appearance of public areas.	Annual	72 (2021)	69 (2022)	63 (2023)	N/A	
Improved community satisfaction with sealed local roads.	Community satisfaction score for sealed local roads.	Annual	70 (2021)	68 (2022)	55 (2023)	N/A	
Improved community satisfaction with planning for population growth.	Community satisfaction score for planning for population growth.	Annual	55 (2021)	56 (2022)	N/A	N/A	



Natural environment and sustainability

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


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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 3.1.2	Implement Knox's Biodiversity Resilience Plan - Commence implementation of the Biodiversity Action Plan. ◆	On schedule	15%	The Biodiversity Resilience Strategy has been completed and will be presented to Council for endorsement in January 2024. Implementation will commence once Council endorsement is obtained.	
CP 3.1.3	Develop a Domestic Wastewater Management Plan for Knox.	On schedule	30%	An audit of all existing systems within Knox and research and analysis of wastewater management is currently on target to be completed in 2023-24 by way of a \$20,000 grant from the Victorian Department of Energy, Environment and Climate Action (DEECA). The audit will allow a risk-based analysis of our approach to managing domestic wastewater within Knox. Council is awaiting advice from the Environment Protection Authority (EPA) regarding the changing legislative requirement for a Domestic Wastewater Management Plan (DWMP) to be developed. Drafting of the DWMP is expected to be carried out in 2024-25 upon receipt of EPA advice.	

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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 3.2.5	Implement the high priority actions from Years 2-4 of the Climate Response Plan - Implement the high priority Year 3 actions of the Climate Response Plan. ♦ (Major Initiative 2023-24)	On schedule	50%	A number of the Year 3 implementation actions of the Climate Response Plan progressed in Q2 2023-24. These included: working with the Eastern Alliance for Greenhouse Action (EAGA) on promoting Round 2 of the Business Power Purchase Agreement program through the Business Renewables Buying Group; launch of the Net Zero Hero community education program at the 2023 Stringybark Festival, including induction cooking workshops and free energy-saving advice; completion of a car-share feasibility study; signed agreement with Evie Networks for an additional electric vehicle charging station for installation in The Basin; and installation of solar for two Knox pavilion buildings.	
CP 3.2.6	Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program - Continue Council's road renewal program to achieve at least 70% recycled content in asphalt. ♦	On schedule	50%	Council's road renewal program for Q2 2023-24 is on track to have 90% of projects delivered utilising asphalt products that contain recycled asphalt, plastic, and glass. A trial has also commenced with recycling drainage pit waste, filtering sand and crushed rock for reuse into concrete for footpath projects. Approximately 70% of this concrete is made up of reclaimed drainage waste material. The success achieved with footpath projects is now being trialed for other infrastructure works. Other recycled initiatives include using crushed concrete in place of crushed rock as bedding material for footpath projects, trialing asphalt for shared path projects that contains recycled asphalt, plastic, and glass, and encouraging Council's local suppliers to further explore and develop recycling initiatives that Council can trial in maintenance and infrastructure works.	

Lead by example and encourage our community to reduce waste.

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 3.3.10	Secure long-term solutions for the treatment and disposal of residual waste streams - Secure a development partner agreement through the Advanced Waste Processing tender phase and participate in the Design Development phase.	On schedule	40%	The procurement process for Advanced Waste Processing services remains live with alternative options currently being considered by the South East Advanced Waste Processing (SEAWP) project group.	

The difference we’re making

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



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
More houses within 400m of open space.	The percentage of Knox homes within 400m of a public open space of any size.	2 yearly	69% (2018)	81.7% (2021)	N/A	N/A	
An increase in tree canopy coverage.	Percentage of Knox’s total area under tree canopy cover.	2 yearly	18% (2018)	Data not available	Data not available	N/A	
A reduction in greenhouse gas emissions.	Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas & electricity).	2 yearly	15 (2017)	11.6 (2020-21)	N/A	N/A	
An increase in renewable energy usage.	Renewable energy as a percentage of total electricity consumption.	2 yearly	7.3% (2017)	56% (2021)	47%	N/A	





Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
A reduction in Councils corporate greenhouse gas emissions.	Councils corporate greenhouse gas emissions.	Annual (September)	9,733 (2020-21)	8,605 (2021-22)	8,357 (2022-23)	N/A	
An increase in Councils corporate renewable energy usage.	Total Installed capacity of Solar on Council facilities.	Annual	662 kW (2020-21)	816kW	916kW	N/A	
A higher annual net gain of trees in Knox.	The net gain (difference between trees removed and planted) of trees in Knox.	Annual	1,249 (2020-21)	1,420	1,611	N/A	
Improved community satisfaction with waste management.	Community satisfaction score for waste management.	Annual	75 (2021)	76 (2022)	69 (2023)	N/A	
Improved community satisfaction with environmental sustainability.	Community satisfaction score for environmental sustainability.	Annual	65 (2021)	65 (2022)	62 (2023)	N/A	
An increase in kerbside collection waste diverted from landfill.	Percentage of kerbside collection waste diverted from landfill.	6 monthly	52.10% (2020-21)	51.6%	53.12%	73.76%	Success of FOGO implementation has resulted in higher than expected diversion rates.

Connection, resilience and wellbeing



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



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



Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.2	Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact - Explore the impact of gender on mental health, and deliver Mental Health Month activities in October 2023. ♦	On schedule	65%	In 2023 the Knox Mental Health Roundtable and the Knox Community Safety Health and Wellbeing Advisory Committee recommended analysis be conducted to determine whether there was a potential gap for men's mental health in the services and initiatives available in Knox. The Men's Mental Health Report concluded that there was no systemic gap in the number of mental health services provisions available to men within the municipality, but a gap in men and boys accessing and being retained in services. One key recommendation was to implement initiatives to shift societal conceptions of masculinity by unpacking the rigid gender stereotypes and promoting healthier masculinities. Council is working in partnership with the Knox Mental Health Roundtable to conduct two workshops over the next six months.	
CP 4.1.3	Progress implementation of the Children, Youth and Seniors Plan - Implement the Year 3 actions of the Child, Youth and Seniors Plan. ♦	On schedule	50%	Implementation of the Child, Youth and Seniors Plan actions continues. Council has demonstrated a strong commitment to supporting the senior members of our community through a diverse range of initiatives. This included events held during Seniors month in October 2023. The Senior Launch Day festival, delivered a vibrant celebration featuring a number of activities ranging from rock and roll dancing to the exploration of the Senior Exercise Park and saw more than 2,500 participants across various activities and information sessions throughout the day. A further highlight of the month-long festivities was a sold-out Senior Dance, which brought together 130 seniors for an enjoyable afternoon. Council has been proactive in organising a diverse program of outings for the senior community members, providing opportunities for independent exploration and the forging of new friendships. These outings contribute significantly to the well-being of seniors, fostering a sense of independence, entertainment and connection across our community.	



Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.1.4	Develop and implement an Active Participation Plan - Beyond Structured Sport - Complete the development of the Active Participation Plan - Beyond Structured Sport. ◆	On schedule	80%	The draft Active Participation Plan - Beyond Structured Sport, is complete. Review and Council consultation are scheduled for Q3 2023-24 and community consultation for Q4 2023-24, following which the Plan will be finalised.	
CP 4.1.5	Review the Sports Club Development Program and usage of Council resources to support club sustainability - Deliver the Club Development Program for 2024 and explore additional opportunities for partnerships in the delivery of this program. ◆	On schedule	50%	There were a number of Club Development initiatives delivered to Knox's sporting clubs in Q2 2023-24. The Female Participation workshop in November was well attended by 25 participants from 12 clubs. An alcohol best practice session was delivered in December to 35 participants from 17 clubs. The 16 days of activism event with Phil Cleary on 29 November 2023 was also attended by local sporting clubs. Lastly, numerous webinars were promoted to clubs such as bystander training and 'a discussion with Sam Lane: Respect in Sporting Clubs'.	
CP 4.1.7	Support the creation of new physical activity based programs and community infrastructure across the municipality - Explore and roll out additional programs across Knox's Indoor Leisure Centres. ◆	On schedule	35%	Leisure and Physical Activity Programs continue to be supported and developed across Knox's Indoor Leisure Centres and remain on schedule. These include: Quarterly Pickle Ball Round Robins at Rowville Community Centre; New Open Age Pickle Ball Program Tuesday nights at Rowville Community Centre, which continued to receive strong participation in Q2 2023-24; New Table Tennis Program at Carrington Park Leisure Centre; and Balloon Football at Knox Regional Netball Centre (Scope) to suit the needs of people with severe disability.	
CP 4.1.8	Develop and implement programs to enable older and vulnerable residents to access technology - Continue to support the Knox Digital Connection Stakeholder Group (comprising Bridges Connecting Communities, Community Houses and Your Library, EACH Community Health Services, Services Australia and Swinburne University). ◆	On schedule	50%	The Knox Digital Connection Stakeholder Group is continuing to meet to discuss how it can collectively support the community. As a result of the University of the Third Age (U3A) Knox 2023 survey, a development supported by Council, U3A Knox has been able to identify five new training sessions which will be offered to U3A Knox members commencing in Term 2 2024. Because each service provider within the Knox Digital Stakeholder Group offers valuable digital sessions for the community, the focus for the Stakeholder Group is currently on developing a coordinated marketing and promotions plan to highlight the opportunities on offer and encourage broader participation, to help the community grow their digital skills and confidence.	

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


Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.9	Contribute to the collective efforts in preventing and responding to family violence - Deliver family violence prevention and awareness raising activities including a project for 16 Days of Activism against Gender-Based Violence, and deliver training for frontline Council staff and/or community members. ♦	On schedule	50%	Key activities during Q2 2023-24 included the delivery of an awareness session as part of the Community Training calendar, with 26 people attending. During the 16 Days of Activism, an event was held on 29 November 2023 with keynote speaker Phil Cleary, who focused on the importance of gender quality in sporting clubs, with 25 people attending. Officers also supported the march against family violence on 4 December 2023, delivered by Boorndawam Willam (First Nations family violence service). An outcome has not yet been received in relation to a Q2 2023-24 funding submission to the Free From Violence Local Government Program. Notification was received in December that the assessment process had been delayed and outcomes will be advised in early 2024.	
CP 4.2.10	Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children - Implement Child Link for Maternal and Child Health Nurses and plan for the implementation of Child Link for Early Childhood Education and Care Staff (dependant on access being made available from the Department of Education). ♦	On schedule	50%	Nurses from the Enhanced Maternal Child Health Team are scheduled to complete Child Link training in Q3 2023-24, followed by the remaining Maternal Child Health Nurses in Q4 2023-24. Council expressed an interest with the Department of Education for Early Childhood Teachers from Knox to be included in the first round of training and access to Child Link. No further advice has been received for when this training will be available.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.11	Develop and implement Knox Council's Disability Action Plan incorporated within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-26 - Implement the Year 2 Disability Action Plan actions within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027.	On schedule	50%	Implementation of the Year 2 Disability Action Plan continues on schedule. Q2 2023-24 saw delivery of five Early Years Professional Development sessions (attendances of between 45 - 50 per session) to increase the confidence and skills of staff working on access and inclusion. Weekly carer exercise classes have continued, which provides carers with an opportunity to improve their physical health and also expand their social connections. A regional Disability Advisory Committee (DAC) forum was held with the participation of Knox Disability Advisory Committee (KDAC) members in October and November 2023 to acknowledge International Day of People with Disability, and planning is underway for internal access and inclusion training for Knox staff to be delivered in 2024. A successful campaign for Carers Week to acknowledge and support the work done by carers was delivered in partnership with the Knox Community House network. The Disability Inclusion team have supported the community to further understand the National Disability Insurance Scheme (NDIS) and support people with complex needs who have experienced difficulty with access. The Accessing Knox e-newsletter continues to be disturbed on a fortnightly basis.	
CP 4.2.12	Develop and implement the Dementia Friendly Action Plan - Present the Knox Dementia Friendly Action Plan to Council for consideration, implement the plan following its adoption, and continue to support the Knox Dementia Advisory Group. ◆	On schedule	50%	Implementation of the Dementia Friendly Action Plan is progressing with the focus during Q2 2023-24 on raising awareness of the newly adopted Plan. A variety of Dementia Friendly sessions have been scheduled for staff, community, and social clubs over February and March 2024. Social and physical activities both for people living with dementia and for carers are in the planning stage and will be promoted to target audiences through the Bright Ideas newsletter and Autumn Zest4Life editions in 2024.	


Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.13	Work and partner with the multicultural community and key services to support our diverse communities - Implement visual multilingual installations to acknowledge Council's Refugee Welcome Zone and signatory to the 'Racism, It Stops With Me' campaign, develop guidelines and protocols informed by culturally and linguistically diverse communities for the provision of Council information, and provide four training sessions for Council staff to develop skills for effective communication with culturally diverse communities. ◆	On schedule	65%	In Q2 2023-24 Council collaborated with Victoria Police and the Victorian Equal Opportunity and Human Rights Commission (VEOHRC) to facilitate community education sessions on 24 and 26 October. The sessions were well attended, with over 50 community members representative of Knox's culturally diverse community: Chinese, Indian, Malaysian, Persian, Zomi, Chin, Italian, and diverse European ancestries. Community members were empowered with information and resources on how to report racism to relevant authorities. November 2023 saw the roll-out of our 'Growing Your Community Group' training program which supports multicultural community leaders to build their knowledge and skills in governance and grant writing. Council partnered with the Rowville Community Learning Centre and the Migrant Information Centre to deliver this 5-week training program. Our staff training on Cross-cultural Communication is currently being developed and the planned training has been re-scheduled for the end of February 2024.	
CP 4.2.14	Implement Council's adopted Gender Equality Action Plan - Deliver Year 2 of the Gender Equality Action Plan, ensuring Council meets its obligations under the Gender Equality Act 2020. ◆	On schedule	65%	Council now has a revised and certified Knox City Council Enterprise Agreement that includes Gender Transition Leave for up to 20 paid days and up to 48 weeks unpaid leave. This has been taken from an intersectionality perspective for our workforce. Council has enhanced its current Family Violence Leave provision by supporting each matter on a case-by-case basis. Council has completed 15 gender Impact Assessments since 2021, the most recent in Q2 2023-24. Having undertaken the initial workplace gender audit in 2021 to inform a Gender Equality Action Plan, the first two-year progress report is due on 20 February 2024. This process has included: internal reporting on delivery of gender impact assessments, workforce data extraction and preparation from Knox's human resource management systems, employee experience data extraction from the State Government's 'People Matter' Survey, internal consultation to capture progress updates against each of the action items outlined in the Gender Equality Action Plan, and the engagement of an external contractor to support data analysis and report preparation.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.2.15	Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox - Develop and deliver programs to address ageism, including a pilot of intergenerational activities at Knox Early Years Services, an Ageism Awareness Exhibition at Millers Homestead, and the development of a resource kit in collaboration with Swinburne University. ◆	On schedule	65%	In October 2023 Council partnered with Eastern Community Legal Centre, local councils, and community groups in presenting a collaborative event: 'A Question of Age: In Conversation with Jacinta Parsons.' This event was well attended and invited the audience to question their perceptions of getting older through thought-provoking and energising conversation. An Age Awareness workshop was held for Knox staff in November 2023, facilitated by Joanna Maxwell from the Australian Human Rights Commission and focused on challenging assumptions of age and ageing across the lifespan. Council continued to support Intergenerational Programs, including the successful partnership between The Basin Kindergarten and Martin Luther Homes. The implementation of programs at Knox Children and Family Centres in partnership with neighbouring aged care/lifestyle facilities was also successfully supported during Q2 2023-24. All participants in these programs received benefit from participation. A 12-week Intergenerational Project, facilitated by Swinburne University and in collaboration with Your Library and a local secondary school, concluded at the end of October 2023. This program focused on improving community approaches to intergenerational social connection, with a resource kit to support community groups in establishing their own sustainable programs to be completed by mid-2024.	
CP 4.2.16	Develop and deliver a range of evidence based community training initiatives to build volunteer capacity - Undertake a review of Council's Community Training Calendar to identify emerging and future needs, and provide a range of workshops and activities that support community groups, clubs, not-for-profit organisations and volunteers in Knox. ◆	On schedule	50%	Two community training sessions were delivered in Q2 2023-24, with a total of 53 participants. Topics included Child Safe Standards and the 3Rs of Family Violence (recognise, respond, refer). The training calendar for Q3 and Q4 2023-24 has been developed and, in line with the program review, includes a focus on group governance. The training calendar will also include a focus on project planning and grant writing, to coincide with applications opening for the Community Development Fund on 1 April 2024.	

Honour and integrate First Nations Culture into actions and environments.

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.3.17	Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation - Implement visual Acknowledgement to Country installations (with consideration for interpretive signage, design/art elements, murals, Yarning Circles, language, and Cultural Gardens in Council's parks, open spaces and reserves), develop statements that outline Council's role in challenging racism and promoting inclusion that support, empower and protect First Nations people and Country in Knox, and deliver four cultural education sessions for the wider community. ♦ (Major Initiative 2023-24)	On schedule	65%	During October 2023, following the Voice to Parliament Referendum, Council's First Nations Lead supported conversations with First Nations community through yarning circles led by Uncle Kutcha Edwards and hosted by Mullum Mullum Indigenous Gathering Place. On 14 November 2023 Council hosted a Cultural Safety and Aboriginal Employment Forum on behalf of the Eastern Region group of councils. The purpose of the forum was to help councils to understand the importance of and approaches available to improve First Nations employment and cultural safety. Further work has progressed through the First Nations Portfolio, including: the provision of knowledge and advice on Open Space Projects for cultural education; signage and heritage protection; supporting the Koorie Basketball Academy basketball clinic, funded by Council's Community Development Fund to provide opportunities for local First Nations young people to participate in basketball games and other activities (approximately 80 young people attended); and supporting a First Nations barbeque and yarning circle at HV Jones Reserve, Ferntree Gully, to discuss safety and community needs. Key issues raised by community at this event included the ongoing impact of racism and the desire for a permanent gathering place site in Knox. The event was funded by the Knox Empowering Communities Project.	

Support the community to identify and lead community strengthening initiatives.

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 4.4.18	Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters - Develop the final draft Community Resilience Plan in a format that will allow broader community consultation.	Behind schedule	20%	This action was delayed in Q2 2023-24 due to competing priorities. Implementation of the Community Resilience Plan is expected to be back on schedule by the end of Q3 2023-24.	

The difference we're making

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

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
A reduction in the number of adults who report high or very high psychological distress.	Percentage of adults who suffer from high psychological distress	3 yearly	18.25% (2017)	27.5% (2020)	N/A	N/A	
More residents who report their health as good, very good or excellent.	Percentage of Knox adults who rate their health as 'very good' or 'excellent'	3 yearly	41% (2017)	41.1% (2020)	N/A	N/A	
An increase in the level of agreement that multiculturalism makes life better.	Percentage of adults that definitely agree that multiculturalism makes life their area better	3 yearly	48.57% (2017)	59% (2020)	N/A	N/A	
Improved perceptions of safety.	Percentage of adults that 'definitely' feel safe at night	3 yearly	52.2% (2017)	Data not available	N/A	N/A	
An increase in the number of adults who feel a sense of belonging.	Percentage of adults that 'definitely' feel valued by society	3 yearly	41.5% (2017)	46.2% (2020)	N/A	N/A	
More adults in Knox who volunteer.	Percentage of adults who definitely or sometimes help out a local group by volunteering	3 yearly	35.1% (2017)	Data not available	N/A	N/A	
More infants and children in the Knox region immunised	Number of children immunised at a Council run immunisation session	Annual	5,550 (2020-21)	4,002	6,885	N/A	


Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
at Council run immunisation sessions.							
Increased participation in key ages and stages Maternal and Child Health visits.	Percentage of children participating in the key ages and stages MCH visit	6 monthly	96.33% (2020-21)	99.05%	95.44%	102.62%	Knox Maternal and Child Health Services may not have received birth notices for all clients who had enrolled within the halfyear due to a large number of clients moving from other municipalities, resulting in over 100% infant enrolments in the first half of 2023-2024.
Improved satisfaction with cultural activities.	Community satisfaction score for community & cultural	Annual	65 (2021)	63 (2022)	65 (2023)	N/A	
An increase in the number of opportunities and avenues to include First Nations Culture within Knox.	The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council.	Annual	New data set	35 (Jan-June 2022)	43	N/A	
An increase in the number of meals delivered through Meals on Wheels.	The number of meals delivered through Meals on Wheels	Annual	35,194 (2020-21)	31,587	31,138	N/A	
More clients and community members supported through Council's	Number of clients and community members who have participated in CAS programs	Annual	4,348 (2020-21)	4,656	11,407	N/A	

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


Civic engagement and integrity


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

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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 5.1.1	Implement priority actions of the Community Engagement Framework and Action Plan - Review the Community Engagement Framework and develop a new Action Plan.	On schedule	35%	Consultation was undertaken across October to December 2023 to inform a review of the current Policy. Engagement with the community was undertaken primarily through focus groups to allow in-depth conversation to understand experiences and expectations. Six focus groups were held with 44 participants who reflected the diversity of Knox. A survey was also offered for people who were not able to attend a focus group, with 34 respondents. To understand the perspective of Councillors, they were offered an opportunity for a one-on-one interview. Seven out of nine participated. Initial feedback was presented to the Senior Management Team for discussion and an initial review of the principles outlined in the current policy.	

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

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 5.2.2	Implement Our Customer Strategy and Action Plan - Establish a Voice of Customer program, roll out the new complaints procedure and implement the initiatives in the second year of the digital roadmap. (Major Initiative 2023-24)	On schedule	50%	Work in Q2 2023-24 focused on implementing the new complaints procedure and embedding the service standards established by the Customer Charter. Software changes were required to give effect to the new procedure and more than 30 training sessions were delivered to train staff in recording and responding to complaints. The customer service knowledge base and website were updated to reflect the service standards established by the Customer Charter and begin communicating expected timeframes to customers. We also commenced a 12-month trial of 'live chat' on our website which assists customers using the website to complete their task online.	

Code	Initiative - 2023-24 Milestone	Status	Progress	Comments	Status Symbol
CP 5.2.3	Implement the Transformation Roadmap to ensure Knox Councils services, systems and processes meet our customers' needs and drive organisational financial sustainability - Establish the new Transformation Roadmap, including governance, portfolio office and enterprise change framework, and deliver on Year 1 projects across the Customer and Digital Experiences, Technology, Strategy and Transformation, Governance and Risk, and Data Enablement streams.	On schedule	45%	New monthly governance reporting was introduced in Q2 2023-24, with positive feedback received about the detailed progress and health information included for the four program streams: Customer and Digital Experiences, Technology, Strategy and Transformation, and Governance and Risk. A Transformation Governance Committee has been formed to oversee the Portfolio, which will include three Councillors and three independent members who will provide advice on portfolio progress and health. There are currently 34 capital projects underway after being prioritised for 2023-24 financial year funding. A further 48 operationally funded projects will be delivered this financial year. The Portfolio Office is currently refreshing the project management framework to assist with building project management capability across the organisation, and support materials will be made available centrally through the new Intranet. Requirements gathering is underway for a new Portfolio Management solution which will further enable consistency of outcomes, quality management, and reporting across a broad range of initiatives. A new Change Specialist has been recruited to progress the selection of an organisation-wide change management framework to ensure that staff are ready and willing to receive the changes that initiatives will bring.	

The difference we're making

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

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
Improved community satisfaction with decision making.	Community satisfaction score for decision making.	Annual	60 (2021)	58 (2022)	54 (2023)	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
Improved community satisfaction with customer service.	Community satisfaction score for customer service.	Annual	75 (2021)	73 (2022)	71 (2023)	N/A	
Improved community satisfaction with overall direction.	Community satisfaction score for overall direction.	Annual	54 (2021)	51 (2022)	48 (2023)	N/A	
Improved community satisfaction with overall performance.	Community satisfaction score for overall performance.	Annual	69 (2021)	67 (2022)	62 (2023)	N/A	
Improved community satisfaction with consultation & engagement.	Community satisfaction score for consultation & engagement.	Annual	58 (2021)	58 (2022)	53 (2023)	N/A	
More council services with a technology based self-service option.	Number of council services with a technology based self-service option.	Annual	434 (2020-21)	439	456	N/A	
Meet liquidity and indebted targets from the adopted budget.	Liquidity result compared to target.	Quarterly	1.0 (2021/22 Adopted Budget)	1.5 (June 2022)	1.63 (June 2023)	3.71 (December 2023)	The ratio of 3.71 is significantly higher than the June 2023 figure of 1.63 due to Rates & Charges being raised in July 2023 and gradually being expended through the financial year. The forecast ratio at June 2024 is 1.46 (compared to the adopted budget of 1.28).

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	2023-24 Q2 Result	Comment
Meet liquidity and indebted targets from the adopted budget.	Indebted result compared to target.	Quarterly	53.2% (2021/22 Adopted Budget)	38.8% (June 2022)	45.6% (June 2023)	42.0% (December 2023)	The reduced ratio from June 2023 is due to the increase in own source revenue, particularly from Rates & Charges.

Appendix 1: Incomplete Year 2 Council Plan Initiatives (2022-23)



At the conclusion of 2022-23 there were nine Year 2 initiatives that were incomplete. The items behind schedule were primarily related to external factors outside of Council's control.


To ensure we are being fully transparent to our community on the progress of our Year 2 milestones, we have chosen to separate the incomplete initiatives in Year 2 from the Year 3 initiatives and continue to report on these until completion of the Year 2 milestones.

The progress below reflects the status of the key milestones for 2022-23, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. The below Year 2 initiatives will be included in this appendix report until completion.

Opportunity and innovation

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

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

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 1.1.4	Incomplete 2022-23 initiative: Continue to monitor the local economy to inform the strategic direction of future economic development initiatives - Create a reporting framework to deliver regular relevant information to stakeholders about the Knox economy.	Behind schedule	80%	Council is working to create a reporting framework for the regular delivery of relevant information about the Knox economy to stakeholders. The reporting framework will be based on digital integration following delivery of the 'What's on Knox' platform in Q4 2023-24. Conceptual design is underway.	



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

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 1.3.9	Incomplete 2022-23 initiative: Coordinate the implementation of Knox's Retail Activation Strategy - Present the Retail Activation Strategy to Council for adoption and subsequent development of the Implementation Plan. Commence implementation of 1st year actions of the Retail Activation Strategy. (Major Initiative)	Completed	100%	The Retail Activation Strategy has been adopted by Council. Implementation of the Strategy is commencing with the 'What's on Knox' platform and a digital marketing specialist has been engaged to support delivery of the platform.	


Neighbourhoods, housing and infrastructure

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

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

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 2.2.10	Incomplete 2022-23 initiative: Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.	Deferred	0%	This initiative has not commenced and will be deferred pending future budget allocation.	
CP 2.2.11	Incomplete 2022-23 initiative: Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan - Finalise the Open Space Strategy Background Research Project to inform the development of a draft consolidated Open Space Plan. ◆	Behind schedule	30%	The Open Space Strategy Background Research Project will be completed in Q3 2023-24. A draft Open Space Plan is expected to be complete by the end of Q4 2023-24.	

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

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 2.3.16	Incomplete 2022-23 initiative: Implement Knox's Parking Strategy - Complete the tender process to secure a contractor to implement the delivery of new parking technology and systems. Commence installation and testing of new parking technology and systems.	Completed	100%	The tender process is complete and 462 parking sensors have been commissioned and are online. Locations for a further 137 sensors have been provided to our contractor and will be installed over the coming months. This initiative is complete, with remaining installation of parking sensors now an operational matter.	

Natural environment and sustainability

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


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

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 3.1.2	Incomplete 2022-23 initiative: Implement Knox's Biodiversity Resilience Plan - Complete the Habitat Corridor Plan, Resilient Tree Framework, Biodiversity Action Plan and Tree Analysis Report. ◆	Completed	100%	The outstanding item, the Biodiversity Resilience Strategy, has been completed.	✓


Connection, resilience and wellbeing

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

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

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 4.2.10	Incomplete 2022-23 initiative: Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children - Implement access to Child Link for Early Childhood Educators in 2023 (dependent on advice from the Department of Training), and ongoing monitoring of effectiveness of policies and procedures. ♦	Behind schedule	50%	The leadership of the Maternal Child Health Team completed the requirements both to use and to provide access to Child Link in Q2 2023-24. Council expressed an interest with the Department of Education for Early Childhood Teachers from Knox to be included in the first round of training and access to Child Link, but no further advice has been received as to when this training will become available.	


Support the community to identify and lead community strengthening initiatives.

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 4.4.19	Incomplete 2022-23 initiative: Participate in the review of the Eastern Region Pandemic Plan - Collaborate with the eight Eastern Metropolitan Region Councils to review and update the Local Government Eastern Region Pandemic Sub Plan, and work with the Department of Health to lead a more integrated review of the Sub Plan that includes all sectors of government.	Deferred	75%	The Victorian Department of Health has not requested any Council input to any review of the Local Government Eastern Region Pandemic Sub Plan, and the plan was not discussed at the December 2023 Municipal Emergency Management Planning meeting. This action is deferred.	

Civic engagement and integrity

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

Ensure our processes are transparent and decisions are accountable.

Code	Initiative - 2022-23 Milestone	Status	Progress	Comments	Traffic Lights
CP 5.3.7	Incomplete 2022-23 initiative: Implement an internal self-assessment process to monitor Council's performance in decision making - Develop and distribute a self-assessment survey, analyse the results and conduct workshops with councillors, including an externally facilitated self-assessment workshop.	Deferred	30%	A decision was made to defer this action to coincide with the Council elections in 2024. The planned self-assessment work will complement the Councillor induction program and assist in developing an ongoing training program for Councillors for the next Council term.	

8.2 Minor Grants Monthly Report (February) & Individual Excellence Grants Update (Quarter 2)

SUMMARY: Community Partnerships Officer, Jade Mainwaring
Personal Assistant to Mayor and Councillors, Eleonore Smith

This report summarises the grant applications recommended for approval in February for the 2023-24 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

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

This report also summarises the Excellence Grants for Individuals awarded in the second quarter of the 2023-24 financial year. Under the Excellence Grants for Individuals Policy, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150 for events within Victoria, \$250 for interstate events and \$400 for international events.

RECOMMENDATION

That Council:

1. Approve three applications for a total of \$9,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Bayswater Country Fire Authority	Procure Thermal Imaging Camera for Bayswater Tanker	\$3,000.00	\$3,000.00
Carrington Park Squash Club Inc.	Knox Schools and Jnr Development Program	\$3,000.00	\$3,000.00
Knox Hockey Club Inc.	Knox Hockey Club School Outreach Program	\$3,000.00	\$3,000.00
Total		\$9,000.00	\$9,000.00

2. Defer three applications requesting a total of \$8,448.58, as detailed below:

Applicant Name	Project Title	Amount Requested
Victorian Skateboard Association (VSA)	Knox Secondary Schools Skateboarding Incursions	\$3,000.00
EACH	Celebrating recovery through self-discovery	\$3,000.00
Left Write Hook	Left Write Hook: creative writing and trauma informed boxing	\$2,448.58
Total		\$8,448.58

3. Refuse 4 applications requesting a total of \$9,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Footscape Inc.	Foot Care Kits	\$1,000.00	This project is ineligible

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
			under Clause 6.24 - Applications will not be supported for the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years.
Mr Perfect Incorporated	Mr Perfect Incorporated	\$3,000.00	This project is ineligible under Clause 6.3 of the Minor Grants Procedure - applying organisations must also: Provide services, projects and programs that directly benefit residents of the City of Knox. The applicant has not addressed feedback provided when this project was refused in December 2023.
Tamil Community Engagement Council Australia Inc.	Vaanaivil 2024	\$3,000.00	This project is ineligible under Clause 6.3 of the Minor Grants Procedure - applying organisations must also: Provide services, projects and programs that directly benefit residents of the City of Knox. Additionally, the project is described as a fundraising event, and Clause 6.28 provides that the Minor Grants program will not support - general fundraising or funding for prizes, sponsorships, donations, other grant programs or gifts.
Boronia Soccer Club	Linemarking	\$2,000.00	This project is ineligible under Clause 6.21 of the Minor Grant Program, Procedures - as is considered maintenance and should form part of a reasonable operating

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
			budget for the applicant.
Total		\$9,000.00	

4. **Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2023-24 will be \$42,477.44 before GST adjustments.**
5. **Note the Excellence Grants for Individuals awarded in Quarter 2 of the 2023-24 financial year as set out in Attachment 2, with a total value of \$1,300.**

1. INTRODUCTION

Minor Grants

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.

Excellence Grants for Individuals

The Excellence Grants for Individuals program is administered by the Governance and Risk Department and has an allocation of \$10,000 per financial year which provides funding to eligible Knox residents to assist with the costs of competing or performing at a State, National or International level in the following areas:

- Sports and recreation;

- Education;
- Arts and culture; and
- Environmental and/or humanitarian initiatives.

Applications are assessed against the eligibility and exclusion criteria in accordance with the Excellence Grants for Individuals Policy to determine their eligibility. The Policy, together with Council's Grant Framework Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Policy, applications for funding are determined by the Chief Executive Officer or their delegate.

2. DISCUSSION

2.1 Minor Grants

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

2.1.1 Applications Recommended for Approval

Ten new applications were assessed this month, requesting grants totaling \$26,448.58.

Of the ten applications, three are recommended for approval. A summary of the projects recommended is as follows:

- Bayswater Country Fire Authority are seeking a grant to contribute to the cost of purchasing a thermal imaging camera for their Bayswater Tanker to assist in identifying hot spots that may not be easily visible to the human eye;
- Carrington Park Squash Club Inc. are seeking a grant to assist with the purchase of equipment to enable school students to come and try squash for free, without the need to bring their own equipment and encouraging squash as a sport; and
- Knox Hockey Club Inc. is seeking a grant for the purchase of equipment to assist with the rollout of their Knox Hockey Club School Outreach Program, to enable facilitated hockey sessions during school time and encourage participation.

Application details are provided in Attachment 1.

2.1.2 Applications Recommended for Deferral

Three applications received this month is recommended for deferral to the March 2024 Ordinary Meeting of Council as follows:

- Victorian Skateboard Authority are seeking a grant to assist with the rollout of their Knox Secondary Schools Skateboarding incursions.
- EACH are seeking a grant to assist with their 'Celebrating Recovery Through Self-Discovery' program that supports women on their road to recovery from addiction.
- Left Write Hook are seeking a grant to assist with the implementation of a workshop tailored to victims of family violence.

Further information is being requested of these applicants to confirm their eligibility under the minor grants program.

2.1.3 Applications Recommended for Refusal

Four applications are recommended for refusal:

- Footscape Inc. have requested grant assistance to provide Foot Care Kits, however this project has been funded in the previous two financial years and is therefore ineligible under the Minor Grant Procedure;
- Tamil Community Empowerment Council Australia Inc. requested a grant for Vaanavil 2024, however the project falls outside the scope of the Minor Grant Program due to insufficient benefit to the wider Knox community and being a fundraising event;
- Mr Perfect Incorporated are seeking a grant to cover the costs associated with Facebook marketing expenses for a BBQ for men. Mr Perfect Incorporated are based in New South Wales and the proposal does not demonstrate clear benefit to Knox residence, or consultation with other groups in Knox, and is therefore recommended for refusal; and
- The Boronia Soccer Club are seeking a grant to assist with the line marking of their pitches. This is considered maintenance and forms part of an organisations operating budget, and is therefore recommended for refusal.

2.2 Excellence Grants for Individuals

This report also presents to Council for noting, expenditure under the Excellence Grants for Individuals Policy for Quarter 2 of 2023-24.

For Quarter 2, 2023-2024, there have been 4 successful applications for a total value of \$1,300. Excellence grants were awarded for two interstate events and two international events. A summary of the grants is included at Attachment 2.

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.

Similarly, consultation will occur with Excellence Grant applicants if necessary, to clarify details regarding their applications prior to the delegate's decision.

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 2023-24 budget provides \$153,617.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Month	Amount Committed at Date of Council Meeting	Amount Committed and Paid after GST Adjustments
July 2023	\$18,914.44	\$18,204.40
August 2023	\$25,426.03	\$23,892.21
September 2023	\$13,370.77	\$12,450.86
October 2023	\$22,127.00	\$21,647.00
November 2023	\$9,791.00	\$9,381.91
December 2023	\$12,335.50	\$11,581.36
January	\$5,180.00	\$4,981.82
	\$107,144.74	\$102,139.56

Recommended applications for the February period total \$9,000.00 (prior to GST adjustments).

If approved as recommended, the remaining Minor Grants budget for 2023-24 will total \$42,477.44, prior to GST adjustments for this month.

The Excellence Grants are managed within Council's adopted budget which provides \$10,000 for grants annually.

Excellence Grants totalling \$5,150 have been awarded in the half-year to 30 December 2023 and while this exceeds the year-to-date budget (\$5,000); this reflects a timing difference between the date of application and the date of event for which the grant is sought. (The policy requires funds to be distributed equally across the 12 months of the financial year, and such distribution is done by event date, to ensure greater equity of access to the grant funds.)

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.

The Excellence Grants for Individuals program provides financial support intended to support individuals to participate in elite competition or performance, and can assist inclusion and representation of under-represented individuals. The program assists in developing skills and fostering pride for the great achievements of individuals in the Knox community.

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.

Resilience & Wellbeing

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

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

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

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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: Community Partnerships Officer, Jade Mainwaring and
Personal Assistant to Mayor and Councillors, Eleonore Smith

Report Authorised By: Director Connected Communities, Judy Chalkley and
Director Customer and Performance, Greg Curcio

Attachments

1. Attachment 1 - Minor Grant Applications - Redacted - February 2024 [8.2.1 - 62 pages]
2. Attachment 2 - Summary of Approved Excellence Grants for Individuals [8.2.2 - 1 page]

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-80 From Bayswater Country Fire Authority
 Form Submitted 30 Jan 2024, 6:05PM AEDT

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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

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Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Bayswater Country Fire Authority

Organisation Address *

[Redacted]

e/Province, Postcode, and Country are required.

Contact Name

[Redacted] e

Contact Address *

[Redacted]

e/Province, Postcode, and Country are required.

Phone Number *

[Redacted]

tralian phone number.

Mobile Number *

[Redacted]

alian 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.

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Please provide your ABN
 39 255 319 010

Information from the Australian Business Register	
ABN	39 255 319 010
Entity name	COUNTRY FIRE AUTHORITY
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3151 VIC

Information retrieved at 6:07am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Minor Grants Program - 2023-2024
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Is your organisation another type of organisation established under an Act passed by the State or Commonwealth (i.e. a registered charity)? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit (ie. a registered charity), you will require an auspice who is one or both of these things.

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: Statutory Declaration [REDACTED] Bayswater CFA.pdf
 File size: 616.1 kB

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Yes talked with the team and made sure we were eligible

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

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[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Procure Thermal Imaging Camera for Bayswater Tanker

Project Start Date *

15/03/2024

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 *

30/06/2024

Must be a date.

(a) Briefly describe details of the request: *

Bayswater Fire Brigade is requesting funding to assist in the purchase of a Scott Thermal Imaging Camera for our Tanker. The Thermal imaging camera would be a vital piece of equipment, not only in our local area but also when deployed on strike teams during bushfire seasons and campaign fires throughout Victoria. The Thermal Imaging camera is used to quickly identify hot spots that may not be easily visible to the human eye and allow firefighters to take action to reduce the potential spread of fire and damage.

(b) What community benefit is gained from this project / activity? *

The Thermal imaging camera is of benefit to the community where hot spots from the fire can be identified promptly and extinguished before developing into larger fires that may impact a community and its essential infrastructure such as schools, churches, and even local power stations.

How many people who identify as volunteers (including committee members) are currently involved in keeping your group / organisation active? *

73

Must be a number

How many people will directly benefit from or participate in your project / activity? *

55

Must be a number

How many of the above are Knox residents? *

55

Must be a number

BUDGET

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*** indicates a required field**

(c) What is the total cost of the project / activity? *

\$3,383.43

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Knox Grant	\$3,000.00	\$0	\$3,000.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$3,000.00

This number/amount is calculated.

Total Expenditure Amount

\$3,000.00

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.

Must total \$0.00

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

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If your only income is only the Minor Grant requested, the total below will be \$0
\$0.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Email Quote for Scott Thermal Imaging.pdf

File size: 254.5 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Bayswater CFA Certificate of Currency.pdf

File size: 582.9 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

30/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- A project plan
- Letters of support
- Any other relevant information you feel is necessary to support your application

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

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Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

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 Procedure.

Name *

[Redacted]

Name *

[Redacted]

Position (eg: President, Treasurer) *

[Redacted]

Declaration Date *

24/01/2024

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
 Form Submitted 4 Feb 2024, 11:16PM AEDT

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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
 Form Submitted 4 Feb 2024, 11:16PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Carrington Park Squash Club Inc

Organisation Address *

[Redacted]

te/Province, Postcode, and Country are required.

Contact Name

[Redacted] on

Contact Address *

[Redacted]

te/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] iet

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
 Form Submitted 4 Feb 2024, 11:16PM AEDT

Please provide your ABN
 33 589 409 261

Information from the Australian Business Register	
ABN	33 589 409 261
Entity name	Carrington Park Squash Club Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3180 VIC
<i>Information retrieved at 5:14am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.

Incorporation Details

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
Form Submitted 4 Feb 2024, 11:16PM AEDT

Please provide your Incorporated number

A0109026D

This can be found on the Consumer Affairs Victoria website

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: Knox Council WWC CCheck Stat Dec.pdf

File size: 975.3 kB

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Kylie Wilmont

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

* indicates a required field

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
 Form Submitted 4 Feb 2024, 11:16PM AEDT

Request Details

Project Title *

Knox Schools and Junior Development Program

Project Start Date *

29/04/2024

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 *

31/10/2024

Must be a date.

(a) Briefly describe details of the request: *

Carrington Park Squash Club is applying for this grant so as to be able to offer free racquet hire of Squash rackets and Racquetball rackets to schools and junior girls and boys who wish to try out or practice squash or racquetball.

This grant will allow schools and local girls and boys to come and try Squash and Racquetball without the extra burden of having to hire equipment.

(b) What community benefit is gained from this project / activity? *

The community benefits gained from this grant will benefit local schools and families looking to try a new sport, the flow on benefits from this grant are junior health and fitness, and parents and schools do not have to buy expensive equipment just to try the sports, they may come and use the club equipment for free.

This grant will also help the club to make our junior programs more accessible and family-friendly which we hope will bring more juniors to the sports.

How many people who identify as volunteers (including committee members) are currently involved in keeping your group / organisation active? *

15

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? *

100

Must be a number

BUDGET

*** indicates a required field**

(c) What is the total cost of the project / activity? *

\$3,875.00

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
 Form Submitted 4 Feb 2024, 11:16PM AEDT

Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc
NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council Gant	\$3,000.00	Squash and acquet-ball racket purchases	\$3,875.00
CPSC Contribution	\$875.00		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$3,875.00	\$3,875.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0
 -\$875.00
 This number/amount is calculated.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
 Form Submitted 4 Feb 2024, 11:16PM AEDT

Budget - What will you use your Minor Grant request for?

Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.

Quotes may be a formal quotation or a screenshot of items from retailers websites.

Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
Squash and Racquetball Rackets	\$3,000.00	Filename: Quotation#45766.pdf File size: 121.6 kB
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Quotation#45766.pdf
 File size: 121.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Expenditure Amount from requested grant

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
 Form Submitted 4 Feb 2024, 11:16PM AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: CPSC COC 2023-24_Squash Australia.pdf

File size: 1.2 MB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

30/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

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 Procedure.

Name *

[REDACTED]

Organisation Name *

Carrington Park Squash Club Inc

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-105 From Carrington Park Squash Club Inc
Form Submitted 4 Feb 2024, 11:16PM AEDT

Position (eg: President, Treasurer) *

President

Declaration Date *

04/02/2024

Must be a date.

Privacy Statement

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Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-109 From Knox Hockey Club
 Form Submitted 12 Feb 2024, 2:55PM AEDT

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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-109 From Knox Hockey Club
 Form Submitted 12 Feb 2024, 2:55PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Knox Hockey Club

Organisation Address *

[Redacted]

State/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Contact Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

Must be an 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-109 From Knox Hockey Club
 Form Submitted 12 Feb 2024, 2:55PM AEDT

Please provide your ABN
 16 997 740 936

Information from the Australian Business Register	
ABN	16 997 740 936
Entity name	KNOX HOCKEY CLUB INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 12:57am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Incorporation Details

Please provide your Incorporated number

A0035447Z

This can be found on the Consumer Affairs Victoria website

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-109 From Knox Hockey Club
Form Submitted 12 Feb 2024, 2:55PM AEDT

Child Safety

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Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: stat dec.pdf
File size: 256.3 kB

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

No

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-109 From Knox Hockey Club**

Form Submitted 12 Feb 2024, 2:55PM AEDT

Project Title *

Knox Hockey Club school outreach programs

Project Start Date *

01/03/2024

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 *

01/03/2025

Must be a date.

(a) Briefly describe details of the request: *

Over the course of 2024, Knox Hockey Club plans to expand its engagement with local schools by offering club facilitated hockey sessions during school time.

Previously the only offering of this type that Knox Hockey Club has been able to offer has been the limited 1 week per year programs that are supported by Hockey Victoria.

In order to expand program offerings beyond one week per year, the club needs to access additional equipment and promotional materials suitable for use by a class groups of beginner players in primary and secondary schools during/after school. Note, this is not equipment that local schools will ordinarily possess as part of delivering their regular programs

Knox Hockey Club does not currently possess the appropriate equipment to professionally provide such programs.

Once procured, the benefit of this equipment will not only be useful during the the planned activities for 2024, but hopefully for years beyond as the program becomes a periodic annual offering that the club is able to provide.

The support that we are requesting is the base that we need to support volunteers running an effective and professional program - equipment and printing information for distribution to participants and their parents.

Beyond this the club will seek to invest/seek funding from other benevolent sources for thing like uniforms for volunteers and other materials that will enhance the program being provided further. These are element do not form part of this minor grant request.

(b) What community benefit is gained from this project / activity? *

The aim of the project is to expand opportunities for more schools within Knox to access club run programs during school hours.

This provides the benefit of exposing more Knox school students to the sport of hockey, and the opportunity that now exists in the local area to play it at the high quality local facility that has been funded by Knox City Council.

The longer term benefit of this program will be to increase junior participation, to expand the range of levels and age groups that can be offered locally for local girls and boys to play in mixed and single sex teams. This is vital to the ongoing growth and sustainably of our sport in the local area.

Note, the direct benefit number is difficult to estimate as it will largely depend on how many schools sign up to participate in programs over the coming year.

The number provided only represents the reach of the proposed program within the schools that we have known proactive interest from to date this year. We assume that 90 per cent of students in those schools live within Knox.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-109 From Knox Hockey Club
 Form Submitted 12 Feb 2024, 2:55PM AEDT

How many people who identify as volunteers (including committee members) are currently involved in keeping your group / organisation active? *

40
 Must be a number

How many people will directly benefit from or participate in your project / activity? *

1630
 Must be a number

How many of the above are Knox residents? *

1470
 Must be a number

BUDGET

*** indicates a required field**

(c) What is the total cost of the project / activity? *

\$3,287.72
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council grant	\$3,000.00	Equipment	\$2,658.50
Club contribution	\$287.72	Printing	\$629.22
	\$		\$
	\$		\$
	\$		\$

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-109 From Knox Hockey Club
 Form Submitted 12 Feb 2024, 2:55PM AEDT

	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$3,287.72	\$3,287.72	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated. Must total \$0.00</small>

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0 - \$287.72
This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.
 Quotes may be a formal quotation or a screenshot of items from retailers websites.

Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
Equipment	\$2,600.00	Filename: equipment.png File size: 150.9 kB
Printing	\$400.00	Filename: KHC 1 (1).pdf File size: 1015.5 kB
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-109 From Knox Hockey Club
 Form Submitted 12 Feb 2024, 2:55PM AEDT

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: equipment.png
 File size: 150.9 kB

Filename: KHC 1.pdf
 File size: 1015.5 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

Expenditure Amount from requested grant

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Hockey Australia Public Liability.pdf
 File size: 429.7 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

31/12/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

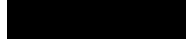
Conflict of Interest

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-109 From Knox Hockey Club**

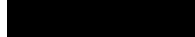
Form Submitted 12 Feb 2024, 2:55PM AEDT

Do you or member of your organisation have a relationship with a Council staff member or Councillor? * Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? * Yes No**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 Procedure.****Name *****Organisation Name ***

Knox Hockey Club

Position (eg: President, Treasurer) ***Declaration Date ***

09/02/2024

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 - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC**

Form Submitted 5 Feb 2024, 9:20AM AEDT

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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC

Form Submitted 5 Feb 2024, 9:20AM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Tamil Community Empowerment Council Australia INC

Organisation Address *

[Redacted]

Province, Postcode, and Country are required.

Contact Name

[Redacted]

Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Contact Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC
 Form Submitted 5 Feb 2024, 9:20AM AEDT

Please provide your ABN
 30 467 783 157

Information from the Australian Business Register	
ABN	30 467 783 157
Entity name	Tamil Community Empowerment Council Australia Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	Income Tax Exemption
Main business location	3150 VIC
<i>Information retrieved at 1:33am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.

Incorporation Details

Please provide your Incorporated number

A0094597I

This can be found on the Consumer Affairs Victoria website

Child Safety

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC

Form Submitted 5 Feb 2024, 9:20AM AEDT

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: Stat Declaration.pdf

File size: 1.7 MB

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

No

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Vaanavil 2024

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC**

Form Submitted 5 Feb 2024, 9:20AM AEDT

Project Start Date *

20/04/2024

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 *

20/04/2024

Must be a date.

(a) Briefly describe details of the request: *

We are having a fundraising live musical show at Rowville Performing art centre on 20/04/2024.

PAC has given a quote no RPAC-4532 for \$2,613.38. We will have to spend more than \$12,000 for bringing down artist from Srilanka. We would appreciate you, if you could help us to pay the cost of hiring hall to enable us to run the event

(b) What community benefit is gained from this project / activity? *

Many Tamil people living in the knox area will attend this show which is very popular among Tamil people. In addition, Rowville secondary college and the performing art centre are located in the knox city Council

How many people who identify as volunteers (including committee members) are currently involved in keeping your group / organisation active? *

32

Must be a number

How many people will directly benefit from or participate in your project / activity? *

450

Must be a number

How many of the above are Knox residents? *

225

Must be a number

BUDGET*** indicates a required field****(c) What is the total cost of the project / activity? ***

\$20,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(d) 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 Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC

Form Submitted 5 Feb 2024, 9:20AM AEDT

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council Grants	\$3,000.00	Venue hire	\$2,600.00
Tickets sales	\$12,000.00	2 Flights tickets	\$6,400.00
Advertisements	\$3,000.00	Accommodations for 2	\$2,700.00
Our contributions	\$5,000.00	Wages for 2	\$7,000.00
	\$	Other expenses	\$4,300.00
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$23,000.00 This number/amount is calculated.	\$23,000.00 This number/amount is calculated.	\$0.00 This number/amount is calculated. Must total \$0.00

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0 -\$20,000.00
This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.

Quotes may be a formal quotation or a screenshot of items from retailers websites.

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC

Form Submitted 5 Feb 2024, 9:20AM AEDT

Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
Venue charges	\$2,600.00	Filename: PAC Invoice (1).pdf File size: 1.0 MB
Printing charges	\$400.00	Filename: Invoice-99023053 for Grant.pdf File size: 128.0 kB
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: PAC Invoice.pdf
File size: 1.0 MB

A minimum of 1 file must be attached.
Quotes must support all expenditure items listed in table above

Expenditure Amount from requested grant

\$0.00
If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Insurance Certificate 2024_2025.pdf
File size: 49.0 kB
A minimum of 1 file must be attached.

Public Liability Expiry Date *

28/01/2025
If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC**

Form Submitted 5 Feb 2024, 9:20AM AEDT

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Filename: Bhanu and Shanu Contracts.pdf

File size: 13.5 MB

Filename: Flights DOC-20240128-WA0003_.pdf

File size: 166.0 kB

Filename: Perfected MUA Imports Form.doc

File size: 454.0 kB

Filename: Printing Invoice-99020008_240128_121210.pdf

File size: 68.9 kB

Filename: Quest Accomodation.docx

File size: 515.8 kB

DECLARATION*** indicates a required field****Conflict of Interest****Do you or member of your organisation have a relationship with a Council staff member or Councillor? *** Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? * Yes No**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 Procedure.****Organisation Name ***

Tamil Community Empowerment Council Aus Inc

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-100 From Tamil Community Empowerment Council Australia INC

Form Submitted 5 Feb 2024, 9:20AM AEDT

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

31/01/2024

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Footscape Inc.

Organisation Address *

[Redacted]

State/Province, Postcode, and Country are required.

Contact Name

[Redacted]

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

Please provide your ABN
 26 687 474 315

Information from the Australian Business Register	
ABN	26 687 474 315
Entity name	FOOTSCAPE INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3085 VIC
<i>Information retrieved at 6:13am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

Incorporation Details

Please provide your Incorporated number

A0053320F

This can be found on the Consumer Affairs Victoria website

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

No files have been uploaded

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

No

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *
Foot Care Kits

Project Start Date *
01/03/2024

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 *
31/03/2024

Must be a date.

(a) Briefly describe details of the request: *

Since 2016 Footscape has been assembling and distributing Foot Care Kits (see attached image) through project affiliate organisations to empower Homeless Persons, Aboriginal persons and Asylum Seekers through daily self-care practices and improved foot health. Footscape intends to continue maintaining this project work within the Knox community and therefore kindly requests Knox City Council financial support to acquire a further 50 kits for distribution.

The short term objectives and relevant measures of success for this project pertain to:

- Objective One: To enhance foot health for Homeless Persons, Aboriginal Persons and Asylum Seekers by improving access to necessary resources. Measure of Success: Number of Foot Care Kits distributed throughout the project period.
- Objective Two: To empower Homeless Persons, Aboriginal persons and Asylum Seekers by facilitating daily self-care practices. Measure of Success: Feedback received from recipient clients at the conclusion of the project period.

(b) What community benefit is gained from this project / activity? *

Footscape's provision of high quality new/second hand footwear, new socks and foot care kits greatly improves the ability of project affiliate organisations to support clients as they work to achieve their goals. Footscape has distributed an extraordinary 11,000 pairs of new/second hand footwear, 74,000 pairs of new socks and 3,500 foot care kits to recipients of care at over fifty affiliate organisations in Melbourne. These affiliates include the EACH and Bolton Clarke. Affiliates recognise that Footscape is addressing health inequity by providing essential resources, delivering social justice and empowering affected individuals Homeless Persons, Aboriginal Persons and Asylum Seekers confronting complex health needs have difficulty prioritising their foot health despite the risk of problems, including

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

diabetes complications. Nonetheless painful foot problems affecting such persons are accentuated as individuals may be forced to walk long distances upon poor footwear and socks. In regards to homeless persons, who receive the majority of Footscape material aid, individuals progressively use their feet as their primary mode of transport to get food, attend appointments or even to keep warm. It's not uncommon for individuals to report walking 10-15km every day which can put stress on their bodies.

How many people who identify as volunteers (including 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? *

50

Must be a number

How many of the above are Knox residents? *

50

Must be a number

BUDGET

*** indicates a required field**

(c) 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?

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

Council grant	\$1,000.00	Foot Care Kits (x50 kits at \$20 each. Please note: As per recent orders through Briggate Medical Company - see attached invoice - the average kit price is \$20)	\$1,000.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$1,000.00	\$1,000.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0
 \$0.00
 This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: LEWIS1_Invoice_759958.pdf
 File size: 90.7 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
 Form Submitted 17 Jan 2024, 8:44PM AEDT

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency 2023-06-29.pdf
 File size: 31.2 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

30/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- A project plan
- Letters of support
- Any other relevant information you feel is necessary to support your application

Attach relevant documentation:

Filename: 2023 Annual Report.pdf
 File size: 3.3 MB

Filename: Certificate of Incorporation.jpeg
 File size: 232.8 kB

Filename: Image 1.png
 File size: 4.8 MB

DECLARATION

* indicates a required field

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

I declare that all information within this application is true and correct.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-101 From Footscape Inc.
Form Submitted 17 Jan 2024, 8:44PM AEDT

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Procedure.

Name *

[REDACTED]

Organisation Name *

Footscape Inc.

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

17/01/2024

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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Boronia Soccer Club Inc

Organisation Address *

[Redacted]

Province, Postcode, and Country are required.

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

Stephanie Bain

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

Please provide your ABN
 12 072 813 501

Information from the Australian Business Register	
ABN	12 072 813 501
Entity name	Boronia Soccer Club
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3156 VIC
<i>Information retrieved at 7:37am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

Incorporation Details

Please provide your Incorporated number

A0096561J

This can be found on the Consumer Affairs Victoria website

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: child safety minor grant 2024.jpg

File size: 70.4 kB

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

Discussed on several occasions with Belinda Boord

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

linemarking

Project Start Date *

07/03/2024

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 *

30/09/2024

Must be a date.

(a) Briefly describe details of the request: *

Funding to assist with professional line marking of soccer pitches. we have not fully recovered from Covid 19 - In terms of volunteers & finances & we require assistance in mapping out & marking pitches both initial & re mark. eg 2 senior pitches, 2 junior pitches (U10 to U13) & 2 mini roo pitches U7-U9

(b) What community benefit is gained from this project / activity? *

Facilitating playing of sport both physical & mental health benefits including social inclusion

How many people who identify as volunteers (including committee members) are currently involved in keeping your group / organisation active? *

20

Must be a number

How many people will directly benefit from or participate in your project / activity? *

250

Must be a number

How many of the above are Knox residents? *

200

Must be a number

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

BUDGET

* indicates a required field

(c) What is the total cost of the project / activity? *

\$2,508.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council Grant	\$2,000.00	intial & re mark of playing pitches	\$2,000.00
Club funds	\$508.00		\$508.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$2,508.00

This number/amount is calculated.

Total Expenditure Amount

\$2,508.00

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.

Must total \$0.00

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0 -\$508.00

This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.

Quotes may be a formal quotation or a screenshot of items from retailers websites.

Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
linemarking	\$2,000.00	Filename: linemarking2024a.docx File size: 12.2 kB
		<i>No files have been uploaded</i>
		<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: linemarking 1.png
 File size: 295.2 kB

Filename: linemarking 2024.docx
 File size: 12.2 kB

A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

Expenditure Amount from requested grant
 \$0.00

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
 Form Submitted 8 Feb 2024, 2:21PM AEDT

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: certificate of currency 2024 - soccer.pdf

File size: 546.1 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

31/10/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- A project plan
- Letters of support
- Any other relevant information you feel is necessary to support your application

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes

No

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-107 From Boronia Soccer Club Inc
Form Submitted 8 Feb 2024, 2:21PM AEDT

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 Procedure.

Name *

[REDACTED]

Organisation Name *

Boronia Soccer Club

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

04/02/2024

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-113 From Mr Perfect Incorporated
 Form Submitted 12 Feb 2024, 10:38AM AEDT

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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
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 Form Submitted 12 Feb 2024, 10:38AM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Mr Perfect Incorporated

Organisation Address *

[Redacted]

Province, Postcode, and Country are required.

Contact Name

[Redacted]

Contact Address *

[Redacted]

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-113 From Mr Perfect Incorporated
 Form Submitted 12 Feb 2024, 10:38AM AEDT

Please provide your ABN
 91 690 308 488

Information from the Australian Business Register	
ABN	91 690 308 488
Entity name	Mr. Perfect Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Health Promotion Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	2088 NSW

Information retrieved at 2:23am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2023-2024
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Form Submitted 12 Feb 2024, 10:38AM AEDT

INC1600897

This can be found on the Consumer Affairs Victoria website

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

No files have been uploaded

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

No

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-113 From Mr Perfect Incorporated
 Form Submitted 12 Feb 2024, 10:38AM AEDT

Project Title *

Mr Perfect Incorporated

Project Start Date *

03/03/2024

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 *

03/03/2027

Must be a date.

(a) Briefly describe details of the request: *

Mr Perfect holds free community BBQ's once a month from 10.am - 12.00pm on a Sunday morning. Men are encouraged to come along, have a free sausage sandwich, get out in the sunshine, with the main objective being for local men to meet and have a chat and make a connection with other men from the local community.

Mr Perfect operates in over 60 locations all across Australia (including name LGA) for more than 5 years. We have had thousands of men turn up to our local Sunday morning BBQ's, who make connections with other men, creating the opportunity to either give a hand, or possibly get some advice that could be crucial at that time, and offer an alternative to isolation and loneliness.

We offer a unique, non-clinical opportunity for men to meet and connect. Benefits include an increased sense of community felt by men and their families and increased mood which will lead to better mental health outcomes. Simply offering an opportunity for men to meet and chat (zero tolerance alcohol policy, get in the sunshine, have a free bite to eat) meet our amazing volunteers (Hosts) and other local men

(b) What community benefit is gained from this project / activity? *

We offer a unique, non-clinical opportunity for men to meet and connect. Benefits include an increased sense of community felt by men, increased mood which will lead to better mental health outcomes. Offering the opportunity for men to meet and chat (zero alcohol, get in the sunshine, a free bite to eat) meet our amazing volunteers (Hosts) and other local men. Anyone who attends our BBQ events - whether they be a person who is doing well or someone in a less fortunate state, or anyone who is in need of community, someone to talk to.

By the aforementioned reasons - we have found very profound positive impact on attendees at our BBQ's simply via human connection, sunshine and a free bite to eat. Connections are made, suggestions, advice, introductions are and can be made that may change the tide and offer a lonely or desperate person a ray of hope.

We offer a unique, non-clinical opportunity for men to meet and connect. Benefits include an increased sense of community felt by men, increased mood which will lead to better mental health outcomes. Offering the opportunity for men to meet and chat (zero alcohol, get in the sunshine, a free bite to eat) meet our amazing volunteers (Hosts) and other local men.

Anyone who attends our BBQ events - whether they be a person who is doing well or someone in a less fortunate state, or anyone who is in need of community, someone to talk to.

How many people who identify as volunteers (including committee members) are currently involved in keeping your group / organisation active? *

45

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Must be a number

How many people will directly benefit from or participate in your project / activity? *

250 (approx)
 Must be a number

How many of the above are Knox residents? *

100%
 Must be a number

BUDGET

*** indicates a required field**

(c) 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?

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council Grant	\$3,000.00	Food/equipment/marketing	\$3,000.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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	\$		\$
--	----	--	----

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$3,000.00	\$3,000.00	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated. Must total \$0.00</small>

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0
 \$0.00
This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: OPERATIONAL COSTS for Mr Perfect Incorporated.docx
 File size: 23.4 kB
A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Mr Perfect Certificate of Insurance - 2023-04-27T161528.471-PORT SORREL ADDED AS LISTED PARTY.pdf
 File size: 225.9 kB
A minimum of 1 file must be attached.

Public Liability Expiry Date *

27/04/2024
If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- A project plan

Minor Grants Program - 2023-2024
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- Letters of support
- Any other relevant information you feel is necessary to support your application

Attach relevant documentation:

Filename: Mr Perfect - ZURICH Presentation - Final Sept-23.pptx
 File size: 3.6 MB

DECLARATION

* indicates a required field

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

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 Procedure.

Name *

[REDACTED]

Organisation Name *

Mr Perfect Incorporated

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

12/02/2024

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 - 2023-2024
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Form Submitted 12 Feb 2024, 10:38AM AEDT

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Summary of Approved Excellence Grants for Individuals – Quarter 2, 2023/24

Application Date	Applicant	Request details	Grant
2023-10-30	Rowville resident	Son to compete in the Mixed Junior U15 team at the 2023 Australian Disc Golf Championships in Hobart in November 2023	\$250
2023-11-15	Lysterfield resident	Son to compete in the Athletics Victoria team at the National All Schools Athletics Championships in Perth in December 2023	\$250
2023-12-04	Rowville resident	To compete in the International Tennis Federation World Tour in Papamoa, New Zealand in December 2023	\$400
2023-12-23	Ferntree Gully resident	Daughter to compete as part of the Outlaws All Stars Cheerleading team at the Global Games being held in Hawaii in May 2024	\$400
	Total		\$1,300

8.3 Implications of various review frequencies for the Knox Climate Response Plan 2021-2031

SUMMARY: Senior Project Manager – Climate Response, Julie Kirkwood

This report responds to Council’s resolution to request further information regarding the Climate Response Plan review cycle, to assist consideration of adjusting the review timeframe for the Climate Response Plan, from a 5-year cycle to 3 or 4-yearly cycle.

This report presents an overview of the assessment carried out on Council’s timeframe for review of the Climate Response Plan (CRP) 2021-2031 and the alternate review cycle options, as required by Council resolution of 25 September 2023 in response to the CRP Annual Report.

RECOMMENDATION

That Council:

- 1. Note the findings of the assessment undertaken to investigate the implications of more frequent CRP review cycles.**
- 2. Endorse the officer recommendation, to retain the current CRP review cycle frequency of 5 years, based on the information provided.**

1. INTRODUCTION

On 25 September 2023, as part of the CRP Annual Report, Council moved and adopted an alternate motion requiring a report to be presented to Council no later than February 2024 (or a later date as required, in consultation with the Mayor) that outlines the implications, including the necessary resources required, to introduce a more frequent review cycle of the Climate Response Plan, to a cycle of every 3 or 4 years (instead of the current 5 year review cycle) noting the dynamism of climate change, mitigation and adaptation considerations.

This report presents the findings from the assessment undertaken to investigate the implications of more frequent CRP review cycles.

2. DISCUSSION

To assess the implications of adjusting the timeframe for review of the CRP, Council officers considered key components of each review and how they would be affected by different timeframes.

Each review of the CRP would involve consideration of the following components:

- Another climate risk assessment, action planning and evaluation on whether the current CRP actions will enable the achievement of Council and community net zero targets. If the actions are assessed as not being sufficient to achieve key targets, the review will identify what adjustments are required to support Council and the community meet these targets, (such as additional actions or consideration of carbon offsets), and will include public consultation (including engagement with all advisory committees). Note that actions can also be reviewed through the annual reporting process.
- Analysis of best practice and evaluation frameworks, together with benchmarking across other local governments. The first CRP review will include consideration of the three additional elements which were identified as key gaps using the Local Government Climate

Emergency Toolkit Assessment which was requested by and reported to Council on 30 January 2023. These gaps are:

- the inclusion of Traditional Owner knowledge;
 - Culturally and Linguistically Diverse Community (CALD) communication; and
 - exploring transport bulk buy initiatives.
- Consideration of any new climate science, initiatives or legislation that have emerged since the original CRP was prepared (note that these are also considered through the annual reporting process). Current practice is to scan for new information or initiatives, and incorporate these in the context of the CRP’s high-level actions, which allow for this flexibility. Note that officers regularly work with other departments of Council and provide advice to officers around climate change considerations in their reports and projects in order to identify more opportunities to influence informed decision making. Any new science would be fully considered as part of the climate risk assessment and action planning at the time of the CRP review.

Given the above, the time to prepare a comprehensive review of the CRP is estimated to require approximately 12 months. This includes an estimated 2 months of procurement activities, 8 months for the review process which includes internal and external stakeholder engagement, and 2 months for briefings and reporting to Council, at a cost of \$80,000 per review, which is based on the cost of preparing the original CRP in 2020/2021.

It is important to note that annual CRP reporting informs how the organisation is tracking towards reaching corporate emissions targets; and when available, community emissions progress as well. The annual reporting process also provides an opportunity to identify gaps and shortfalls and necessary action. Council has the option to include an alternate motion to request further investigation or action on specific initiatives which is believed to help Council and/or the community to meet emissions targets when considering the annual report, or any other matters requiring consideration by Council. Funding requests for specific initiatives are required to be considered through Council’s usual budgetary decision making process.

In consideration of the work required for a review, Table 1 identifies the implications for 3, 4 and 5-year review cycle frequencies, in the context of funding and review requirements; impacts on staff time; Council elections and implications in relation to the Council Plan and issues affecting achievement of the CRP targets.

Table 1 – Impact analysis of 3, 4 and 5-year review cycle frequencies

Consideration	3 Yearly Review 2024, 2027 and 2030	4 Yearly Review 2025, 2029	5 Yearly Review 2026
New Climate Science & Legislative Frameworks	<p>The IPCC report was published in 2023 – this report affirmed the CRP actions and resulted in no changes required to the CRP. The next IPCC report is expected between 2028 and 2030, and will inform the development of the new CRP in 2031.</p> <p>Each annual report to Council on progress of CRP implementation includes a scan of new climate science and legislative frameworks. This will continue</p>		

Consideration	3 Yearly Review 2024, 2027 and 2030	4 Yearly Review 2025, 2029	5 Yearly Review 2026
	<p>regardless of review frequency. Any new initiatives resulting from new climate science or legislative frameworks will fit within the current CRP actions as they are pitched at a high level and have been drafted in a way to allow for flexibility in terms of implementation initiatives.</p> <p>New legislative frameworks are not currently foreshadowed before the current scheduled 5-year review cycle (2026).</p>		
Monitoring and adjusting to meet net zero targets (beyond the annual planning process)	Allows for 3 key opportunities to amend additional investment required in order to meet target.	Allows 2 key opportunities to amend additional investment required in order to meet target.	Allows for one key opportunity to increase investment if target is unlikely to be achieved on current trajectory, at mid-point of CRP life cycle.
Council elections and Council Plan	<p>Council elections are scheduled for 2024 and 2028. Depending on the frequency of review, the CRP and associated net zero emissions targets may change to reflect the aspirations of future Council cohorts with possible varying priorities. The current CRP provides a sufficient base for the development of future Council Plans regardless of review frequency.</p> <p>There is a risk of possible engagement fatigue among the community if engaging on CRP review more frequently, in addition to the Council Plan engagement following 2024 and 2028 elections. However, Council Plan engagement during 2024/25 and 2028/29 can include CRP questions which would help to inform the CRP review and next CRP 10 year plan.</p> <p>Community sentiment could also shift, leading to stronger, or weaker targets in the CRP.</p>		
Staff Resourcing <i>City Futures and other teams across the Organisation responsible for delivering CRP actions.</i>	<p>Cross-organisational staff time: would require substantial and immediate re-allocation of resources across Council to oversee and complete review by end of 2024, contributing to a delay in implementing current CRP actions.</p> <p>With two additional review cycles over the life of the project, this change would equate to an additional 24</p>	<p>Cross-organisational staff time: would require major re-allocation of resources across Council to oversee completing and providing review, from mid-2024 to mid-2025.</p> <p>Would also result in more staff time spent on the review and less time on completing current CRP actions, particularly during the latter half of 2024.</p> <p>With one additional</p>	<p>In line with current work plan.</p> <p>Cross-organisational staff time: review work to commence in mid-late 2025 in line with current planning.</p> <p>Senior Project Manager Climate Response to focus on CRP action implementation until review starts in 2025-2026.</p>

Consideration	3 Yearly Review 2024, 2027 and 2030	4 Yearly Review 2025, 2029	5 Yearly Review 2026
	<p>months of partial work re-allocation to the Senior Project Manager Climate Response.</p> <p>With greater requirement for departments across Council to increase work towards review, this would leave less time for cross-council collaboration on implementing actions, such as the heat mapping for vulnerable populations project.</p>	<p>review cycle over the life of the project, this change would equate to an additional 12 months of partial work re-allocation to the Senior Project Manager Climate Response.</p> <p>With greater requirement for departments across Council to increase work towards review, this would leave less time for cross-council collaboration on implementing actions, such as the heat mapping for vulnerable populations project.</p>	
Meeting needs of the community	With more time allocated to review processes, and less to implementing actions, community expectations for action may be difficult to meet.		Staff remain focused on progressing actions in lead up to mid-term review in 2026.
Feasibility of task within proposed timeframe	The first 3-year review (due in 2024) would be difficult to achieve within the timeframe considered necessary for an adequate review.	A 4-year review cycle would be more achievable than a 3-year review if work began by mid-2024.	Remains feasible within given timeframe.
Reviewing targets and addressing identified gaps	To accommodate the deadline for the first 3-yearly review, would require an adjustment of process, so that only a brief Council and community engagement process is conducted.	Would allow for adequate Council and community engagement to explore early addition of identified gaps to the CRP.	<p>The identified gaps can still be explored and incorporated into the review within the existing review timeframe.</p> <p>Actions can still also be added annually through the annual reporting process.</p>
Financial costs	\$240,000 (3 x \$80,000*)	\$160,000 (2 x \$80,000*)	\$80,000 (1 x \$80,000*)

Consideration	3 Yearly Review 2024, 2027 and 2030	4 Yearly Review 2025, 2029	5 Yearly Review 2026
(note: estimated costs as at 2023)	for consultancy costs) Therefore an additional \$160,000 to current operating budget required.	for consultancy costs) Therefore an additional \$80,000 to current operating budget required.	for consultancy costs) No change - Included in current operating budget.

*Note \$80,000 cost of each review is based on costs in 2020/21 to develop the CRP.

Recommended Path Forward – Retain Current Review Cycle

The impact analysis in Table 1 identifies that an adjustment to a 3-year review cycle will be difficult to achieve, given the time required to conduct an appropriate review. With two additional reviews over the life of the CRP, it would also be disruptive to the existing workload and resourcing allocated for the implementation of CRP actions.

In comparison, while a 4-year cycle could be more achievable and would allow an additional stage to reallocate funds needed to meet targets, it would still require a redirection of staff time away from achieving CRP actions and towards more reporting and review. As noted in the discussion above, investigation into further action or initiatives can be requested by Council as part of Council’s consideration of each annual report, and additional funding requests can also be made through the regular budget process.

It is recommended that the current review cycle (of a mid-term/5-year review) is retained as there is not a significant return on investment for additional reviews due to the additional budget required and the amount of staff time taken away from implementing the current CRP actions.

3. CONSULTATION

No public consultation was carried out in developing this report. Officers have discussed the review cycle of climate plans from other councils. Typically, most councils have not built in a frequent review cycle for their climate strategies, with most ranging from 7 to 10 years in length.

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 and 2040 targets by enabling a timely review of the current actions.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

The report outlines various review frequencies and the associated costs. A 3-year review cycle would result in three major reviews of the Climate Response Plan resulting in significant staff time for the review along with an estimated \$160,000 in additional project costs.

A 4-year review cycle would result in \$80,000 additional project costs whereas a mid-point review project costs and staff allocation is already allocated within the LTFF for City Futures Operational Budget.

7. SOCIAL IMPLICATIONS

The CRP identifies many issues that have a direct impact on the community's health and resilience. Climate actions are primarily designed to reduce greenhouse gas emissions and climate risks, but they often bring other benefits to the public (e.g. health, air quality, equity).

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Senior Project Manager Climate Response, Julie Kirkwood
Report Authorised By: Director City Liveability, Matt Kelleher

Attachments

Nil

8.4 Knox Youth Counselling Service Review

SUMMARY: Manager Community Access and Support, Gail Power
Council officers have undertaken a review of Youth Counselling Services, a sub-service of the Youth Services team, prompted by the considerable change in the counselling landscape since commencement of service.

An independent review was completed in April 2023. Further analysis was completed by officers through July to November 2023 involving additional discussion with other Knox service providers, participation in benchmarking with other Local Governments and consideration of resource requirements to further reduce or mitigate governance risk to Council. Over the same period, Council undertook initial engagement and pre-consultation with the Youth Services staff who could potentially be impacted by any future change if Council determined to implement any of the options.

As a result of this comprehensive review, there are three options for service to be considered:

- **Option 1: Remain a provider of Youth Counselling Services without service amendment.**
- **Option 2: Remain a provider of Youth Counselling Services and increase resources to strengthen person-centred care and clinical governance:**
 - Continue to provide youth counselling services with increased resources to strengthen holistic person-centred care, direct clinical supervision of counselling staff and reduced clinical governance risk to Council.
- **Option 3: Cease direct service provision of Youth Counselling:**
 - Cease direct service provision of Youth Counselling Services, noting this is one element of services provided by the Knox Youth Services team.

This report outlines a recommendation for Council to formally consider Option 3, to cease direct service provision of Youth Counselling. Under this option, other local service providers with best practice person-centred healthcare would continue to offer services to young people throughout Knox. Officers consider this option provides the local community with a more comprehensive service offering with greater depth and breadth of services able to be provided by other providers in Knox. This option would facilitate improved healthcare for clients, remove associated risks in terms of lack of clinical governance structures within the Council service; and with the current case load being managed to completion or transitioning to an alternate provider, is not viewed to be disadvantageous to transitioning clients, nor impact service performance across the sector. It would allow Council's Youth Services team to re-align its role with a contemporary understanding of the role of Local Government.

Initial staff engagement has been undertaken with potentially impacted staff on all three options. Indicating the intention to consider Option 3 will trigger formal staff consultation in line with Council's industrial obligations. If Council endorses the recommendations outlined in this report, a period of consultation would be undertaken before officers present a further report to a Council Meeting in March 2024 for a final decision.

RECOMMENDATION

That Council, having completed a comprehensive review of Council's role in Youth Counselling Services and initial consultation with staff, resolves to:

- 1. Formally consider Option 3 as defined in this report to cease direct service provision of Youth Counselling.**
- 2. Note that staff consultation with impacted employees will now be undertaken in accordance with Council's Enterprise Agreement 2023.**
- 3. Note a further report will be presented to Council in March 2024 seeking a final decision in relation to Option 3, following consultation being undertaken with impacted staff.**
- 4. Continue working with key service providers across the municipality to help young people and their families access support services.**
- 5. Note that Council remains committed to supporting young people's access to quality, person-centred healthcare which is a free or low-cost service for the Knox community.**

1. INTRODUCTION

Knox Youth Services have a target audience of young people aged 10- 25 years who live, work, study or have a connection to the Knox municipality. It is well understood the period from early adolescence, through teenage years to early adulthood involves significant growth and change and supports for overall wellbeing are paramount through this time.

The Australia Bureau of Statistics 2021 Census identified the following young people statistics for Knox City Council:

- There are approximately 30,000 young people aged 10-24 years living in Knox (projected to grow to approximately 32,000 in 2031);
- Statistically, it is possible approximately 25 per cent of young people (aged 16-24) living in Knox may require mental health support; and
- Access to appropriate and diverse services to provide care and support to our young people will help contribute to good health and well-being.

The services offered by Youth Services are diverse with programs targeting socialisation such as Freeza events, community and school-based programs and workshops to educate and engage young people and their families, and targeted segments of young people including the Young Parents Group and the Knox Rainbow Youth Action Group. Youth Counselling Services for young people and families has been a sub-service provided for many years.

Council officers undertook a review of Youth Counselling Services, a sub-service of the Youth Services team, prompted by the considerable change in the counselling landscape since commencement of service, which at the time was introduced to fill a void in the market which no longer exists. The review focused exclusively on Counselling Services with other services delivered by the Youth Services team not being considered within this review.

An independent review was completed in April 2023. Further analysis was completed by officers through July to November 2023 involving additional discussion with other Knox service providers, participation in benchmarking with other Local Governments, and consideration of resource requirements to further reduce or mitigate governance risk to Council. Over the same period, Council undertook initial engagement and pre-consultation with the Youth Services staff who could potentially be impacted by any future change if Council determined to implement any of the options altering current service delivery.

As a result of this comprehensive review, there are three options for service to be considered:

- Option 1: Remain a provider of Youth Counselling Services without service amendment;
- Option 2: Remain a provider of Youth Counselling Services and increase resources to strengthen person centred care and clinical governance; and
- Option 3: Cease direct service provision of Youth Counselling.

This report provides details of the options and insights to the current counselling landscape to allow officers to make recommendation for Council's consideration.

2. DISCUSSION

2.1 Knox Youth Counselling Services

Knox has provided Youth Counselling Services for many years. This Service was initially introduced to fill a void in the market for young people to access primarily mental health services. This Service has continued without review since that time despite other service providers now offering similar, and in fact expanded, clinical services within the Knox community.

The Knox Youth Counselling Services currently provide short-to-medium support to young people, free of charge and without need to provide a doctor's referral, or an approved Mental Health Plan to access the Service.

The Eastgate South building has two dedicated meeting rooms for Counselling Services which can be accessed Monday to Friday, 9.00 am to 5.00 pm, by appointment only. Clients are seen in person, or since the COVID-19 Pandemic, at times online or by phone.

The Youth Services operating budget includes provision for 2 EFT for youth counselling services. At the present time, due to flexible work arrangements, the current staffing allocation is 1.8 EFT.

2.2 Service Delivery Information

The initial review captured information on the Service's metrics for the five-year period from 2018 to 2022. For each year of this period, total clients averaged 102 (i.e., 2.5 clients per week) and each client was averaging 12 sessions with a Counsellor.

While client satisfaction with the service is high, over-servicing may be suggested with other service providers offering fewer counselling sessions per client. The statistics throughout 2023 reflect similar trends noting the client management tool utilised, Service Record System, has some limitations enabling data capture and analysis.

More than 50 per cent of clients presenting for youth counselling are aged between 15-20 years of age. Young people are presenting to counselling for a range of reasons with the majority seeking support for physical health, stress management, connectedness, relationships, and family matters. Challenging and known social issues of bullying, self-harm, and school refusal have not been the highest volume of issues discussed by our counselling clients.

A recommendation of the review for service delivery capacity identified it to be almost double the service currently being offered by Knox Counselling, and estimated to allow for 2,296 hours, compared with the 1,221 hours average per annum being provided. During the COVID-19

Pandemic, and particularly through the disruption of 2020 and 2021, the number of clients did not increase for Knox Youth Counselling services, despite the generally increased need across our society, and particularly for young people in primary and secondary school. In fact, Knox counselling services has seen a constant decline in client numbers from 2018 to 2023 reducing from 116 clients to 84 clients over the period.

Similar service providers in the sector manage caseloads of 16 clients per week with 6-10 sessions per client. Clients needing further sessions can be accommodated on a case-by-case basis assessment and need. The ability to manage additional caseloads by other service providers is like due to the wrap-around supports offered to counselling staff members with greater depth of allied health service provision by those other providers.

2.3 Professional and unregulated services

In Australia, psychology and psychiatry are highly regulated, while counselling is not. Prior to undertaking specialist psychiatry training, psychiatrists complete a degree in medicine, and practice as a medical intern as well as a medical resident. Following medical training, they carry out specialist training as a psychiatry registrar for at least five years before being recognised as a consultant psychiatrist. Psychiatrists in Australia are generally members of the Royal Australian and New Zealand College of Psychiatrists.

All psychologists must be registered with the Psychology Board of Australia and listed with the Australian Health Practitioner Regulation Agency. Training in clinical psychology is at a minimum 8-year requirement, which involves a four-year Honours degree in psychology, a 2-3 year accredited postgraduate degree, and a one to two-year registrar program overseen by the Psychology Board of Australia.

Counselling is a self-regulated profession. While a governing body exists, the Psychotherapy and Counselling Federation of Australia, requiring members to complete a minimum of 350 hours of person-to-person training as well as 50 hours of supervision over at least three years, membership is not compulsory for practicing counsellors.

All services have a place in order to support young people across a spectrum of simple and complex health disorders, and clients often need support across the three levels of professional services to ensure they receive holistic person-centred care, requiring practitioners to work collectively to support a client.

2.4 Local Government Sector

Benchmarking with service providers which included local governments and local service providers was completed as part of the service review. In the later part of 2023 similar benchmarking on Youth Services and specifically counselling services was undertaken by two other metropolitan Councils, to collect the view of sector counterparts in provision of youth counselling services. Of the 12 Councils involved across these exercises only two Councils are directly providing counselling services, with a further Council having contracted this service to an experienced external provider.

It should be noted that no local governments within the Eastern Metropolitan Region (EMR) directly deliver youth counselling services, however, all EMR Councils have policies and strategic plans supporting the health and well-being of their young people as does Knox Council through the

Knox Child, Youth and Seniors Plan 2021-2025. This aligns with a contemporary understanding of the role of Local Government.

2.5 Provision of Clinical Services

Knox City Council is currently absorbing all clinical risks for the current direct counselling service delivery. The governance structures required within a health care setting are specific and local government is less well equipped for such models compared with other service providers.

With such changes to the counselling landscape over the past 10 years, Council does not have comparable governance structure as like providers, who afford direct clinical supervision and support of the staff that deliver counselling services, as well as adequately accessing the complexity of needs before accepting a new client through a centralised intake model.

While limited external clinical supervision is provided to Knox counselling staff as deemed necessary for client's needs, the current resource structure does not permit a Community of Practice approach to oversee holistic person-centred healthcare needs.

Further clinical governance involves the integrated systems, processes, leadership, and culture that are at the core of providing safe, effective, accountable, and person-centred healthcare. The service review considers the Knox Youth Counselling services do not currently operate with best practice clinical governance arrangements. Knox Counselling services is not able to compare service delivery methodology to large scale health services. There are, however, other service providers operating in Knox City Council that afford a breadth of services, depth of capability, and integrated systems to better support the young people of Knox. Such providers also offer free or low-cost service provision to young people to ensure services are accessible to all those in need.

For such reasons, Option 1: Remain a provider of youth counselling services without service amendment cannot be recommended to Council by Officers.

Option 2: Remain a provider of youth counselling services and increase resources to strengthen person centred care and clinical governance, is an option that Council could consider allowing the ability to strengthen our current service provision. Should Council wish to pursue this option, the additional costs associated with delivery of this service would need to be referred to the 2024-2025 budget process for consideration and associated increases to costs would need to be offset with service reductions elsewhere in Council's operating budget.

At a minimum, this would require further investment of resources for this sub-service with recommendation for a senior clinician (1.0EFT at a Band 8) and another full-time youth counsellor (1.0EFT at a Band 6) to be recruited. With additional improvement to business process, such a resource model would facilitate improved supervision of counselling staff and improve the service level and person-centred healthcare for all clients. The associated costs for these additional roles equate to \$265K (\$144K and \$121K respectively for the denoted roles).

2.6 Counselling Resource Allocation Through Community Partnership Fund (Four Year Grant Program)

Since 2018, Council has provided Eastern Access Community Health (EACH) two separate grants for counselling services. This allows employment of full-time counsellors to service the Knox municipality. For the grant period of 2018-2022, Knox City Council provided:

- Generalist Counselling - \$527,852 total paid over the four years; and
- Financial Counselling - \$408,086 total paid over the four years.

Council is currently providing EACH with two grants under its Community Partnership Fund (four-years, 2022-2026), including:

- General Counselling - \$139,349 (Year 2); four-years (subject to requirements of Funding Agreement) (\$545K); and
- Financial Counselling - \$107,732(Year 2); four-years (subject to requirements of Funding Agreement) (\$420K).

EACH has successfully acquitted their grants annually and report they provide for Youth, amongst other vulnerable cohorts living in Knox. EACH has reported an increase in young people presenting for financial counselling particularly, with approximately 15-20% of clients seen in any given year in the age range 18-25 years. Young people commonly present with complex mental health issues, on low incomes, with Buy Now, Pay Later and third tier lender debts. EACH delivers financial and general counselling from sites located in Boronia and Ferntree Gully.

EACH works closely with other allied services such as legal services, mental health, Gamblers Help, family violence services, emergency relief and budget services, offering holistic healthcare.

All EACH staff members participate in a monthly EACH Counselling Community of Practice to promote high quality financial and general counselling practices and optimise standards of service delivery. Staff are also afforded direct supervision by senior clinicians to promote optimum levels of practice and skill, and enhanced client outcomes.

EACH continues to operate with a centralised intake model which is commonly the first point of contact for client referrals. Dedicated staff complete the initial intake and assessment and refer clients for services according to their needs. EACH report 75% of referrals are seen within a seven-day period.

The investment by Knox City Council in EACH is important for sustained service delivery by EACH and demonstrates Council's contribution to young people accessing local services without risk of clinical governance issues.

2.7 Knox Youth Hive to Open in March 2024

The Youth Hive set to open as part of the Knox Library redevelopment provides an exciting opportunity for the Youth Services team to refocus resources and programs. The Youth Hive will provide a dedicated and safe environment where young people can enjoy themselves, engage in social activities and discuss matters with trained youth workers. The formation of trusted relationships with regular interaction will assist to enable young people to raise their aspirations and concerns with confidence to create a happier and healthier generation. Part of the role of the Youth worker will be to refer a person in need of support services.

Planning and preparation for the Youth Hive are well commenced including resourcing of the Youth Hive. The new facility, set to open in early March, provides a significant shift from the prior Youth Information Centre which has remained largely closed since the start of the COVID-19 Pandemic, with exception of limited group program sessions. It is planned for two youth project workers to activate the new site, offering services, entertainment, and support at all times the

Youth Hive is open, which will be a new offering to our Knox youth. These qualified youth project workers will establish trusted relationships with young people to be able to inform them of opportunities to participate, support young people across a range of issues, from mental health concerns and healthy relationships, refer them on to specialist services to access person-centred care, deliver workshops to help educate and inform young people to gain experience and much more.

Youth Services will continue to support young people through the provision of existing programs and activities, as well as new opportunities that will emerge through proximity to the library.

Further, Council has been successful in securing ongoing funding from the Department of Education to deliver School Focused Youth Services for another two years. This program provides opportunity to work with students in Years 5 to Year 12 who have been identified as showing early signs of disengagement in school, as well as teachers and families who have been identified for capacity building interventions to receive support and guidance.

It is a key program to address matters including school refusal, bullying and relationships and will be a helpful channel to inform young people, parents and guardian and school communities about the Youth Hive.

2.8 Partnerships with Service Sector

There are long established relationships with service providers of youth and family counselling across Knox. There are three significant service providers in Knox offering free and/or low-cost counselling – namely EACH, Knox Headspace and Meridian Counselling Services provided through Anglicare Victoria, as well as other providers.

Knox Youth Services have built a strong partnership with each of these service providers, and all partnerships can be further consolidated. The three named agencies have established reputations and strong local presence. These organisations also align with values of Council in believing in the power of our youth and delivering services that are authentic, progressive, and inclusive.

Officers will continue to explore further opportunities with these and other partners to deliver best practice counselling services, as well as investigate the availability of other Council sites that may provide the ability for another service provider to expand their reach and accessibility of services for our young people across the municipality.

Each of these organisations deliver on an integrated range of allied health services. Such internal structures are superior to the limitations of single service offering by Knox Youth Services and better support the ability to provide safe, effective, accountable, and person-centred healthcare.

Client volumes seeking counselling services are in constant flux. Currently all organisations report a maximum wait period of one week, however this is likely a seasonal reduction noting the Christmas/summer period has recently concluded. Anecdotal feedback in November indicated a waitlist period up to 3 weeks. All organisations have reported a return to client volume trend prior to the COVID-19 Pandemic where there was a notable increase in demand.

As such Option 3: Cease direct service provision of youth counselling is proposed for Council consideration.

2.9 Recommended Option and Rationale

This report has outlined an option to maintain the current state of service and an option to increase resources to strengthen person centred care and clinical governance. However, Officers consider Option 3: to cease direct service provision of youth counselling, provides the local community opportunity to access service providers affording a more comprehensive service offering for clients with greater depth of capacity and breadth of services to delivery person-centred care throughout Knox.

It should be noted that should Council formally consider Option 3 as defined in this report, this will trigger staff consultation in accordance with Council's industrial instruments. Following consultation being undertaken with impacted staff, a further report will be presented to Council (scheduled for a Council Meeting in March 2024) seeking a final decision in relation to Option 3. It should be further noted opportunity exists to consolidate existing relationships with the likes of Knox Headspace, EACH and Anglicare Victoria to further enrich access to youth and family counselling services throughout the municipality.

3. CONSULTATION

3.1 Engagement with Youth Counselling Service Clients

As part of the service review process, engagement with existing service users was completed. While the response rate to this engagement opportunity was particularly low, those providing response noted satisfaction with Knox counselling services.

3.2 Engagement with Youth Services Staff

In reviewing Knox Youth Counselling services, consultation has been undertaken with the Knox Youth Services team members including one on one staff interviews with key staff, Knox Youth Advisory Committee, and Headspace as a local service provider.

Since that time there has been participation in benchmarking exercises undertaken by two metropolitan Councils.

Further conversation has been held with EACH as a provider of services across the Eastern Metropolitan Region and recipient of Knox Community Partnership funding, and Headspace Knox.

Council's Community Wellbeing Department has also been consulted as overseers of Council's Community Partnership Fund (four-year grant program).

The membership of the Youth Services team received initial engagement and have been kept informed of the three options Council is considering as part of the service review.

3.3 Formal Consultation with Impacted Staff

If Council determines to formally consider Option 3, this will trigger staff consultation under Council's industrial requirements. Staff have been notified of this report as part of the public meeting agenda and will be provided with relevant information. The consultation period will extend from 27 February to 12 March 2024, the required two-week period as per Council's industrial obligations. Staff will be provided with the opportunity to ask questions and provide feedback during this period.

Following consultation, a subsequent report will be prepared for further consideration at a Council Meeting scheduled for March 2024.

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 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 direct environmental or amenity impacts arising from this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Knox Youth counselling service is currently fully funded by Council's operating budget, as part of the Youth Services program. In 2023-24 this amount will be in excess of \$230K.

Option 1 allows for ongoing service delivery without need for amendment to the budget.

Option 2 would require an increase in the current resource allocation by \$265K, which would increase the total associated costs of service delivery to over \$495K. Should Council wish to pursue this option, the additional costs associated with delivery of this service would need to be referred to the 2024-25 budget process for consideration and associated increases to costs would need to be offset with service reductions elsewhere in Council's operating budget.

Option 3 would result in a reduction in operational expenditure of over \$230K per annum, following a payback period of any redundancy and associated staff costs that may be triggered as a result of Council consideration of this option.

7. SOCIAL IMPLICATIONS

7.1 Service Users

The ability to provide accessible counselling services to young people of Knox remains of paramount importance, noting the projection of up to 25 percent of this age group likely to require such a service. Should Council formally consider Option 3, likely discussions with similar service providers would commence to ensure all current service users are appropriately supported and transitioned.

7.2 Knox Youth Counselling Workforce

Council deciding to cease providing youth counselling services could result in redundancies and potentially change employment conditions for up to two current employees. Knox staff have been involved in the counselling services for extended periods of service and have strong relationship with like services providers. If Council formally considers Option 3, staff consultation will be undertaken, and a further report prepared for Council consideration. Council will work with all potentially impacted staff to ensure consultation and transition processes fulfil Council's industrial obligations and legislative requirements.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

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 Access and Support, Gail Power
Report Authorised By: Director Connected Communities, Judy Chalkley

Attachments

Nil

8.5 Response to NoM 141 - Waste Charges Knox Opportunity Shop

SUMMARY: Chief Financial Officer, Navec Lorkin

At the Council Meeting held on 18 December 2023, Council considered 'Notice of Motion 141 – Knox Opportunity Shop' and resolved to receive a report by February 2024 on this matter.

This report responds to Notice of Motion 141, which requires officers to provide information on waste management options – and any other information considered relevant - for Council to consider the request from Knox Opportunity Shop (Bayswater) regarding their waste charges.

RECOMMENDATION

That Council:

- 1. Note the three options provided relating to Notice of Motion 141; and**
- 2. Resolve to not support waiving waste management charges, including arrears, for the Knox Opportunity Shop (Bayswater).**

1. INTRODUCTION

At the December 2023 Council Meeting, Council resolved on Notice of Motion 141 as follows:

That Council receive a report to a Council meeting by February 2024 (unless deferred to a later date in consultation with the Mayor) outlining Council's options and any other information considered relevant to a Council determination regarding a request from Knox Opportunity Shop (Bayswater) that Council pay their waste management charges, including arrears, in the current financial year, 2023-24.

This report responds to this Notice of Motion.

2. DISCUSSION

The Knox Opportunity Shop (KOS) is located at 29 Macauley Place, Bayswater, Victoria. According to GoVolunteer.com.au, the Knox Opportunity Shop Bayswater Inc has recently celebrated 40 years of service and raised over \$1.5 million for the residents of Knox.

To support KOS and its commitment to the local community of Knox, since the 2007/08 rating year Council has provided a full rebate on the general rates for KOS. Council has not provided a rebate for any waste charges or the State Government's Fire Services Levy since its introduction.

2.1 Overview

The property is rated as commercial and as such any waste services at the property are optional. KOS can choose to receive a waste service from Council or any other provider. The optional waste services received at this property are 2 x 240L garbage 5 weekday service, and the 240L includes recycling weekly.

Council officers met with committee members from KOS in November to discuss the total outstanding amounts, which relate to the optional waste services and the fire services levy. Council is required to collect the fire services levy from property owners on behalf of the State Government to fund operation of the State's fire services, and to then remit this amount to the State Government.

During the meeting several points were discussed including KOS undertaking a review of their waste management needs and assessing if the council service is the most appropriate for the ongoing needs of the organisation. It was highlighted that since the waste service is optional, the potential exists to cancel one or both services, accompanied by a pro-rata refund for the 2023/24 waste services. Discussions also took place regarding a payment arrangement during the meeting, and subsequently, a payment arrangement has been established, with payments currently being received toward the outstanding amount.

2.2 Opportunity Shops in Knox

As part of reviewing this Notice of Motion officers undertook a search of opportunity shops within Knox and identified a potential 21 operating within the municipality.

Of these 21 shops, none are receiving a rebate or any other form of assistance with payment of optional waste charges or the fire services levy from Council.

Of the 21 shops identified, eight utilise the Council's optional waste services for their waste management with the remaining 13 utilising other arrangements and providers.

There are eight opportunity shops that are utilising and paying for additional waste services from Council. The services and fees applicable are summarised in Table 1.

Table 1: Opportunity Shops Utilising Council Optional Waste Services

Waste Service	Optional Waste Charges 2023/24
(2 x \$2,433.76 Daily 240L garbage and weekly 240L recycling)	\$4,867.50
(2 x \$2,433.76 Daily 240L garbage and weekly 240L recycling)	\$4,867.50
(1 x \$2,433.76 Daily 240L garbage and weekly 240L recycling)	\$2,433.75
(1 x weekly 240L garbage and 240L recycling)	\$735.80
(1 x weekly 240L garbage and 240L recycling)	\$735.80
(1 x weekly 240L garbage and 240L recycling)	\$735.80
(1 x weekly 120L garbage and 240L recycling)	\$498.35
(1 x \$2,217.95 Daily 240L garbage and No Recycling)	\$2,217.95
TOTAL	\$17,092.45

2.3 Financial Position of Knox Opportunity Shop

The Knox Opportunity shop is a registered charity and as such reports its financial information through the Australian Charities and Not-for-profits Commission run by the Australian Government. The relevant website lists Knox InfoLink Boronia as the charity program linked to KOS and this is also supported through a review of the financial statements for KOS from the site which shows contributions made only to InfoLink.

Table 2 provides a summary of the financial information available publicly through the Australian Charities and Not-for-profits Commission website. Attachment 1 contains the financial information as obtained from the website.

As at 30 June 2023 KOS had a cash balance of \$85,388. Table 2 shows an annual surplus result has been achieved in each of the last three financial years, including in years impacted by COVID. The cash balance increased from \$36,876 in 2020/21 to \$85,388 by 2022/23. During this time contributions to InfoLink have also been increasing annually.

Table 2: Summary of KOS Financial Data

	2020/21	2021/22	2022/23
Income			
Takings (sale of goods)	57,874	76,695	98,268
GST refund	3,826	5,436	3,792
Grants/rebate	17,820		
Total Income	79,520	82,131	102,060
Expenditure			
Rent	28,195	28,343	35,719
Telstra	889	1,289	1,080
Electricity	1,074	1,773	2,004
Water	1,127	878	980
Insurance	4,569	3,833	4,108
Fire MES		601	517
New switchboards		3,304	
Equipment	685	2,869	
Quote for H/Wall		1,924	
Stationery		58	
Tagging		66	
Kitchen (grant)		3,641	
Portion of rates (waste)?	1,127		
Daily red bins/recycling	2,376		
Fire services levy	270		
Maintenance	209		
A frame permit with Council	22		
Milk, coffee tea, cleaning items	100	210	160
Donation to Info Link	15,000	20,000	22,000
Other expenses			320
Wood for section of 31	424		
Total Expenditure	56,067	68,790	66,889
Surplus/(Deficit)	23,453	13,341	35,172
Cash balance as at 30 June	36,876	50,216	85,388

2.3.1 Council Contributions to InfoLink

InfoLink is the sole beneficiary at this time of KOS distributions. Council has recognised the importance of InfoLink to the community through the community grant schemes providing \$1.867M in funding between 2013/14 to 2023/24 with a further \$0.338M committed to provide in 2024/25 and 2025/26.

2.4 Options

The Notice of Motion requested officers outline options and any other information considered relevant to a Council determination regarding a request from Knox Opportunity Shop (Bayswater) that Council pay their waste management charges, including arrears, in the current financial year, 2023-24.

Option 1

Provide a further rebate to KOS for the remaining waste charges owing, leaving the fire services levy only remaining to be paid by KOS.

- There is no policy position supporting a rebate for optional waste services for any commercial service. Within Council's "Eligibility for Use of Waste Collection Services Provided by Council" policy, opportunity shop waste services are a user-pays service.
- If a rebate were provided it would create a precedent not supported by policy and could create an expectation of waste charge rebates in future years, and cause all other opportunity shops in Knox paying for optional waste services to also request rebates. It could also prompt several other shops not currently utilising Council's waste services to request rebates for amounts paid to other providers. The unbudgeted financial impact to Council would be significant.
- Waste management costs are considered a standard running costs for any opportunity shop, no different from other expenses such as rent, power, phone etc.
- As shown in section 2.3 of this report KOS is not in a position of financial hardship and has sufficient capacity to pay the outstanding waste charges while still providing donations to InfoLink. KOS's annual cash surplus after its donations to Infolink have averaged \$24,000 per annum over the last three financial years.

Option 2

Provide a further rebate to KOS and update Council's policy position to include the ability for opportunity shops to apply for optional waste charge rebates.

- Currently there are 21 identified opportunity shops in Knox. Based on the eight that receive waste services from Council, if all 21 shops met the criteria for waste and depending on the policy position determined it is estimated an additional unbudgeted cost to Council annually is estimated to be up to \$130k annually. This would require a service offset from another existing Council service to be identified.
- It would require additional officer time to administer, in addition to the initial policy work which would impact on current workloads and priorities.

Option 3

There is no rebate provided to KOS for waste charges.

- This is equitable to all opportunity shops across Knox.
- Waste management costs are considered a standard running cost for any opportunity shop, no different from rent, power, phone etc.
- There are no service impacts to other Council services.
- As shown in section 2.3 of this report KOS is not in a position of financial hardship and has sufficient capacity to pay the outstanding waste charges while still providing donations. KOS's annual cash surplus after its donations to Infolink have averaged \$24,000 per annum over the last three financial years.

Based on consideration of the above factors, officers recommend option 3, that no rebate be provided to KOS for its waste charges. The important role KOS plays in the community is acknowledged and appreciated, as is the role that Knox InfoLink plays in supporting the local community. Council currently supports both these groups in different ways, and officers do not recommend that Council waive KOS's waste management charges, including arrears, in the 2023/24 financial year.

3. CONSULTATION

Consultation with internal stakeholders was undertaken in the development of the response.

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

This report has no environmental considerations.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The financial implication if Council was to proceed with a once off 'write-off' of optional waste charges for KOS would be approximately \$10k.

Should Council consider updating its policy position and offering potential optional waste charge rebates to all opportunity shops within Knox, this is estimated to cost up to \$130k annually and would require other service/s to be reduced to accommodate this.

7. SOCIAL IMPLICATIONS

Knox Opportunity Shop Bayswater Inc has recently celebrated 40 years of service and raised over \$1.5 million for the residents of Knox. InfoLink is the sole beneficiary at this time of KOS distributions, Council has recognised the importance of InfoLink to the community through the community grant schemes providing \$1.867M in funding between 2013/14 to 2023/24 with a further \$0.338M committed to provide in 2024/25 and 2025/26. Council has also provided the rebate for general rates since 2007/08.

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: Chief Financial Officer, Navec Lorkin
Report Authorised By: Chief Executive Officer, Bruce Dobson

Attachments

1. Attachment 1 - KOS Financials 2020/21 - 2022/23 [**8.5.1** - 3 pages]

KNOX OPPORTUNITY SHOP INC
July 2020 - 2021

	INCOME		
Balance Brought Forward 30/6/2020			13422.04
Takings 1 July/30 June 21	61700.36		
Includes \$1111.30 from Southern Textiles			
Includes GST refunds \$3826.00			
Grants from Dept Indust.&Knox Council	7040.00		
Grant from Dept Industry	10780.00		
	79520.36		79520.36
			92942.40
EXPENSES	EXPENSES		
Rent	28194.80		
Telstra	889.39		
Electricity Origin	1073.89		
South East Water	1126.88		
Insurance Volunteers,Business	4569.38		
Contents & Landlord			
Screens, racks, Manequins	685.25		
Portion rates on 31	1127.43		
Daily red bins/recycling	2376.00		
Fire exstinguisher service& Fire Levy	269.68		
Cooling repair	209.00		
A frame permit with Council	21.98		
Petty Cash Milk,coffee tea cleaning Items	100.00		
Donation to Infolink	15000.00		
Wood for section in 31	423.53		
	56067.21		56067.21
Balance as at 30th June 2021			36875.19
On Hand			
<u>Petty cash \$15.35</u>			
Float \$50.00			
Unfolink vouchers 2@ \$12.00			

KNOX OPPORTUNITY SHOP
July 2021 - 2022

		INCOME	
Balance Brought Forward 30/6/2021	36875.19		
Takings 1 July 21/30 June 22	82131.26	36875.19	
Includes from Southern Textiles 1893.40 and GST refunds \$5436.00		82131.26	
	119006.45		
		119006.45	
EXPENSES	EXPENSES		EXPENSES
Rent	28343.32		
Telstra	1289.08		
Electricity Origin	1773.43		
South East Water	878.41		
Insurance Volunteers,	3832.54		
Fire MES	601.43		
New Switchboards	3304.37		
Petty Cash Milk,coffee tea cleaning Items	210.00		
Donation to Infolink	20000.00		
equipment/Vacuum	2277.20		
Quote for H/Wall	1924.00		
Stationery	58.37		
Tagging	65.50		
Square/trolley	591.44		
Kitchen (grant)	3641.00		
	68790.09	68790.09	
Balance as at 30th June 2022	50216.36	50216.36	

On Hand

Petty cash \$19.75

Float \$50.00

Infolink vouchers 23@ \$12.00

Knox Opportunity Shop - Charity

	1 July 2022 – 30 June 2023												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Bank Account Balance:	\$50,216.36	\$52,327.91	\$52,344.44	\$56,399.08	\$64,967.56	\$70,657.14	\$74,955.56	\$77,923.24	\$79,936.81	\$84,997.69	\$90,510.22	\$97,269.48	n/a
Income:													
Shop Takings	\$8,279.21	\$7,545.96	\$8,407.99	\$8,308.85	\$10,288.29	\$7,916.41	\$5,860.92	\$7,306.89	\$8,401.84	\$8,526.36	\$9,171.26	\$8,254.29	\$98,268.27
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Income	\$55.00	\$559.00	\$278.00	\$410.00	\$7.00	\$0.00	\$418.00	\$328.00	\$301.00	\$511.00	\$647.00	\$278.00	\$3,792.00
Total Income:	\$8,334.21	\$8,104.96	\$8,685.99	\$8,718.85	\$10,295.29	\$7,916.41	\$6,278.92	\$7,634.89	\$8,702.84	\$9,037.36	\$9,818.26	\$8,532.29	\$102,060.27
Expenses:													
Rent Shop 29	\$3,934.00	\$1,967.00	\$1,967.00		\$1,967.00	\$1,967.00	\$1,967.00	\$1,967.00	\$1,967.00	\$1,967.00	\$1,967.00	\$1,967.00	\$23,604.00
Rent Shop 31	\$1,906.68	\$953.34	\$953.34		\$953.34	\$1,012.00	\$1,012.00	\$1,012.00	\$1,012.00	\$1,276.25	\$1,012.00	\$1,012.00	\$12,114.95
Origin (Shop 29)	\$0.00		\$373.95			\$271.64			\$232.40				\$877.99
Origin (Shop 31)	\$0.00		\$450.27			\$256.98			\$213.06			\$205.61	\$1,125.92
MES (Shop 29)	\$0.00		\$160.55						\$42.50			\$229.24	\$432.29
MES (Shop 31)	\$0.00	\$57.72						\$26.77					\$84.49
Water (Shop 29)	\$220.83		\$294.53				\$205.15			\$205.04			\$925.55
Water (Shop 31)	\$10.78		\$16.34				\$16.72			\$11.06			\$54.90
Telstra	\$110.37	\$110.37	\$110.37	\$110.37	\$110.37	\$110.37	\$110.37	\$82.17	\$80.00	\$65.48	\$80.00		\$1,080.24
Insurance	\$0.00				\$1,575.00			\$2,533.38					\$4,108.38
Petty Cash	\$40.00		\$40.00	\$40.00					\$40.00				\$160.00
Charitable Donation	\$0.00	\$5,000.00										\$17,000.00	\$22,000.00
Other Expenses	\$0.00		\$265.00						\$55.00				\$320.00
Total Expenses:	\$6,222.66	\$8,088.43	\$4,631.35	\$150.37	\$4,605.71	\$3,617.99	\$3,311.24	\$5,621.32	\$3,641.96	\$3,524.83	\$3,059.00	\$20,413.85	\$66,888.71
Net Income / Loss:	\$2,111.55	\$16.53	\$4,054.64	\$8,568.48	\$5,689.58	\$4,298.42	\$2,967.68	\$2,013.57	\$5,060.88	\$5,512.53	\$6,759.26	-\$11,881.56	\$35,171.56
Closing Bank Balance:	\$52,327.91	\$52,344.44	\$56,399.08	\$64,967.56	\$70,657.14	\$74,955.56	\$77,923.24	\$79,936.81	\$84,997.69	\$90,510.22	\$97,269.48	\$85,387.92	n/a

8.6 2023 Summary of Actions and Recommendations from the EYAC Committee

SUMMARY: Manager Family and Children's Services, Sarah Kleine

The Early Years Advisory Committee's (EYAC) Terms of Reference (ToR) requires an annual report to Council to advise on the topics and key themes discussed by the Committee in the preceding year. This report provides the annual report of EYAC activities and achievements for 2023

RECOMMENDATION

That Council notes the report on the activities undertaken, and subsequent feedback and advice of the Early Years Advisory Committee between January and December 2023.

1. INTRODUCTION

The Early Years Advisory Committee acts as a voice for our local early years sector in continuously improving the planning and the delivery of early years services and to provide feedback on strategic directions and projects across the whole organisation from the perspective of children and families in Knox. Their work involves promoting community awareness about the importance of early childhood health, learning and development, including responding to local community needs. They represent the voice of their community on matters relating to early years to help drive better outcomes for planning, delivery and service practices in the early years.

Local Government has a statutory and social responsibility for planning for its local community, supporting learning, health and wellbeing of all children and families in their locality. Improving outcomes for young children living in Knox involves identifying and addressing the various factors that contribute to their wellbeing and development. The Early Years Advisory Committee (EYAC) is one way to engage with the community and come together to collaborate around these factors including access to quality early years services, health and nutrition, and safe supportive environments.

The Knox Community Plan 2021-2031 and Knox Council Plan 2021-2025 set the vision to plan for the needs of children and families in the community. The Child, Youth and Seniors Plan 2021-2025 outlines the Council's commitment to building an accessible and inclusive community where people of all ages have opportunities to thrive and participate in community life. This plan has set the strategic framework for the ongoing work and discussions with the EYAC, which focuses on child health, wellbeing, learning and the right to participate in matters that affect them.

The current EYAC Terms of Reference (ToR) outlines the Committee's key focus, which is to:

1. Provide advice and recommendations on implementing the early years key objectives of the Child Youth and Seniors Plan as incorporated into the Community and Council Plans.

The advice and recommendations in relation to this plan include the following:

- Agreed priorities.
- The ongoing outcomes and achievements of the Child, Youth and Seniors Plan 2021-2025 (early years) focus areas.

- Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders on the development and implementation of the Child, Youth and Seniors Plan 2021-2025 (early years) focus areas.
- 2. Provide advice to Council on matters impacting families and children and the related services within the Knox community.
- 3. Identify emerging key research, policy and legislative issues that might impact the implementation of the Child, Youth and Seniors Plan 2021-2025.
- 4. Consider advice and information made available through other Council advisory and community consultation processes related to families and children and/or local early years services.

This annual report provides a synopsis of the EYAC activities and achievements for 2023.

2. DISCUSSION

2.1 Review of Meeting

Discussion with the EYAC Chair Councillor Timmers-Leitch (in the role of Mayor at the time) early in 2023 resulted in a change in the structure of the meeting agendas moving forward. The Committee meetings had become concentrated with information sharing and presentations, resulting in little time for consultation and collaborative discussion. Returning to face-to-face meetings in 2023, provided the opportunity to modify the meeting structure. With support from the Chair, the changes have included shifting the “Round Table Discussion” to the top of the meeting agenda and lengthening this discussion time, and a focus on the Committee being utilised to have input and provide feedback on strategies and projects taking place across the organisation. Guest speakers invited to meetings are asked to come seeking feedback through their presentations and topics of discussion. This has effectively created more time for discussion for the Committee to lean into topics impacting families and children in Knox.

2.2 EYAC Topics and Key Themes for 2023

In February 2023, the EYAC discussed and endorsed the work plan for 2023. Key themes emerged from initial collaborative discussions with members. These themes reflected local issues identified through members and aligned with the Knox Child, Youth and Seniors Plan, 2021-2025. Authentic lived experiences and observations from EYAC members relating to the life of children and families in this community were reflected in the list of key themes outlined for discussion in the 2023 work plan.

Key topics for 2023 included:

- **Playgroups in Knox** – A consensus of understanding was reached about how the community benefits from Playgroups. It was agreed that Playgroups provide connection with community, support for parents and carers and can lead to lifelong friendships.
- **Child Safe Strategies** - A workshop discussion reached an agreed understanding that it is vital for children to have a sense of belonging, to feel valued and to be heard to foster child safe strategies within the community.

- **Maternal Child Health (MCH) Survey** – Analysis and discussion of the 2023 MCH survey generated an agreed perspective by EYAC members that the adjustments initiated for appointment sessions to provide weekend access to families was commendable. However, further work in relation to equity and supporting inclusion of all family members remains a challenge. This feedback has contributed to the forward planning for the MCH service.
- **Food Relief for vulnerable families** – EYAC members wholeheartedly supported the Council’s initiative to develop a food relief task force and provided their knowledge of the need within the community.
- **Kindergarten Reform** – Consistent updates throughout 2023 were provided to EYAC members on the progress of all phases of the Knox Kindergarten Reform Project, including the Kindergarten Service Review. EYAC members contributed their community perspectives at various times throughout this project that have informed communications to the broader community.
- **Intergenerational Activities** – EYAC members were advised and showed their support for the pilot intergenerational partnerships between community groups from local retirement villages and aged care facilities with Kindergartens, Early Learning Centres and local Primary Schools within Knox.

In addition to the topics outlined above, the members provided feedback and had input into the following Council initiatives and projects:

- **The Alcohol Harm Profile** – this was an initiative undertaken by Council in which many Advisory Committees were approached for feedback. EYAC members became engaged in this topic and provided insights into broader community understanding of alcohol harm and how to minimise it, demonstrating their concern through raising an incidence of a site selling liquor next to a children’s playground at a local sporting facility. This concern resulted in a positive outcome; the liquor site was moved to a more appropriate location.
- **The Active Knox Project** – this was a Council initiative project to promote active exercise for young children in the Community. Feedback was sought from EYAC members on what Council could change or modify to encourage more active exercise. Overall, most Committee members suggested they were satisfied with the existing outdoor activity spaces, however there was great discussion on opportunities to better promote public playgrounds and their individual amenities, as well as looking to link up bike tracks to allow active access to these spaces.
- **Kindergarten Transition Phase of Kindergarten Reform** – EYAC members provided ideas on how to keep the community informed about progress. Officers responded by creating a kindergarten transition flyer distributed at community events and across the community.
- **The Food Relief Project** – this was a taskforce initiated by Council to address the impact of the high costs of living in the municipality. The project provided an opportunity for community members to volunteer at the Templeton Food Hub where food storage and distribution to the community takes place.

2.4 EYAC Committee Insights and Considerations

The Early Years Advisory Committee is one way to address early years wellbeing and development factors, through engagement in community consultation about matters impacting children and families including education, safety, health and nutrition.

From the discussions throughout 2023 EYAC members identified the following three themes for Council to note:

Community Connectedness is an important factor in improving outcomes for young children living in Knox. When children feel connected to their community, they have a sense of belonging, support and opportunities for growth.

- The Committee discussed the importance of social support networks e.g. playgroups to enhance connectedness, volunteer work including the Food Relief support and recognised the important opportunities for social interaction and community connectedness, presented from these opportunities.
- The role of Council in supporting Playgroups was viewed by the Committee as an important contribution to mental health support for new families because it provides an important connection with other families in the community. The members were supportive of adding other playgroup sessions that cater for specific parents' needs, including Dad's Playgroups and the Rainbow Playgroup.
- Members see the importance of addressing and supporting the complex needs of children and families in our community, which is a key focus of the Child Youth and Senior's Plan (2021-2025). EYAC members were also supportive of Maternal Child Health (MCH) initiatives taken from local family survey results. The initiatives undertaken addressing male mental health issues were praised and appreciated by members.

Child Safety is a critical factor in improving outcomes for young children, ensuring their safety and protection from harm is essential for their wellbeing and development.

- The Committee came together to brainstorm ideas on how the Council can provide opportunities for children to be heard and participate in matters that affect them. Members were supportive of Council's objective to have a focused commitment to having child safe environments across the whole of the organisation. Members collectively agreed on the priorities of child safety driven from the eleven child safe standards introduced in July 2022.
- As part of this discussion members agreed that Council should consider commitment to becoming a Child Friendly City to provide opportunities for children to engage and participate in decision making in matters that affect them and provide more opportunities for children to be considered in community planning. Considering this commitment aligns with actions from the Council endorsed Child Youth and Seniors Plan 2021-2025 to provide opportunities for the voices of children and families to inform decision, including Council service planning and provision (Action 5.3).

Community Wellbeing encompasses the overall health, happiness and quality of life of individual children within a community. The member's discussions entailed addressing many and varied factors that contribute to overall health, such as the Food Relief taskforce, Active Knox, and The Alcohol Harm Profile projects.

- Members learnt about the rise of numbers of local families turning to volunteer services for Food Relief and associated this increase in demand with the high cost of living and recent and successive interest rate increases on mortgages. Members shared their lived experiences and were encouraged to inform families they know who may need these

services that they may access this service locally and discreetly. Members supported the Council's food hub project as a vital and essential community welfare support that will assist the wellbeing of young children in the community.

- The members engaged in an extensive conversation on active engagement in physical activities for young children. A key insight agreed upon members, that technology is presenting a huge barrier to outdoor activity. Other barriers discussed were the increased pace of families, being too busy and concerns about safety and security. The members agreed with the officer's initiatives to promote and enable young children to play outdoors and raised additional suggestions including the linking of bike tracks and accessibility for parents with prams. Members suggested that Council could provide more detailed information to the community about existing spaces, information on pop-up playgroups in the parks and more promotion of the numerous Nature Discovery Trails that include fifty reserves.

3. CONSULTATION

Members of the EYAC bring a diverse range of viewpoints and advice to the meeting for debate and discussion. Through the agreed work plan and considerations on various Council projects for 2023, EYAC members have had the opportunity to consider and discuss several key issues impacting the lives of children and their families in the Knox community.

EYAC members understand the authentic needs of families with children in their early years because members live or work in the Knox community. The EYAC members' lived experience informs Council decisions realistically and purposefully. Collaborative partnership with community members through EYAC assists Council to develop appropriate and meaningful targeted engagement opportunities as well as assisting in shining a light on emerging early years issues, which in turn brings these issues to the Council's attention.

Here are some perspectives from our EYAC members about their experience participating in the Early Years Advisory Committee:

- "Some advisory committees are simply tokenistic, but I feel this group has made some great progress and we are seeing some direct results from our consultations."
- "The voice of the child covers all the topics we discuss and points towards becoming a child-friendly city".
- "I have greatly valued the opportunity to be a member of the EYAC as it has allowed me to gain a better understanding of the way Knox Council endeavours to improve our community. There have been a range of topics covered throughout the year, supporting me to learn and share information of a varied nature to the people in my own circles.

This was particularly important when discussing the changes to Knox's kindergarten reform and being able to clarify misconceptions. It was also extremely valuable and rewarding to be able to discuss prevalent issues in the community and see the impact of the questions we were raising. Small changes can have a big impact on our future! It has been a privilege to share and learn from such a knowledgeable, passionate and thoughtful group of people and I look forward to 2024."

- "As a Knox community member and mother of two young kids, it has been a great opportunity to join the EYAC. At each meeting I am able to share my knowledge and experience as a parent living in Knox. We have discussed a wide variety of topics relating to young children and their families such as playgroups, child safety, recreation areas, intergenerational activities and food relief. Our suggestions are taken on board and referred to relevant Knox Council departments to invite guest speakers or receive feedback."

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendations is considered to have no direct implications or has no direct impact 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 EYAC continues to play a key role in considering issues and advising Council in terms of child friendly spaces, which promote the health and wellbeing of Knox children and families into the Future.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Family and Children's Services Department supports the administration of Council's EYAC. Officer time of approximately ten hours each month is absorbed within the department budget along with an annual catering and supplies allowance of \$2,600.

7. SOCIAL IMPLICATIONS

Data from the latest 2021 Australian Census, provides a snapshot of the Knox community, showing that in 2021 there was 36,425 children living in Knox and 8,428 of these children were under 4-years of age. This group of children lived in household types comprising 13,345 couples with children and 2,563 single parents with children. Within these households English was not the only language spoken, 17% also communicated in Mandarin, 8.2% Cantonese and 4.4% Sinhalese. This snapshot indicates an increasingly diverse group of families with young children, with mixed language and cultural differences which may have social implications for planning and the provision of early years services.

The Child, Youth and Seniors Plan 2021-2025 identifies the importance of participation in early years services and connection with support services to maximise all children's opportunities to thrive. This is well supported by statistical evidence from the Australian Early Development Census (AECDC) which monitors the developmental trajectory of young children throughout Australia and records developmental vulnerability in young children in each locality.

AECDC data indicates approximately 20% of the early year's population in Knox is at risk for developmental vulnerability, however this data can also be interpreted as approximately 80% of

the early year's population living in Knox are consistently on track in all developmental domains. AECD data signals good mental health and wellbeing as important to enable children to thrive through the early years and into adolescence and young adulthood. It is therefore worthwhile investing in community consultations towards supporting good mental health and wellbeing strategies for children to thrive.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: **Manager Family and Children's Services, Sarah Kleine**
Report Authorised By: **Director Connected Communities, Judy Chalkley**

Attachments
Nil

8.7 Revised Instrument of Delegation to Members of Council Staff

SUMMARY: Governance Officer, Damian Watson

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

A revised Instrument of Delegation – Planning has been revised to reflect minor legislative changes based on advice from Council’s solicitors.

RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves that:

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

1. INTRODUCTION

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

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

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

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

2. DISCUSSION

The attached Instrument has been updated to ensure that it remains contemporaneous and consistent with current legislation and business practices.

The current Instrument of Delegation – Planning has been in force since 28 August 2023. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

Changes to are shown using tracked changes in Attachment 1 and the only significant changes are the inclusions of s125(1) and s148B of the Planning and Environment Act 1987, which respectively address:

- the power to apply to any Court of competent jurisdiction or to the Tribunal for an injunction restraining any person from contravening an enforcement order or interim enforcement order.
- The power to apply to the Tribunal for a declaration.
-

3. CONSULTATION

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

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or 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

Nil.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The costs to prepare and adopt the attached Instruments are minimal and will be met within the current departmental budget.

7. SOCIAL IMPLICATIONS

Nil.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Governance Officer, Damian Watson

Report Authorised By: Director, Customer & Performance, Greg Curcio

Attachments

1. Attachment 1 - DRAFT Tracked Changes S6 Planning Council to Staff Instrument of Delegation February [**8.7.1** - 69 pages]



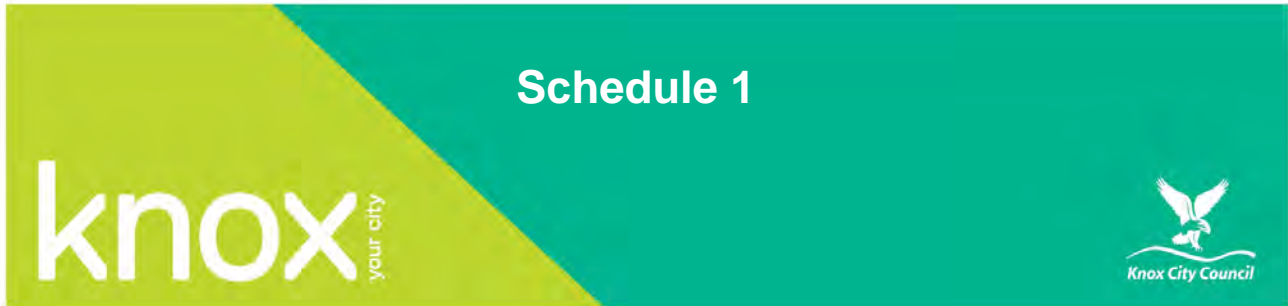
Council to Council Staff

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

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

2. records that reference in the Schedules to:

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



3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~28 August 2023~~ February 2024 and
- 3.2 the delegation:
- 3.2.1 comes into force on ~~28 August 2023~~ February 2024;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

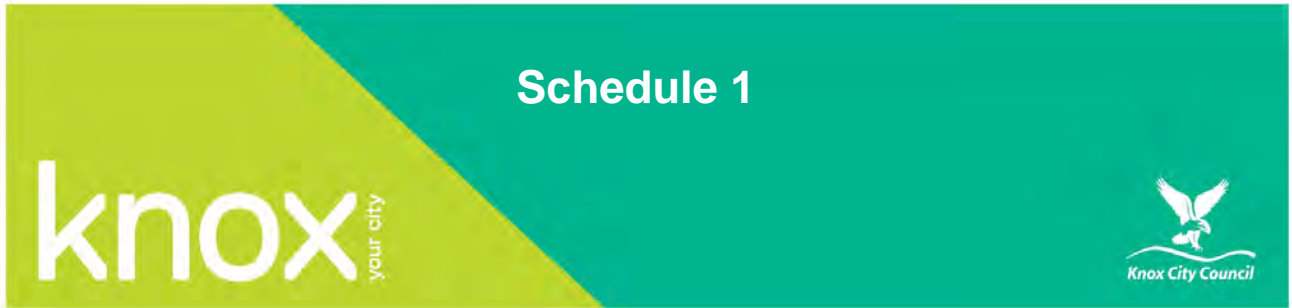
Cr Jude Dwight - Mayor

Bruce Dobson – Chief Executive Officer

Date:

Instrument of Delegation – Council to Staff Planning

February 2024



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SCHEDULE 269

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

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(2)	Power to consider a late submission Duty to consider a late submission if directed by the Minister	Groups A, B & C	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
s 24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report during the inspection period.
s 27(2)	Power to apply for exemption if panel's report not received	Group A	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	
s 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
s 30(4)(a)	Duty to say if amendment has lapsed	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 30(4)(b)	Duty to provide information in writing upon request	Group A	
s 32(2)	Duty to give more notice if required	Groups A, B & C	
s 33(1)	Duty to give more notice of changes to an amendment	Groups A, B & C	
s 36(2)	Duty to give notice of approval of amendment	Groups A, B & C	
s 38(5)	Duty to give notice of revocation of an amendment	Groups A, B & C	
s 39	Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s 40(1)	Function of lodging copy of approved amendment	Groups A, B & C	
s 41(1)	Duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	
s 46AW	Function of being consulted by the Minister	Groups A, B and C	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Groups A, B and C	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Groups A, B, C & D	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	
s 46GP	Function of receiving a notice under s.46GO	Groups A, B, C & D	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	Where Council is the collecting agency
s 46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Groups A, B, C & D	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in- as responsible for those works, services or facilities	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Groups A, B, C & D	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	Where Council is the collecting agency specified under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City Liveability	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Liveability	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Groups A & B	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	
s 46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	
s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer Director City Liveability	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director City Liveability	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director City Liveability	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director City Liveability	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director City Liveability	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director City Liveability	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Director City Liveability	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director City Liveability	
s 46QD	Duty to prepare report and give a report to the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s 47	Power to decide that an application for a planning permit does not comply with that Act	All Groups	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Groups	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s 50(4)	Duty to amend application	Groups A, B, C, D, F & I	
s 50(5)	Power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s 50A(1)	Power to make amendment to application	Groups A, B, C, D, F & I	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s 50A(4)	Duty to note amendment to application in register	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s 52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s 52(3)	Power to give any further notice of an application where appropriate	Groups A, B & C	
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1)	Power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s 54(1B)	Duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	
s 57A(5)	Power to refuse to amend application	Groups A, B, C & D, F & I	
s 57A(6)	Duty to note amendments to application in register	All Groups	
s 57B(1)	Duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s 57C(1)	Duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s 58	Duty to consider every application for a permit	Groups A, B, C, D, F & I	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Director City Liveability	
s 60	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(a)	Power to decide to grant a permit	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(b)	Power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

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

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

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

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

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

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

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

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Groups	
s 69(1A)	Function of receiving application for extension of time to complete development	All Groups	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(2)	Power to extend time	Groups A, B, C, D, F & I	<p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> • Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy); • Whether there has been a change in the material circumstances of the site and surrounds; • The steps the owner may or may not have undertaken in an endeavour to act on the permit; • Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions. <p>Group B, C, D, & F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p>
s 70	Duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s 71(1)	Power to correct certain mistakes	Groups A, B, C, D, F & I	
s 71(2)	Duty to note corrections in register	Groups A, B, C & D	
s 73	Power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s 74	Duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	

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

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Groups A, B, C, D, F & I	
s 84AB	Power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Groups A, B, C, D, F & I	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s 91(2)	Duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	
s 92	Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s 93(2)	Duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s 95(3)	Function of referring certain applications to the Minister	Groups A, B & C	
s 95(4)	Duty to comply with an order or direction	Groups A, B & C, F & I	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	
s 96F	Duty to consider the panel's report under section 96E	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building.

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97L	Duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Group A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Groups A & B	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s 97Q(4)	Duty to comply with directions of VCAT	Groups A, B, C, D & E	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Group A	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Group A	
s 101	Function of receiving claim for expenses in conjunction with claim	Group A	
s 103	Power to reject a claim for compensation in certain circumstances	Group A	
s 107(1)	Function of receiving claim for compensation	Group A	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director City Liveability	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
r 18(4)	Power to determine where the emergency contact person's details are displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 18(6)	Power to determine where certain information is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 22(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(3)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 26	Duty to have regard to any report of the relevant fire authority	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 41(4)	Function of receiving installation certificate	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

SCHEDULE 2

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

8.8 Australian Local Government Association's 2024 National General Assembly

SUMMARY: Manager Governance & Risk, Andrew Dowling

The Australian Local Government Association (ALGA) has opened registrations for their 2024 National General Assembly (NGA) to be held in Canberra from Tuesday 2 July to Thursday 4 July 2024.

The Australian Council of Local Government (ACLG) Forum will also convene on Friday 5 July 2024

The purpose of this paper is to facilitate Council consideration of its representational needs and expectations, and to determine the extent of costs to be met by Council for Councillors attending the NGA.

RECOMMENDATION

That Council resolve:

- 1. That the costs of _____ attending the 2024 ALGA National General Assembly are considered reasonably necessary for the performance of their role and the representation of Council and that in the absence of contrary resolution at a Council meeting, Council shall not fund the costs of any other Councillors attending the event.**
- 2. The costs of _____ attending the 2024 Australian Council of Local Government (ACLG) Forum are considered reasonably necessary for the performance of their role and the representation of Council and that in the absence of contrary resolution at a Council meeting, Council shall not fund the costs of any other Councillors attending the event.**

1. INTRODUCTION

ALGA is the peak body for local government nationally, representing councils across the country. ALGA operates in structure as a federation of state and territory local government associations, with the Municipal Association of Victoria (MAV) being the relevant Victorian body.

The NGA is convened by ALGA each year in Canberra and is the peak annual event for local government in Australia. The NGA provides the opportunity for representatives from Australia's 537 local governments to come together to meet with and hear from high profile and engaging speakers and Federal Government representatives, advocate on specific issues directly with Federal Ministers and Members, share learnings and industry best practice, and shape the national local government policy and advocacy agenda.

The NGA will be followed by the Australian Council of Local Government (ACLG) Forum, bringing together federal and local government leaders in a formal setting to discuss the nation's major policy challenges. The ACLG was first established as a formal meeting between senior leaders of the local government and the Australian Government in 2008. The ACLG held on 16 June 2023 was the first held in more than a decade.

The Discussion Paper for the 2024 conference is included at Attachment 1 and the conference program is included at Attachment 2.

Following attendance at the 2023 NGA, a report was presented to Council providing an overview to Council and the community of the activities, learnings and outcomes from the 2023 NGA. A similar approach is proposed in relation to the 2024 NGA.

At its meeting in October 2023, in response to a Notice of Motion from Councillor Pearce, Council resolved:

That in relation to the annual Australian Local Government Local Government Association (ALGA) National General Assembly (NGA), Council resolve to refer the decision regarding Council delegates and costs associated with attendance to Councillor Expenses and Support Policy which is currently under review, including particularly consideration of the following protocols:

- 1. To amend the Councillor Expenses and Support Policy to provide that attendance at the ALGA NGA is not considered reasonably necessary for a Councillor or member of a delegated committee to perform their role, and that consequently expenses associated with attendance will not be reimbursed in the absence of a prior resolution of Council to the contrary.*
- 2. That Council should not be represented by staff members at the ALGA NGA.*

As Council has not had the opportunity to complete its review of the Councillor Expenses and Support Policy prior to registrations opening, it is appropriate that Council determine in advance by resolution its representational needs and expectations, and those costs which shall be recoverable under the policy.

2. DISCUSSION

Officers consider that Councillor representation at the NGA is an opportunity to discuss and advocate on key local issues, as well as matters of national importance to local government, which contributes to the effective leadership in Knox, and in the broader local government sector. It also provides an opportunity to network with colleagues and Federal members of Parliament.

While representation can be achieved by sending one Councillor voting delegate to the NGA, past feedback from Councillors has indicated there are benefits to providing additional Councillors the opportunity to attend the NGA, including for example:

- Colleagues are able to provide counsel and support to the voting delegate, whether in their general capacity as a Councillor and /or arising from past experience representing Council at the NGA.
- Supporting Councillors can contribute to Council's advocacy endeavours; while gaining experience that may equip them to more effectively represent Council at future NGAs, should they have the opportunity.

Recent practice has been for Knox to be represented by the mayor and a number of councillor colleagues.

Council delegations to the NGA have historically been supported by an officer (typically the Chief Executive Officer) in order to provide advice and support to Councillors throughout the conference. This can provide an additional benefit to Council as officers attending can also support Council’s advocacy by engaging with their officer counterparts at the conference.

A senior Council Officer can be available to attend the 2024 NGA to support Council delegates if requested and such attendance would be at Council’s expense.

Attendance costs associated with attendance at the ALGA NGA include:

NGA Registration (Early Bird)	\$945
Accommodation	\$360 per person night*
Conference Dinner	\$175 per person
Flights	\$500 per person*
Regional Forum (Optional)	\$275
Other incidental expenses (eg meals and refreshments, parking and airport transfers)	To be determined

* Estimated costs subject to bookings.

3. CONSULTATION

Consultation regarding future ALGA expenses will be undertaken as part of the Councillors Support and Expenses Policy review later in 2024.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks, or climate change adaptation. It is noted that travel associated with attendance at the 2024 National Governance Association (NGA) will involve emissions generated by air travel to Canberra. While this may contribute to the council's overall carbon footprint, it is essential to weigh the environmental impact against the significance of the event and the potential benefits gained from participation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no specific environmental or amenity issues in relation to this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The total cost of Council’s attendance at the NGA and ACLG was approximately \$2,800 per delegate inclusive of travel, accommodation, meals and conference registration. Costs for conference attendance, professional development and associated costs are allowed for within Council’s budget.

7. SOCIAL IMPLICATIONS

There are no direct social implications in relation to this report.

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 5.2 - 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 Governance & Risk, Andrew Dowling

Report Authorised By: Director, Customer & Performance, Greg Curcio

Attachments

1. Attachment 1 - ALGA NGA 2024 - Conference Discussion Paper [**8.8.1** - 24 pages]
2. Attachment 2 - Conference Program At 19 February 2024 [**8.8.2** - 2 pages]

2024 NGA

Building
Community
Trust

National Convention Centre
Canberra



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

2 - 4
JULY
2024

DISCUSSION
PAPER



KEY DATES

30 April 2024 | Acceptance of Motions

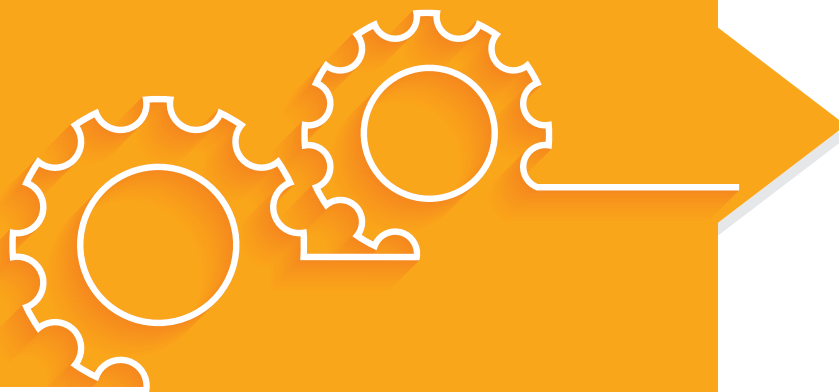
2 July 2024 | Regional Cooperation & Development Forum

3 - 4 July 2024 | National General Assembly

5 July 2024 | Australian Council of Local Government

TO SUBMIT YOUR MOTION

VISIT: [ALGA.COM.AU](https://alga.com.au)





The Australian Local Government Association (ALGA) is pleased to convene the 30th National General Assembly of Local Government (NGA), to be held in Canberra from 2-4 July 2024.

As convener of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2024 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2024 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

BACKGROUND TO ALGA AND THE NGA

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated - particularly to the Australian Government - the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convener. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2024 NGA.

SUBMITTING MOTIONS

Australia is one of the world's great democracies. It is held in high regard across the world but should never be taken for granted.

The theme of the 2024 NGA is – Building Community Trust.

This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

While relatively low key, over the past decade there has been increasing public debate by scholars and policy makers about the level of trust in government, its institutions and indeed the operation of our democracy more broadly.

Mark Evans et al (2019) published research in 'The Conversation' indicating that Australians' trust in politicians (our political representatives) and democracy has hit an all-time low. This report indicates 'fewer than 41% of Australian citizens are satisfied with the way democracy works in Australia, down from 86% in 2007.

Public satisfaction has fallen particularly sharply since 2013, when 72% of Australian citizens were satisfied. Generation X is least satisfied (31%) and Baby Boomers most satisfied (50%). Some political authors suggest that these trends in part explain the rise in popularity and the relative success of independents and micro or single-issue parties.

These statistics should be of concern to every level of government and those interested in the future of our communities and Australia's democratic system.

It is said that 'trust is hard-earned, easily lost, and difficult to re-establish – and a key to absolutely everything.' While media and public attention frequently focuses on levels of trust in the national and state governments, local governments have an equally important role in building, maintaining and indeed, often repairing government-community relationships.

At its most fundamental level, the 2024 NGA focusses on the role of local government and how all levels of government can help each other build, maintain and strengthen government-community relationships.

This discussion paper is a call for councils to submit motions for debate at the 2024 NGA to be held in Canberra from 2-4 July 2024.



Motions for this year's NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government's objectives.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available on the NGA website at: www.alga.com.au and received no later than 11:59pm AEST on Tuesday 30 April 2024.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2024 NGA.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...

Please note that resolutions of the NGA do not automatically become ALGA's national policy positions.

OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council.

**Motions should be lodged electronically using the online form available at www.alga.asn.au.
Motions should be received no later than 11:59pm AEST on Tuesday 30 April 2024.**

SETTING THE SCENE

The theme for NGA24 'Building Community Trust' aims to focus on the role of local government in the Australian system of government and explore the critical importance of trust in governments, between governments, its institutions, and our citizens.


In a recent essay on Capitalism after the Crisis (2023) the Treasurer the Hon Dr Jim Chalmers MP wrote:

'Our mission is to redefine and reform our economy and institutions in ways that make our people and communities more resilient, and our society and democracy stronger as well.'

The need to strengthen our democracy was also emphasised the Prime Minister the Hon Anthony Albanese MP in a speech at Queensland's Woodford Folk Festival toward the end of 2022:

'I urge anyone who thinks our democracy is unassailable to have a look around the world. Even some of the oldest, most stable democracies have come under attack from a whole range of corrosive, insidious forces. No one is immune. Our democracy is precious, something we have carefully grown and nurtured from one generation to the next. One of our core responsibilities is to make it stronger, and the key to that strength is transparency and accountability.'

In early 2023 the Australian Government established a taskforce to advise government on 'what can be done – practically – to strengthen Australian democracy'.



The 2024 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments, its capacity to deliver services and infrastructure to local communities across the nation. This service delivery is critical to build, maintain and strengthen the trust of our citizens.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.



1. INTERGOVERNMENTAL RELATIONS

'Australia's federal structure, built upon reciprocal financial, legislative and policy responsibilities, requires intelligent cooperation on issues of strategic national significance.'

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively. National Cabinet was established on 13 March 2020 and is chaired by the Prime Minister. The National Cabinet is a key mechanism in Australia's current intergovernmental architecture.

A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year. The President of ALGA also attends one meeting per year of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

A substantial body of research, from Australia and internationally, has highlighted that governments that work together are generally more successful in achieving shared national objectives, including economic recovery from events like the COVID-19 pandemic as well as in service and infrastructure delivery.

This research reinforces the need for local government to be included in relevant ministerial forums that support national priorities – from housing affordability to reaching net-zero emissions. ALGA currently participates in National Cabinet (1/year), Council on Federal Financial Relations (1/ year), Infrastructure Transport Ministers Meeting, National Emergency Managers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Meeting of Environment Ministers, Energy and Climate Change Ministers and the Road Safety Ministers Meeting, to represent local government views.

Local government input can provide a community voice, enabling our intergovernmental forums to make decisions with greater legitimacy and authority.

Given the importance of trust in governments, between governments and its citizens, how can intergovernmental arrangements be further improved in Australia?

Are there ways of maintaining and enhancing the community's trust in local government?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?

2. FINANCIAL SUSTAINABILITY

Trust in governments is highly correlated with their ability to fulfill the implicit social contract between government and its citizens by keeping promises.

Local government is the third sphere of government in Australia's system of government. Councils are comprised of locally elected representatives who understand local needs and engage locally on strategies to meet those needs.

Councils are responsible for providing a wide range of critical local area services including planning, libraries, waste management systems, transport and infrastructure (eg roads and footpaths, parks, sporting grounds and swimming pools) and social services.

These services are critical to the wellbeing, liveability and productivity of all local communities, and therefore the nation. Equally important is the sustaining of democratic processes at the local and regional level.

Local government's total annual expenditure in 2021 -22 was approximately \$43.6 billion. Non-financial assets including roads, community infrastructure such as buildings, facilities, airports, water, and sewerage (in some states) including land, are valued at \$539 billion [ABS Government Finance Statistics, Australia, 2021-22].

In 2021-22, the Australian Government provided \$2.6 billion in Financial Assistance Grants funding to councils. This included \$1.3b which was brought forward from the 2021-22 estimate and paid through state and territory governments in 2020-21.

Nationally, local government derives nearly 90% of its revenue from its own sources (including rates and services charges), compared to around 50% for state governments. Grants from other levels of government make up just over 10% of local government's total revenue, however these grants are particularly important in areas with a low-rate base, and/or high growth rates, and rapidly expanding service and infrastructure needs.

In 2021-22 Financial Assistance Grants to local governments was less than 0.6% of Commonwealth taxation revenue (CTR), a significant drop from 1996 when these grants were at 1% of CTR. In 2023-24 Financial Assistance Grants have fallen to 0.5% of Commonwealth taxation.

What improvements are needed to the intergovernmental financial transfer system, particularly the Commonwealth transfers to local government, to enhance the community's trust in local government and by extension all governments?

Noting that Commonwealth tied funding is provided with detailed requirements how can this system be improved to provide flexibility and maximize the benefit to local communities?

3. ROADS AND INFRASTRUCTURE

ALGA's 2021 National State of the Assets Report (NSoA) is currently being updated and expected to be launched in 2024. The most recent NSoA shows that while most local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater, and airports and aerodromes are generally in good to very good condition, around 10% are not fit for purpose, and around 20–25% are only fair and over time will need attention.

The last NSoA found that in 2019–20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

Local government assets make up a significant proportion of the physical structure of local communities and often provide critical access to and support for citizens to engage in state and national assets and opportunities.

For example, local roads provide important “first and last-mile access” for communities and industry to road networks, integral to economic development and community connection. Local sporting grounds can provide access for community groups to build community participation that has social, health and economic benefits.

Are there programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there programs or initiatives that the Australian Government could develop to maintain, strengthen and enhance the reputation of Australia's infrastructure providers, including local government?

4. EMERGENCY MANAGEMENT

In 2022 alone, 46 disasters were declared across Australia, covering more than 300 different council areas. In recent years, almost every Australian council has been impacted in some way by fires, floods, or cyclones.

Last year's flooding caused a damage bill of approximately \$3.8 billion to local roads across Queensland, New South Wales, Victoria and South Australia. This was just a fraction of the total disaster costs incurred by governments across the country.

There have been numerous NGA motions in recent years regarding natural disasters and this has been a significant priority in ALGA's advocacy program.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, with the first round of funding allocated in June 2023. This fund will support councils and communities to mitigate against the risk of future disasters and help address the significant imbalance between mitigation and recovery spending.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

5. HOUSING AND HOMELESSNESS

Almost every Australian council and community is facing challenges around a lack of affordable housing.

Alarming research by the UNSW City Futures Research Centre shows 640,000 Australian households – or one in 15 households – are under housing stress.

All levels of government, including councils, have a fundamental role to play in addressing this crisis, which is being compounded by high interest rates, rising construction costs and skills shortages.

At a national level, ALGA is a signatory to the National Housing Accord, and in 2023 successfully advocated for a new \$500 million Housing Support Program for state and local governments to deliver supporting infrastructure for new housing developments.

While the provision of affordable housing is not a local government responsibility, councils have a role to play in ensuring there is enough suitably located land available for housing and that a diversity of housing stock is supported. Councils also want to ensure that new housing developments are supported with the necessary services and infrastructure to create liveable and sustainable communities.

Many councils are also addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Councils also want to ensure that they engaged with planning decisions that affect local communities. Taking planning powers away from councils does not always support the best local outcomes.

Councils also play an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?

6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations.

However, councils are facing significant jobs and skills shortages that are constraining their capacity to deliver services and build and maintain local infrastructure.

ALGA's 2022 National Local Government Workforce Skills and Capability Survey indicated that more than 90 percent of Australia's 537 councils were experiencing skills shortages.

The survey also showed that for approximately two-thirds of these councils, these shortages were impacting on project delivery.

In particular, councils are facing a shortage of planners, engineers, building surveyors, environmental officers and human resources professionals.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?

7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community. Indeed, it is this level of responsiveness and accountability to the local community that is an essential feature of democratic local governments worldwide.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2021-22 was \$43.6 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Arguably there is no greater obligation upon government than to maintain the trust that citizens have in meeting their community services obligations and promises, particularly to society's most vulnerable.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities; and
- library services.

Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?

Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?

8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

The Indigenous Voice Co-design Final Report to the Australian Government was released in December 2021. The Local & Regional Voice will contribute to achieving the Closing the Gap outcomes by providing avenues for Indigenous voices to be heard, including to provide feedback to government on Closing the Gap.

As the level of government closest to the people, councils have an essential role supporting and helping to steer the development of policies and programs in partnership with local Indigenous peoples that address closing the gap priorities at the local and regional level.

Local government plays a positive role in reconciliation and celebrating Indigenous culture and identity, and sustainably funded could work effectively to reduce Indigenous disadvantage in all its forms.

On 14 October 2023, Australians voted in a referendum about whether to change the Constitution to recognise the First Peoples of Australia by establishing a body called the Aboriginal and Torres Strait Islander Voice. The referendum did not pass.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen the level of trust between Aboriginal and Torres Strait Islanders and governments?

9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security. At a national level, there is limited understanding of local governments' vulnerability to cyber-attacks, preparedness and adequacy of risk management strategies or business continuity planning.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?

10. CLIMATE CHANGE AND RENEWABLE ENERGY

Australia's changing climate presents a significant challenge to governments, individuals, communities, businesses, industry, and the environment.

The Australian Government has committed to address climate change and in June 2022 submitted its revised National Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change. The revised NDC included reaffirming a target of net zero emissions by 2050 and committing to reduce greenhouse gas emissions by 43% from 2005 levels.

Local governments have played an important leadership role in addressing climate change, and councils have supported a wide range of community-based programs and initiatives to lower the carbon footprint of their own business operations and of their local communities.

As a sector, local government has been an advocate and active participant in the debate for lowering carbon emissions, is sourcing renewable energy, has responded creatively to reduce greenhouse gas emissions from landfills, and facilitated the construction of green buildings and water sensitive design of cities and towns.

Local government has been at the forefront in addressing the impacts of climate change and adaptation to climate change. In particular, councils have a practical understanding of the risk and impact of climate change on Australia's infrastructure and physical assets, natural ecosystems, local economies and their community.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

Are there initiatives that could assist local governments to build trust in the community for implementation of key climate change and emissions reduction initiatives?

11. ENVIRONMENT

Australia's 537 local councils play an essential role in providing, regulating and managing Australia's environmental services and infrastructure.

Whether it's biodiversity, biosecurity, natural resource management (NRM), contaminated lands, waste management, water resources, sustainability or roadside environments, councils are responsible for educating households and businesses on environment policy, as well as driving environmental programs and initiatives in their local communities.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?



12. CIRCULAR ECONOMY

Local government is responsible for the management of household and domestic waste and has a critical role to play in further developing the circular economy.

Australia's 537 councils manage approximately 26 percent of Australian waste, either directly or through contractual arrangements. Each year, local governments collect around 9.7 million tonnes of waste from kerbside bin services, sort it at material recovery facilities (MRFs), and dispatch what can be recycled to reprocessing facilities in Australia and overseas.

Where waste cannot be recovered it is landfilled, and local governments in most jurisdictions must pay a significant levy per tonne for landfilled waste, as well as incur the operational costs of maintaining and managing a landfill.

Collecting, treating, and disposing of Australian domestic waste costs local government an estimated \$3.5 billion annually. Local government also dedicates resources to administering community waste-education programs, collecting litter, addressing illegal rubbish dumping, and ensuring compliance with waste bylaws.

In November 2023, Australia's Environment Ministers agreed that the Federal Government would establish new regulations for packaging as well as mandate how packaging is designed, develop minimum recycled content requirements and prohibit harmful chemicals being used. These changes are expected to have a positive impact on the amount of waste sent to landfill, and the costs borne by councils and their communities.

How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?

How could the Australian Government partner with local government to advance the circular economy?

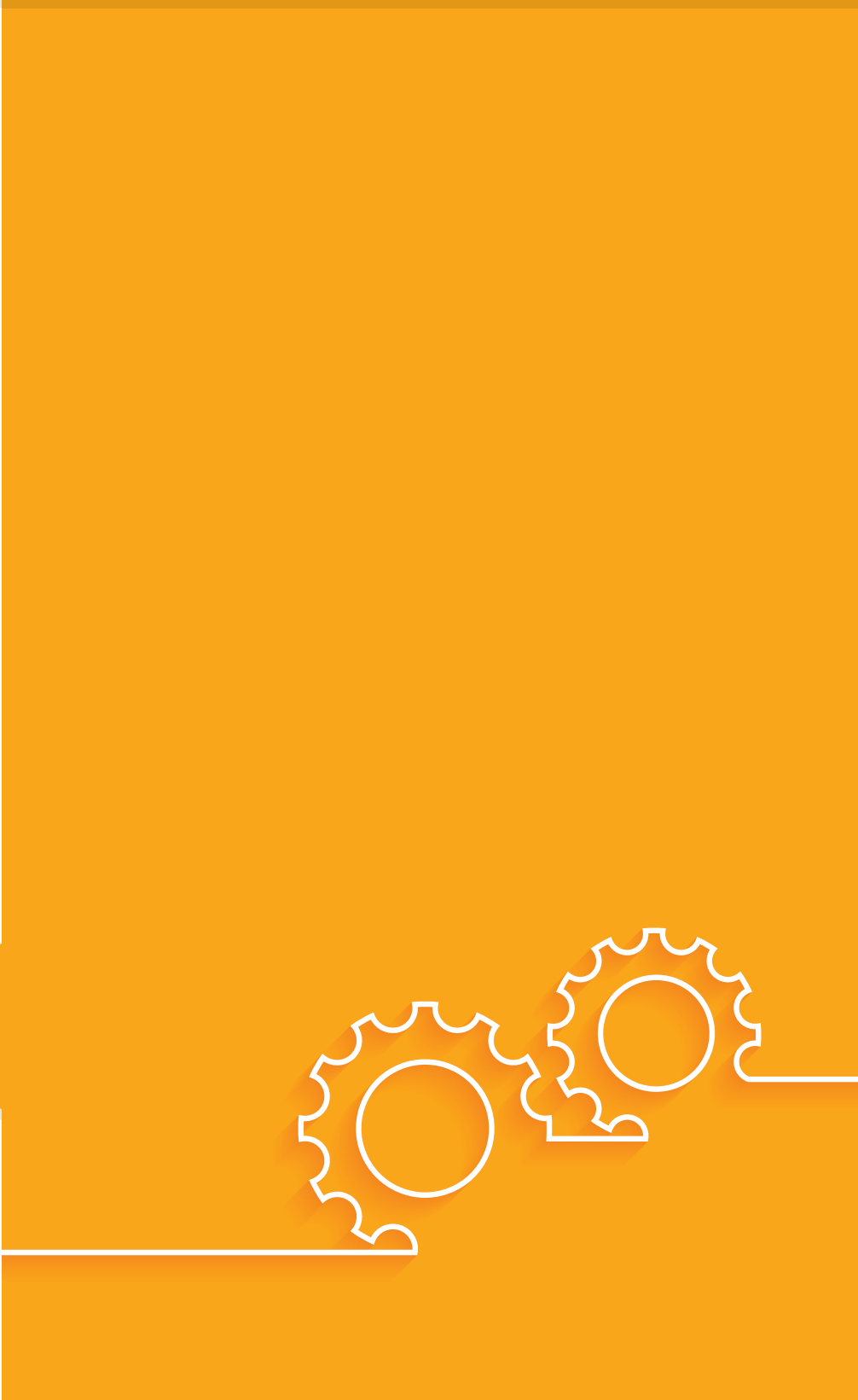
CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2024 National General Assembly of Local Government.

A FINAL REMINDER:

- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Tuesday 30 April 2024.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued.
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2024 National General Assembly to move and speak to that motion if required.
- » Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2024 National General Assembly in Canberra.





AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

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National General Assembly Program

(as at 19 February 2024)

Tuesday 2 July: Regional Forum	
1:30 PM - 3:00 PM	REGISTRATIONS OPEN DAY ONE
3:00 PM - 5:00 PM	NGA: Breakout Sessions (Optional) Four Sessions running concurrently to start the NGA Sessions topics: Energy Transition Disaster Resilience and Recovery National Housing and Community Infrastructure Roads and Transport
5:00 PM - 7:00 PM	Welcome Reception & Exhibition Opening The Welcome Reception and Exhibiton Opening will be held within the Exhibition Hall at the National Convention Centre.

Wednesday 3 July	
8:00 AM - 9:00 AM	REGISTRATIONS OPEN DAY TWO
9:00 AM - 9:40 AM	Opening Ceremony Welcome to Country. Includes address from His Excellency General the Honorable David Hurley AC DSC (Retd), Governor-General of the Commonwealth of Australia
9:40 AM - 10:00 AM	Address by Minister for Infrastructure, Transport, Regional Development and Local Government The Hon Catherine King MP (invited)
10:00 AM - 10:20 AM	Address by Leader of the Opposition The Hon Peter Dutton MP (invited)
10:20 AM - 11:00 AM	President's Address Cr Linda Scott
11:00 AM - 12:00 PM	MEAL BREAK ONE - Day One
12:00 PM - 1:00 PM	Politics and Civic Engagement Anabelle Crabb, ABC Writer and Presenter
1:00 PM - 2:00 PM	Local Government Report
2:00 PM - 3:00 PM	MEAL BREAK TWO - Day One
3:00 PM - 5:30 PM	Debate on Motions
7:00 PM - 11:00 PM	General Assembly Dinner Location: EPIC Dress code: Cocktail

Thursday 3 July	
DAY THREE	
9:00 AM - 10:00 AM	Intergenerational Equity and Fairness Simon Kuestemacher, Director and Co-Founder, Demographics Group
10:00 AM - 11:00 AM	Addressing Intergenerational Trust Panel Kate Fielding, A New Approach; Tahlia Azaria, Young Majors; Ingrid Stonhill, Katherine Town Council and Rebecca McKenzie, Glen Eira City Council
11:00 AM - 12:00 PM	MEAL BREAK ONE - Day Two
12:00 PM - 1:00 PM	Social Capital in the Built Environment Stephen Yarwood, Urbanist and Former Lord Mayor of Adelaide
1:00 PM - 2:00 PM	For the Love of Community Engagement Becky Hirst, Author
2:00 PM - 3:00 PM	MEAL BREAK TWO - Day Two
3:00 PM - 5:00 PM	Debate on Motions - Day Two
6:30 PM - 10:00 PM	ACLG Dinner
7:30 AM - 8:00 AM	REGISTRATION OPEN DAY FOUR
8:00 AM - 3:00 PM	Australian Council of Local Government (ACLG) Forum Venue: National Convention Centre, Canberra

ALGA reserves the right to change the program without notice.

9 Supplementary Items

10 Notices of Motion

10.1 Notices of Motion 143 - Road Safety Audit of Wellington Road between Napoleon Road and Taylors Lane



26 February 2024

Notice of Motion No.143

Road Safety Audit of Wellington Road between Napoleon Road and Taylors Lane

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 26 February 2024:

That Council resolve:

- A. To receive a report by April 2024 (unless deferred to a later date in consultation with the Mayor) in relation to the feasibility of a road safety audit of Wellington Road between Napoleon Road and Taylors Lane, addressing:
 1. Capacity to thoroughly examine the current road conditions; assess potential hazards, and identify areas where safety enhancements are urgently required; and
 2. The necessary resources for such an audit, including availability of personnel with expertise in traffic engineering, safety assessments, and data analysis required to undertake the road safety audit.
- B. To note the road safety audit is proposed following a fatal accident on Wellington Road on 11 January 2024, with the intent of producing a well-researched, evidence-based case, that can be used to call on the Department of Transport and Planning, who are responsible for the management of the road, to take urgent action in light of recent events and the long-standing safety concerns of Council and the community.

Cr Darren Pearce
Taylor Ward

19 February 2024

11 Urgent Business

12 Questions Without Notice

13 Confidential Items